

STUDENT EMPLOYMENT JOB POSTING

Attention DEPARTMENT HEAD or HIRING SUPERVISOR

JOB LISTING: Please keep a copy of this form for future reference. Print this page. You may also return a printed form to the Center for Career Development in Post Hall or fax it to ext. 3136. Notify the Career Center at ext. 3130 when the position is filled and you do not want any more applicants. The posting will then be removed from the job binders.

STUDENT EMPLOYMENT APPLICATIONS: Students should obtain their applications from the Center for Career Development. If you wish to keep a student's application, please make a copy. Please explain your hiring process to all applicants and please notify all of those you interview when you have made your hiring decisions.

CAMPUS EMPLOYMENT/FEDERAL WORK-STUDY: The Center for Career Development will indicate on each student application the amount of the Federal Work-Study award or an exemption to work under Campus Employment. International students will be granted an exemption for the year as they are not eligible for FWS. Other students must complete the financial aid application permanent exemption can be made. Temporary exemptions will be granted to allow time for the application process. Transfers of funds between Work-Study and Campus Employment should be handled by the person usually authorized to make transfers for your department. If requesting additional campus employment funds, this authorized individual must contact the Budget Office.

STUDENT PAYROLL: When you hire a student, you must complete a Student Payroll Transaction Form (available from the Service Bureau or the Career Center). You or the student should return the completed/signed form and application to Human Resources. First-time university hires must bring documentation for work authorization to the Office of Human Resources, in Levermore Hall. Any student who has previously been hired by the University ("rehire") will already have work authorization on file. The student cannot start employment until all documentation is completed. The University is subject to fines and penalties if these forms are not completed prior to date of hire.

As soon as a student starts work, please request a student timesheet and payroll schedule from the Office of Human Resources. If you already have a student timesheet for this semester, just add the new students. Students' paychecks will be available from the department which first hired the student this semester.

Department: _____

Date of Request: _____

Location of Job: _____

Hours/Days Position Available: _____

Date Position Available: _____

Salary Range: _____

Job Description: _____

Job Requirements: _____

Position Budgeted As:

_____ Campus Employment _____ Work Study _____ Grad Student Employment

Hiring Supervisor: _____

Telephone Number: _____

E-Mail Address: _____

Interview Hours & Location: _____