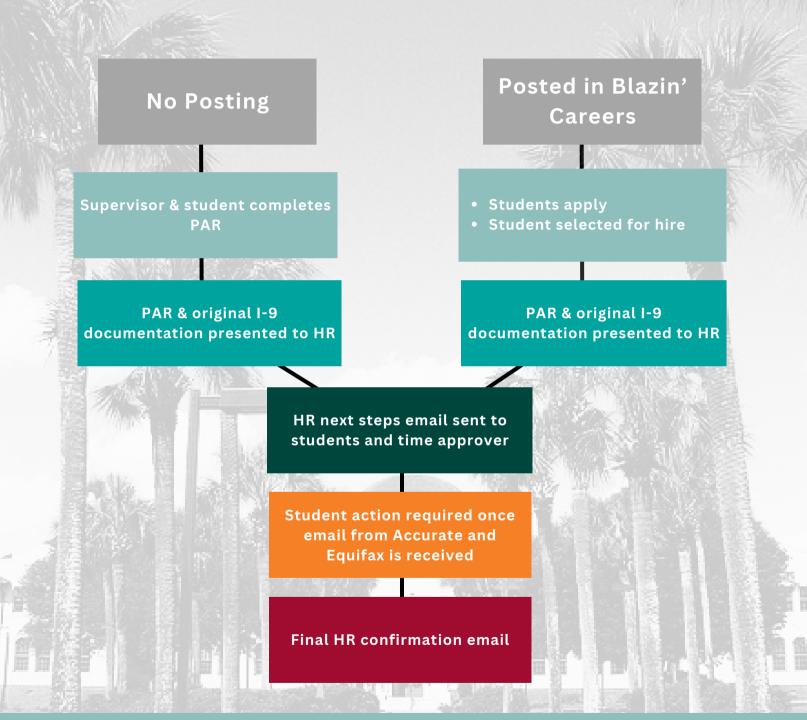
New Student Assistant Workflow



- Students must NOT begin working until a confirmation email has been received.
- List of acceptable I-9 documents: <u>I-9 Acceptable Documents.</u> Must be original.
- New student compliance training must be completed in BlazeVIEW within **30 days of hire.**
- All Work Study transactions must go through the Financial Aid Department for processing.

Current Student Assistant Workflow

No Posting

Supervisor & student completes PAR

PAR submitted to HR

Posted in Blazin' Careers

- Students apply
- Student selected for hire

PAR submitted to HR

HR next steps email sent to student & supervisor

Final HR confirmation email

Other Job Actions

- Position changes
- Pay changes
- Secondary Job

PAR submitted to HR

- 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 per week in all jobs).
- All Work Study transactions must go through the Financial Aid Department for processing.