

Student Employment Steps – Supervisors/Departments

New Employment

Step 1 – Complete the **On-Campus Employment Request** form. This form is routed through your Division AA for budget/FOAP verification and your Division Manager for approval of the position.

NOTE: If you are a new Supervisor/Timesheet Approver, you must also complete the **Banner Human Resources & Payroll Module** form.

Step 2 – Recruit for employees. The Financial Aid department will advertise your employment position based on the On-Campus Employment Request form, *unless* you check the box stating you do not want it advertised. There is no required application to use. Interview students as you please. If you need assistance, please work with the Financial Aid office.

Step 3 – Complete a **Student Employee Referral Slip** with your successful candidate(s). Your new student employee will take this form to the Financial Aid office to obtain other necessary employment paperwork, see Appendix B.

Step 4 – Your student will bring you a **District Student Help Clearance Form** once their paperwork has been completed and their LiveScan has been cleared. After you sign this form, also have your Area Manager sign it and then return it to Financial Aid.

NOTE: The start date on this form may not be backdated- see Step 5.

Step 5 – Schedule your student employee to work, adhering to the following restriction:

1. Your new student employee to begin working after they have received an ID badge from the Financial Aid office. This badge indicates they have completed all their necessary employment paperwork, to include clearing the LiveScan process. **You may not have a student employee begin working until this process has been completed.**
2. New student employees may begin working as of the first day of the following pay period (1st - 15th and/or 16th – 31st). For example, if your student clears their LiveScan and completes all the necessary paperwork by January 2nd, the first day they can work is January 16th.

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Continuing/Renewing Employment

Repeat **steps 1 and 3** each fiscal year