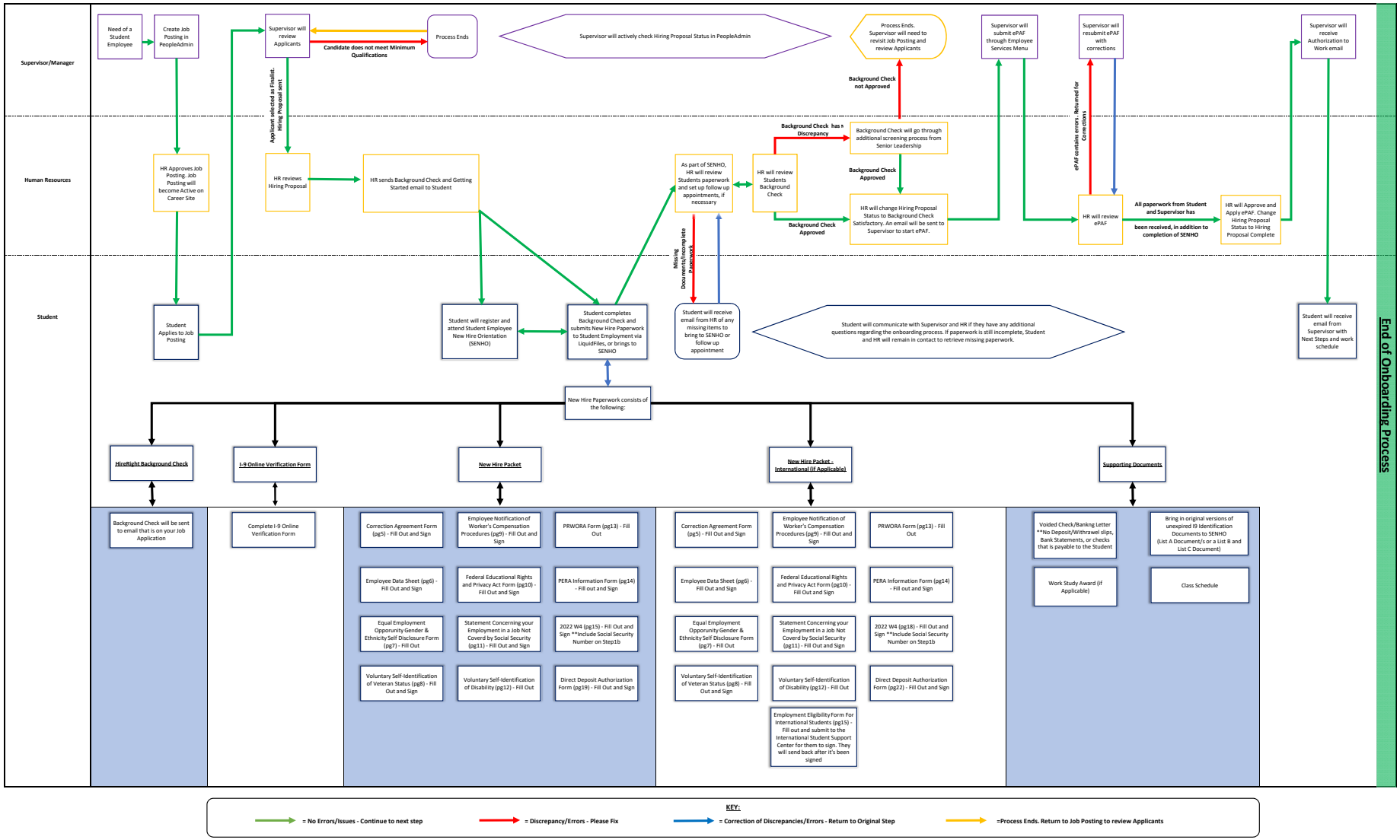
Supervisor/Manager
Human Resources
Student
Need of a Student Employee
Create Job Posting in PeopleAdmin
Supervisor will review Applicants
Candidate does not meet Minimum Qualifications
Process Ends
Supervisor will actively check Hiring Proposal Status in PeopleAdmin
Process Ends. Supervisor will need to revisit Job Posting and review Applicants
Supervisor will submit ePAF through Employee Services Menu
Supervisor will resubmit ePAF with corrections
Supervisor will receive Authorization to Work email
Background Check not Approved
Applicant selected as Finalist. Hiring Proposal sent
Background Check has a Discrepancy
Background Check will go through additional screening process from Senior Leadership
ePAF contains errors. Returned for Correction
HR Approves Job Posting. Job Posting will become Active on Career Site
HR reviews Hiring Proposal
HR sends Background Check and Getting Started email to Student
As part of SENHO, HR will review Students paperwork and set up follow up appointments, if necessary
HR will review Students Background Check
Background Check Approved
HR will change Hiring Proposal Status to Background Check Satisfactory. An email will be sent to Supervisor to start ePAF.
