HR Student Hire Process

Start: Student is selected to be hired

Manager: Receives notice that student is to be hired
- If student is international, Requests Foreign National Tax Form from international student
- Checks with assigned Service Team to see if a valid I-9 is on file. If not, initiates I-9 process for student

Department Approver: Checks employment dates, pay rate/salary, job code, supervisor, hours per week, and funding
- Approved?
- Approved?
- Approved?
- Approved?

Grants and Contracts: If funding includes grants, determine if paid through Payroll or AP and confirm sufficient funds available
- Approved?

Financial Aid: If Federal Work study is included
- Approved?

Graduate School: If any graduate assistant job code is used
- Approved?

PS HCM: Student Hire is processed in HCM PeopleSoft

Students hired for the first time or rehired after a one year break in employment must have a valid I-9. Watch for an email from service@peopleadmin.com.

Depending on job, Student may need background screening. Watch for email from noreply@hireright.com.

Watch for email from Division of Human Resources confirming employment details and providing log in to HCM PeopleSoft.

On hire date, new first time hired students must log in to HCM PeopleSoft to complete onboarding: direct deposit set up, W-4 forms and ACA Acknowledgement.

If paid hourly, ensure work hours are entered into HCM PeopleSoft or submitted to a manager.

End: For hourly paid students, approve submitted hours worked in a timely manner.