**Faculty** hiring a student worker needs to:
1. Dean allocates budget to the Dept. Chair;
2. Obtain student packet (left of room 455.)
3. Complete and sign all hiring forms needed.
4. Submit hiring packet to Dean or OOI Staff

**Hiring Packets**

**OOI Staff** hiring a student worker needs to:
6. Obtain all final sign-offs in hiring packet
7. Staff will create an ePAF for the student
8. Copy all documents in hiring packet for OOI
9. Deliver original hiring packet to Business Office

**Business Office** receives student hiring packet, checks for completeness and available budget.

- **Is Student Hiring Packet**
  - **Yes**
    - File is created and copies are kept in the Business Office.
    - Business Office sends original hiring packet to District HR.
  - **No**

- **Is Student Hiring Packet**
  - **Yes**
    - Payroll holds the timesheet until student is entered into system then processes timesheet.
    - Payroll issues paychecks on the 15th of each month and can be picked up at Cashier’s Office
  - **No**

**TIMESHEETS**

After student is approved to start work they can submit their time-sheet to immediate supervisor for signature before the 20th of the month, or per submission due date. “Schedule for the Submission of Timesheets” form available on the 4th floor, left of rm. 455.

- **Is timesheet compete**
  - **Yes**
    - Payroll staff checks accuracy of timesheet; if correct, hiring packet is entered into system; student is working no more than 20 hours a week.
  - **No**

- **Payroll**

**Is Student entered into system**

- **Yes**
  - **Payroll**
  - **No**

- **Administrator’s Staff Assistant** fills in the budget code, obtains Dean’s signature and submits the timesheet to the Business Office by each month’s deadline.

- **Business Office** checks:
  - 1. Budget Availability
  - 2. Timesheets match PA

- **Business Office** sends original hiring packet to District HR.

- **Business Director** reviews and signs.
- **Timesheet originals are sent to District Payroll.**
- **Green copies are stored in Business Office.**

**Questions**

- Upon receipt of the ePAF, HR enters the student into system using the student ID.
- Student

**Flow Chart Color Key**

- Business Office
- District Personnel
- Payroll
- OOI Administrators
- Hiring faculty/staff, OOI Administrators
- Student
- Questions

**June 17, 2015**