HR will review ePAF
All paperwork from Student and Supervisor has been received, in addition to completion of SENHO
HR will Approve and Apply ePAF. Change Hiring Proposal Status to Hiring Proposal Complete
Missing Documents/Incomplete Paperwork
Student Applies to Job Posting
Student will register and attend Student Employee New Hire Orientation (SENHO)
Student completes Background Check and submits New Hire Paperwork to Student Employment via LiquidFiles, or brings to SENHO
Student will receive email from HR of any missing items to bring to SENHO or follow up appointment
Student will communicate with Supervisor and HR if they have any additional questions regarding the onboarding process. If paperwork is still incomplete, Student and HR will remain in contact to retrieve missing paperwork.
Student will receive email from Supervisor with Next Steps and work schedule
New Hire Paperwork consists of the following:
HireRight Background Check
I-9 Online Verification Form
New Hire Packet
New Hire Packet - International (if Applicable)
Supporting Documents
Background Check will be sent to email that is on your Job Application
Complete I-9 Online Verification Form
Correction Agreement Form (pg5) - Fill Out and Sign
Employee Notification of Worker's Compensation Procedures (pg9) - Fill Out and Sign
PRWORA Form (pg13) - Fill Out
Employee Data Sheet (pg6) - Fill Out and Sign
Federal Educational Rights and Privacy Act Form (pg10) - Fill Out and Sign
PERA Information Form (pg14) - Fill out and Sign
Equal Employment Opporunity Gender & Ethnicity Self Disclosure Form (pg7) - Fill Out
Statement Concerning your Employment in a Job Not Coverd by Social Security (pg11) - Fill Out and Sign
2022 W4 (pg15) - Fill Out and Sign **Include Social Security Number on Step1b
Voluntary Self-Identification of Veteran Status (pg8) - Fill Out and Sign
Voluntary Self-Identification of Disability (pg12) - Fill Out
Direct Deposit Authorization Form (pg19) - Fill Out and Sign
Correction Agreement Form (pg5) - Fill Out and Sign
Employee Notification of Worker's Compensation Procedures (pg9) - Fill Out and Sign
PRWORA Form (pg13) - Fill Out
Employee Data Sheet (pg6) - Fill Out and Sign
Federal Educational Rights and Privacy Act Form (pg10) - Fill Out and Sign
PERA Information Form (pg14) - Fill out and Sign
Equal Employment Opporunity Gender & Ethnicity Self Disclosure Form (pg7) - Fill Out
Statement Concerning your Employment in a Job Not Coverd by Social Security (pg11) - Fill Out and Sign
2022 W4 (pg18) - Fill Out and Sign **Include Social Security Number on Step1b
Voluntary Self-Identification of Veteran Status (pg8) - Fill Out and Sign
Voluntary Self-Identification of Disability (pg12) - Fill Out
Direct Deposit Authorization Form (pg22) - Fill Out and Sign
Employment Eligibility Form For International Students (pg15) - Fill out and submit to the International Student Support Center for them to sign. They will send back after it's been signed
Voided Check/Banking Letter **No Deposit/Withrawel slips, Bank Statements, or checks that is payable to the Student
Bring in original versions of unexpired I9 Identification Documents to SENHO (List A Document/s or a List B and List C Document)
Work Study Award (if Applicable)
Class Schedule
End of Onboarding Process
KEY:
= No Errors/Issues - Continue to next step
= Discrepancy/Errors - Please Fix
= Correction of Discrepancies/Errors - Return to Original Step
=Process Ends. Return to Job Posting to review Applicants