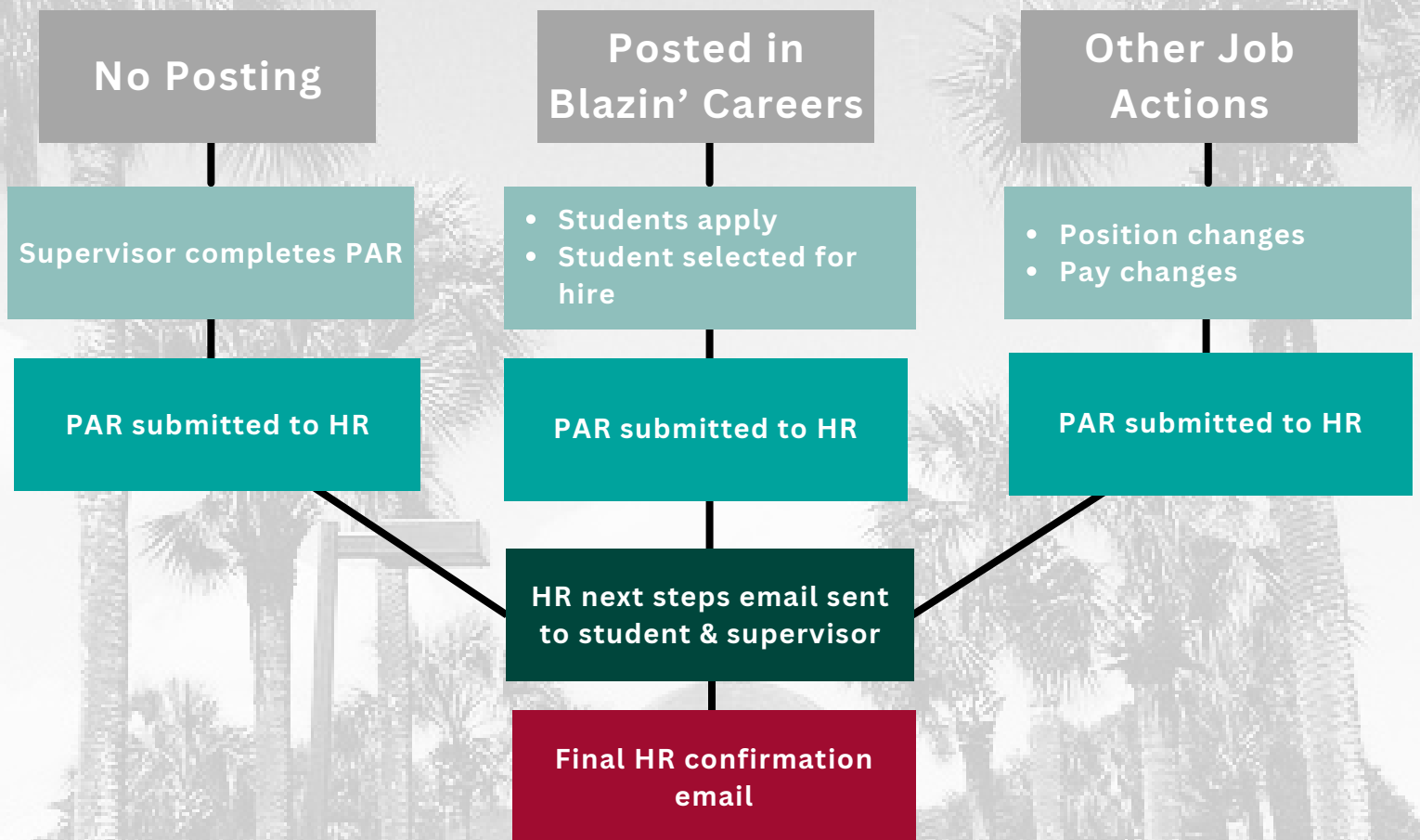
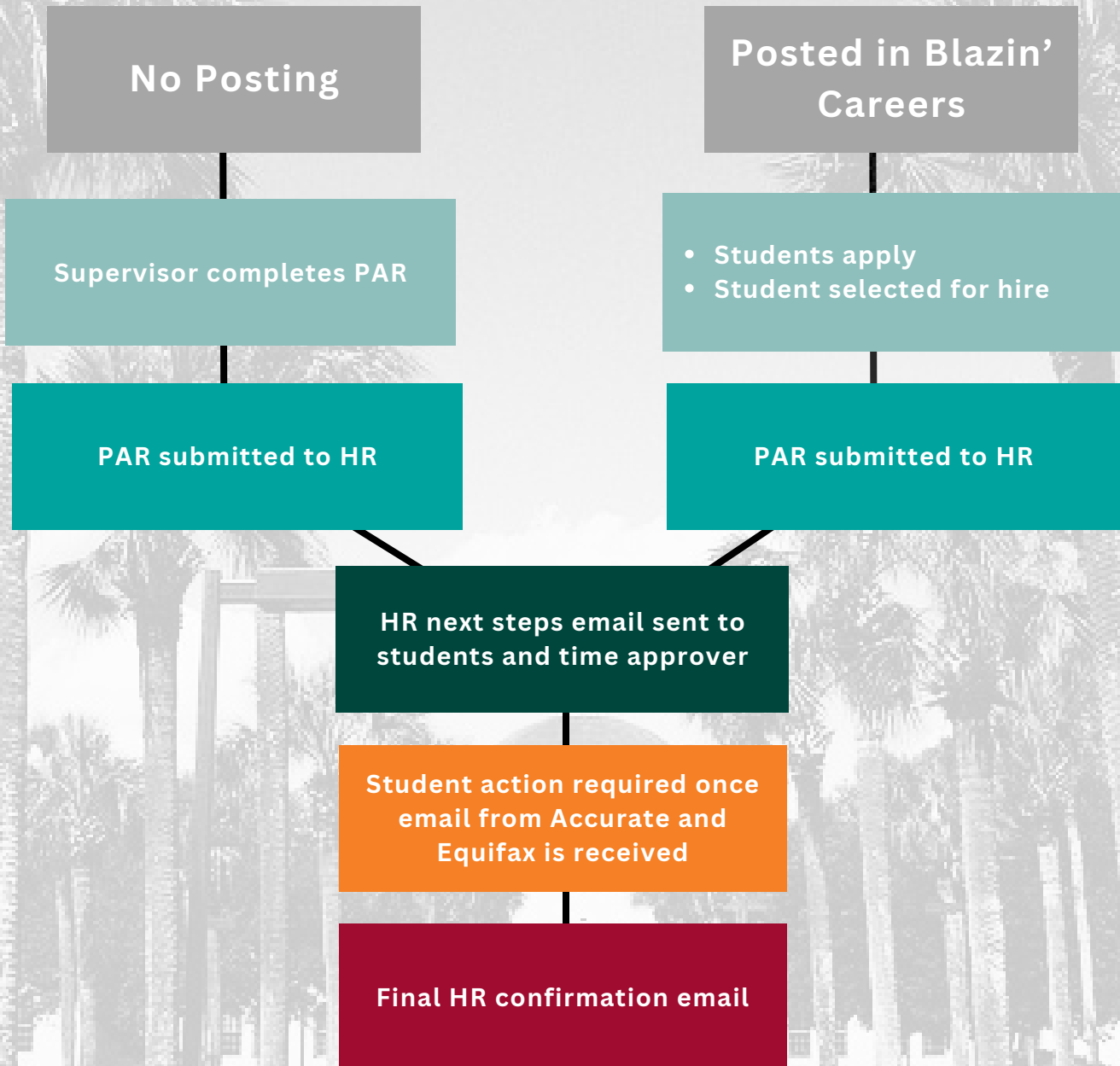


Current Student Assistant Workflow



- **Students must NOT begin working until a confirmation email has been received.**
- Students can only have a total of **2 jobs** on campus (totaling **19 hours**).
- Supervisors must submit a **Student Termination Form** each semester for students who will no longer work for the department.
- All Work Study transactions must go through the Financial Aid Department for processing.

New Student Assistant Workflow



- **Students must NOT begin working until a confirmation email has been received.**
- Supervisors must submit a **Student Termination Form** each semester for students who will no longer work for the department.
- All Work Study transactions must go through the Financial Aid Department for processing.
- New student employees must provide original identification documents to complete the hiring process. Please see the list of acceptable documents: **I-9 Acceptable Documents**.
- New student compliance training must be completed in BlazeVIEW within **30 days of hire**.