

# Hiring Budget Student Employees

1. Post your open position to Applicant Tracking System
  - Select your hires
    - Mark as hired or not hired
2. New hire paperwork
  - If student has not worked for the university or was terminated by the university, they must complete their I-9, and W4's
  - No paperwork is required for students without a break in service.
3. Department must e-verify and review paperwork before sending to Student Employment
  - Visit our website under "Department Information and Forms" for instructions on how to complete and check all new hire paperwork to avoid any delays
  - If paperwork is delivered to Student Employment with errors; the department will be instructed to return to the Student Employment office to correct errors.
4. Complete a clearance form for all students the department is hiring
  - Complete a clearance form on our website under "Department Information and Forms"

Please allow up to 3 business days for all paperwork to be processed.

Student CANNOT start working until student and submitter receive an e-mail clearing them to work.

# Hiring Work Study Student Employees

## 1. Post your open position to Applicant Tracking System

- Determine between work study required and work study optional
  - Work Study Required- Department does not have money pay out of budget; student must already be packaged with a work study award to be considered for employment
    - Note: Many students will still apply to work study required positions or indicate that they have work study because they want to 'work' and they want to 'study'. If work study required – contact the Student Employment office to verify the student has been packaged with a work study award.
  - Work Study Optional- All students (budget or work study) meeting other requirements are eligible to apply
- Select your hires
  - Mark as hired or not hired

## 2. Complete an online work study contract for that academic year or summer term

- One contract per position, per department

## 3. New hire paperwork

- If student has not worked for the university or was terminated by the university, they must complete their I-9, and W-4's
- No paperwork is required for students without a break in service

## 4. Department must e-verify and review paperwork before sending to Student Employment

- Visit our website under "Department Information and Forms" for instructions on how to complete and check all new hire paperwork to avoid any delays
- If paperwork is delivered to Student Employment with errors; it will be sent back to the hiring department

## 5. Complete a clearance form for all students the department is hiring

- Information needs to match what was included on the contract
- See instructions on how to complete a clearance form on our website under "Department Information and Forms"

Please allow up to 3 business days for all paperwork to be processed.

Student CANNOT start working until student and submitter receive an e-mail clearing them to work.