



PROCESS FOR REHIRING STUDENT ASSISTANTS

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.
- All sections of the Student Assistant Authorization Form are to be completed in the order listed on the form. The student completes the first section and returns form to supervisor.
- Supervisor brings form to Financial Aid office for verification of work study funds. If the student is not eligible for work study, the supervisor must determine alternative funding with department or divisional dean.
- When funding is determined, Section III of the Student Assistant Authorization form is completed.
- 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 LH L 218.

Students will not need to complete the HR documents again, unless information has changed.

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 Section IV 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.