

STUDENT EMPLOYMENT WORK FLOW

Creating Recommendation for Employment

Hiring Manager (HM) ensures budget funding availability.



HM completes Recommendation for Temp Employment Form including appropriate signatures.



Recommended student employee completes state application (Form PD-107).



NOTE: The University does not have a formal policy on the number of hours a student may work. However, HR strongly recommends that all full-time students not be permitted to work more than 20 hours in a work week.

Signatures and Approvals

HR reviews packet and notifies HM of approval. HM notifies student and directs student to contact HR.



After all signatures and approvals, packet is forwarded to HR.



HM obtains appropriate signatures. Packet is forwarded to Budget and/or Grants & Contracts.



Student Orientation

Student contacts HR to schedule mandatory orientation. Employee does not begin work until after orientation.



Student completes required employment documents during orientation.



HR explains time reporting and payroll process during orientation.



HR scans/sends employment documents to Payroll.



Student Payroll Process

Repeat process for all new recommendation forms.***



Employee receives pay on 15th of following month.**



HM approves timesheet and sends to HR by 17th of each month.* HR sends to Payroll by 19th.



Student begins authorized work.

*Timesheet must reflect all hours worked for previous period.**Employee's first paycheck is a paper check and should be picked up from Payroll on payday. Subsequent pay is made via direct deposit.***If there is a break of employment for more than 30 days, the student is required to complete updated W-4, NC-4, and direct deposit forms to HR.