



Student Assistant Authorization and Re-Hiring Process

PROCESS FOR STUDENTS RETURNING TO THE SAME POSITION

Student Assistants may only work in subsequent semesters if they are reauthorized. If they are reauthorized, they will not need to complete all of the HR documents again.

Step 1: Supervisor, Financial Aid and Dean/President Authorization

- Supervisor receives permission from his/her Dean/President to re-hire student assistant (s).
- Supervisor picks up **Student Assistant Authorization Form** from Office of Career Services.
- Once the Student, Financial Aid Rep. and Supervisor, Dean/President (in that order) have completed and signed the Student Assistant Authorization form it can be dropped off to the Human Resources Office.

Step 2: Human Resources Authorization

- Payroll Office emails the Student, Supervisor, Dean/President, Financial Aid, and Career Services to indicate that the re-hiring process is complete (with start and end dates).
- Payroll completes last section of Student Assistant Authorization form and distributes copies to Financial Aid, Supervisor, Dean/President and Career Services.
- Student submits bi-weekly timecards to Payroll with supervisor's signature.