

## **PROCESS FOR HIRING HOURLY WORKERS**

If you are employing hourly students during any point of this academic year, there are several things that need to be completed before you can hire a student worker.

New hourly students should first see Amanda to complete a **Temporary & XH Payroll Enrollment Form**, and then they will have to take the form to HR. Please do not complete this form on your own.

The student's supervisor will then sign the form along with the student, so both the supervisor and the student should come to Amanda's office. The supervisor also will need to provide Amanda with the account number from which funds will be used to pay the student, so please have this account number with you. If you do not know the account number, please confirm with Taylor.

If the student has never worked for us before, Amanda will show them where the time sheets are kept and will explain the time sheet process to them. All students, must check in with HR **ON or BEFORE THEIR FIRST DAY OF WORK** and give HR this form. When they go to HR, new students (and perhaps returning students) will have to show HR certain documentation, of which the most popular is a valid passport **or** an original social security card, a driver's license.

If a student is currently working for us, we can just extend their current form, and they would not need to go to HR. The supervisor would just need to let Amanda know the extension end date of their appointment. Please note that if a student has already visited HR because they are working someplace else on campus, they will still need to complete the payroll enrollment form and return to HR. In short, the form must be completed for each department in which they work.

## **WORK STUDY QUALIFIED STUDENTS**

Whether a student is a regular work study student or a student in the Undergrad RA program, it is imperative that Amanda be informed so that she can go online and claim their work study funds in addition to completing the payroll enrollment form. Supervisors should not attempt to do this on their own, but rather inform Amanda so that she can follow appropriate protocols. Amanda will need to know the student's name; university ID #; their rate of pay; the account from which to pay the student; and the average number of hours per week they will be working.

Please direct all questions to Amanda.