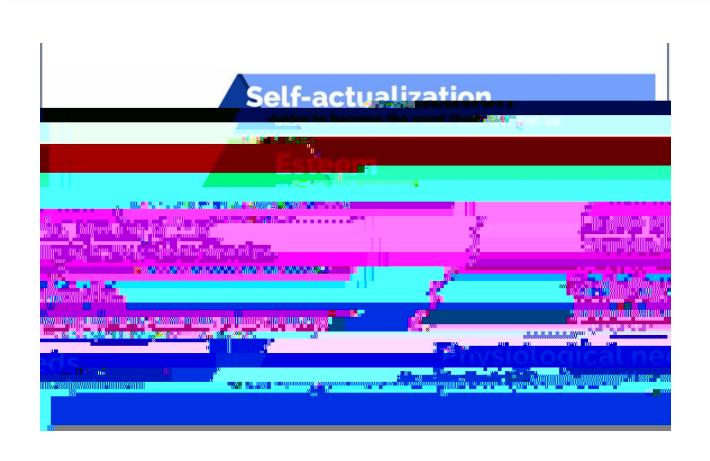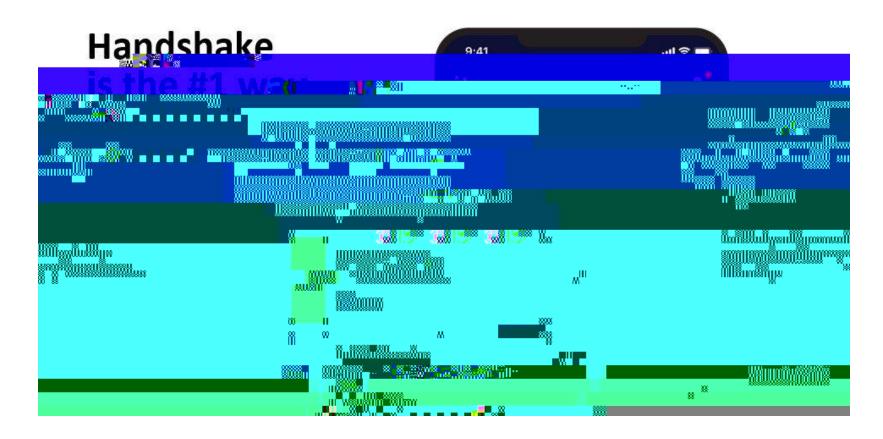STUDENT EMPLOYMENT   PAYROLL   FINANCIAL AID

Support to supervisors and students
    Hiring and onboarding - posting positions, hiring students, tax paperwork and

Having a job and getting paid is important to satisfying needs!

- Tuition payments
- Food, shelter, clothing
- Family security

Handshake
is the #1 way

Departments make their selections

Departments change student application statuses

Pending (Default)

Reviewed (will automatically change when you've downloaded applications)

Declined

Hired

"Hired" candidates are received by Student Employment

Students & Supervisors notified:

Tax Paperwork complete   OK to work and Payroll notified for time card creation.

Tax Paperwork NOT complete   Student asked to schedule a tax paperwork appointment.

Graduating students' positions will be terminated upon graduation.

Withdrawing students' positions will be terminated on withdrawal date.

Departments must communicate terminations and separations communicated on the Student Employment website.

Departments terminating for disciplinary reasons <u>MUST</u> show evidence of having followed the disciplinary process outlined in the Student Employment policies. Consult with Student Employment prior to any disciplinary or performance

active for 10 calendar days & days

Student start date: 1