



The hiring proposal for Jhanvi Dayalsharan Patel has been approved by Student Employment and has been sent to HR/Payroll for processing. Please note that this student will not be able to work - or submit timecards - until "authorization to work" email notification is sent by HR. Emails will be sent to the student and the Primary Timecard Approver and will identify a confirmed date when work may begin.

Paperwork Requirements:

Students who have worked for Gannon in the past - but who have not been employed during the past 12 months - should contact HR (prior to beginning work) regarding any possible need to update their paperwork.

Students who have never been employed by Gannon must complete new hire paperwork prior to beginning to work. This paperwork is available for completion in HR any time during regular office hours, unless otherwise posted. Students must come prepared to this appointment with original unexpired acceptable forms of identification that satisfy completion of Form I-9; these forms are viewable at: <https://my.gannon.edu/facultyandstaffresources/HR/Pages/Student-Employment-Forms.aspx>. Inability to present acceptable documentation will delay the employment process.

COVID Notice: Please follow the below directions for scheduling an appointment with HR:

Welcome to Microsoft Bookings! Please follow the link below to book your HR appointment and follow these instructions:

<https://outlook.office365.com/owa/calendar/GannonHumanResources@gannon.edu/bookings/s/yiL8hZ9hbUuXYdbBkeRauQ2>

- Click out of the welcome message
- Choose a location – 406 Peach Street, South Entrance
- Choose a Service: Student Paperwork
- Choose your date and time from those shown as available on the right hand side of the calendar.
- Click on the timeframe of your choice
- Enter your information in the boxes at the bottom of the screen.
- Click BOOK APPOINTMENT
- A confirmation email with the appointment information will be sent to you and to HR.
- If you need to complete hiring paperwork immediately in order to meet the needs of the department, please call HR to make an appointment with the HR Assistant at ext. 814-871-5632

SOCIAL DISTANCING REQUIREMENTS:

- HAVE YOUR MASK ON BEFORE ENTERING THE BUILDING and FOLLOW DISTANCING REGULATIONS
- The building is located on the Southwest corner of 4th & Peach Streets across from the Rec Center.
- Enter through the South Entrance and immediately turn left to access the elevator to the second floor.
- Exit the elevator and turn left to the HR department.

PAPERWORK REQUIREMENTS :

- Follow this link to fill out the [STUDENT EMPLOYMENT FORMS](#) with the exception of the I9 which you will complete at the time of your appointment. Make sure to bring **original** i.d.'s as noted on the [Form I9 List of Acceptable Documents](#).
- **International students must bring their I94, passport, social security card or receipt verifying application, and their I-20 to the meeting.**

Thank you,

Human Resources
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Erie, PA 16541
814-871-7145 (Office)
814-871-7514 (Fax)
hrdept@gannon.edu

