



## **HIRING PROCEDURES ON CAMPUS**

**Funding:** Supervisors must secure funding for student employment hires through their assigned department: Academic Affairs, Student Services, or Administrative Services. If funding is not available through the appropriate department you may request funding through student financial services (work study program or Regents program).

### **Funding**

#### **Chart:**

**Request for Student Employee:** After funding has been secured through the appropriate department the supervisor should complete the request for student employee form. This request will be forwarded to their department (Academic Affairs, Student Services, or Administrative Services). The funding department will approve the request and forward to student employment services for posting and recruitment.

**Recruitment:** Departments must publicize all student positions through the student employment office located in the admission advising & career cen

## **PAYROLL GUIDELINES**

**Payroll Periods:** The two monthly payroll dates will vary around the 10th and 25th of each month depending on weekends and holidays. Hours submitted for the 1st through the 15th are paid on the 25th and hours submitted for the 16th through the 31st are paid on the 10th. If either of these dates falls

A graduating student may retain student status until the end of the payroll term, i.e., a student graduating in December will retain student status until January 15. A student graduating in May will retain student status until June 30 depending on funding.

The supervisor is responsible for ensuring the student has completed their last time sheet.

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