

HIRING PROCEDURE FOR STUDENT EMPLOYEES

PURPOSE AND SCOPE

To provide instruction on the recruiting and hiring of student employees.

RESPONSIBLE PARTIES

Requesting Department
Department Budget Supervisor
Director of the Office Career Services
Student Employment Coordinator
HR/Payroll Assistant
Human Resources Director
Provost or Executive VP

PROCEDURE

1.0 Notice of Vacancy or New Position

- .1. The requesting department creates a job description.
- .2. The requesting department notifies the Office of Career Services of the open position and forwards a copy of the job description to the Student Employment Coordinator, along with any special qualifications or skills required to fill the position.

2.0 Position Posting and Advertising

- 2.1 The Office of Career Services posts the position in CareerQuest. Jobs will be posted for 30 days unless the department specifically requests a shorter or longer term posting.
- 2.2 The Student Employment Coordinator retains the job description in an open requisition file.
- 2.3 The Student Employment Coordinator forwards all posted resumes to the hiring department for consideration.

3.0 Selection

- 3.1 The hiring department interviews a selection of candidates, makes a selection, and notifies candidates of their decision.
- 3.2 The hiring department notifies the Student Employment Coordinator of their decision and requests that the job posting be closed.
- 3.3 Once a selection is made, the requesting manager must complete a Request for Personnel Action Form (RPA). The department must indicate on the RPA the FOAPAL and payroll approver for the position. Each department is responsible for verifying the correct FOAPAL with its budget supervisor. (This form is available online through the Human Resources Department.) Recommended hourly pay information is available from the Student Employment Coordinator, if needed.

- 3.4 The RPA along with the application for employment and other required proof of credentials (i.e. resume, I-9 eligibility documentation, etc.) are forwarded to the Office of Career Services for review.
- 3.5 The Director of OCS reviews the RPA, initials and forwards it to the Executive VP/Provost or President for approval.
- 3.6 The Executive VP/Provost or President approves/disapproves the RPA and forwards it to the Financial Aid Office for eligibility determination.
- 3.7 The Financial Aid office forwards the completed paperwork to the HR/Payroll Assistant.
- 3.8 The HR/Payroll Assistant sends an e-mail notification to the requesting department and the Office of Career Services that the RPA has been approved or disapproved.
- 3.9 The HR/Payroll Assistant generates an employee account number for the new student employee.

4.0 Hiring Offer

- 4.1 Only after final approval has taken place, and after coordination with the OCS, the requesting manager may set a start date with the candidate.
- 4.2 New employees may not begin working until final approval from the Executive VP/Provost has taken place.
- 4.3 Payroll will not be issued for a new employee prior to final approval.

5.0 Limits

- 5.1 Students are limited to working a maximum of 20 hours per week during the term, and 40 hours per week on breaks. This maximum is not to be exceeded.
- 5.2 Individual departments are responsible for working with Financial Aid to determine when a Work Study student has reached their maximum award. Hours worked after that maximum is reached will be charged in full to the hiring department.

6.0 New Hire Orientation

- 6.1 Once the offer of employment has been finalized, the requesting department will coordinate with OCS a time for the new hire to complete their initial new hire paperwork (i.e. tax forms, I-9 Form, Voluntary Bio/Demographic Information Survey, and instructions for BannerWeb payroll). This is generally conducted on the first day of work. (Requesting departments may complete this paperwork internally if they are familiar with the process).

7.0 Payroll

- 7.1 After the new employee has completed all applicable new hire paperwork the HR/Payroll Assistant enters the new employee into the Banner System.