

**Student Hiring – New or Rehired Student Workers - No requisition is needed.**

1. The hiring manager should call HR to verify if the student is currently in the HRS system.
2. If a student is in the HRS system – the hiring manager should complete a **new assignment ePNF** with appropriate approvers included. & HR will inform the student by email if any additional forms are required. **Please note: Students may only work a cumulative total of 26 hours per week in all positions across the university and may have multiple assignments including work study.**
3. If a student is **NOT** in the HRS system – the hiring manager should complete a **new employee ePNF** with appropriate approvers included. & HR will send by email a new hire welcome notice that includes information about required paperwork.
4. A new student employee is required to come to HR on or before their first day of work to complete their required I-9 and new hire paperwork, bringing with them their valid ID. (This process takes 30-45 minutes)
5. Once the ePNF is completed & approved AND the student has completed employment paperwork, the person submitting the ePNF will receive an automated email notifying them when the student may begin working.

**Do not allow a student to work without receiving email notification from HR that they are in compliance with all employment regulations and university policy and may begin working.**