

Student worker

- Department chooses a student to hire.
- A Student Appointment Request form is completed.
- If the department has regular money the form is forwarded to the records office.
- If the department has work study money the form is forwarded to financial aid.
- The VC of Finance and Administrative Services then gets the form and signs off on it.
- The approved form is then forwarded to HRM.
- HRM notifies the department to let them know if the worker is approved or denied.
- If approved the worker comes to HRM to complete paperwork with picture ID and Social Security card.