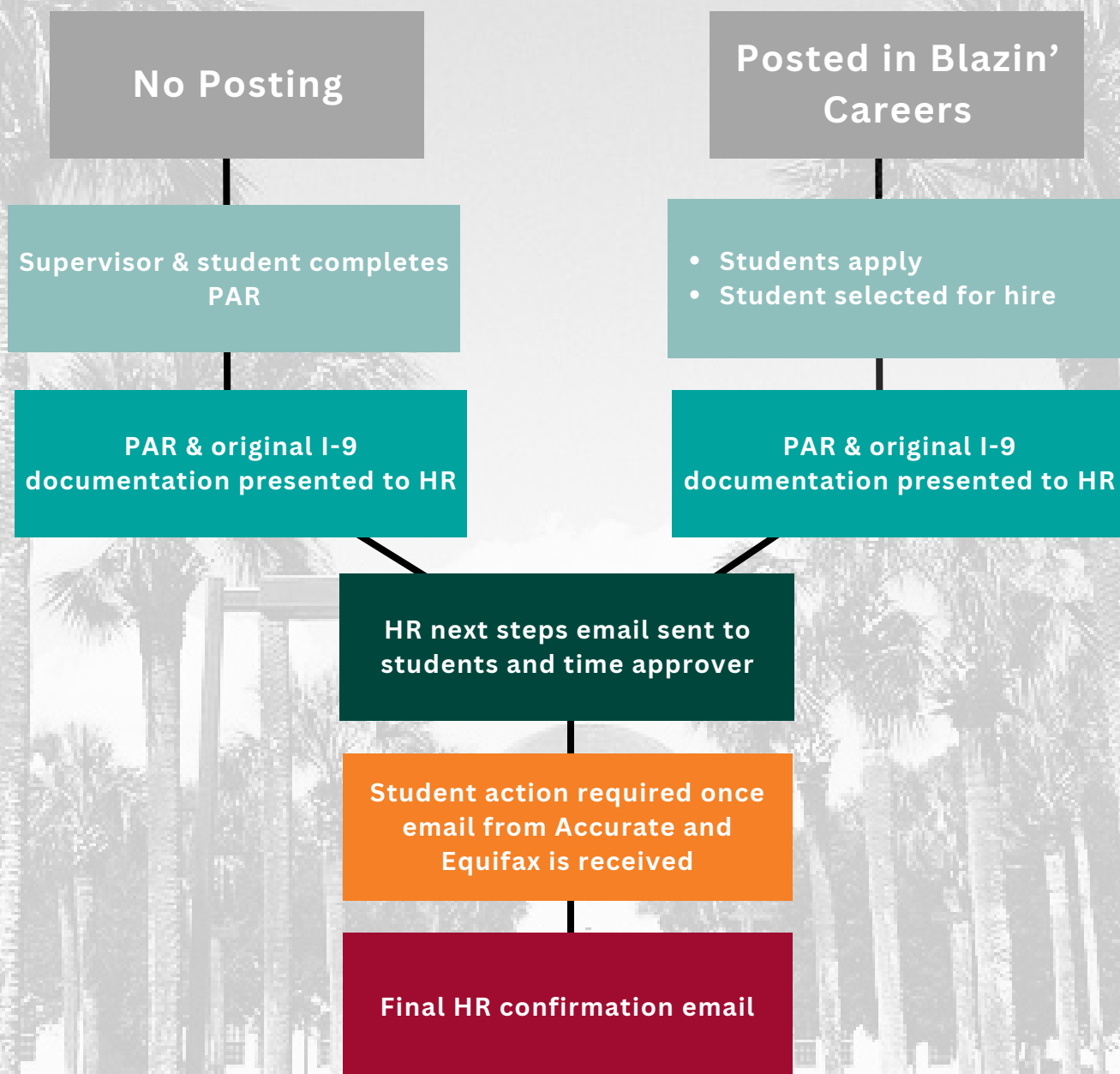
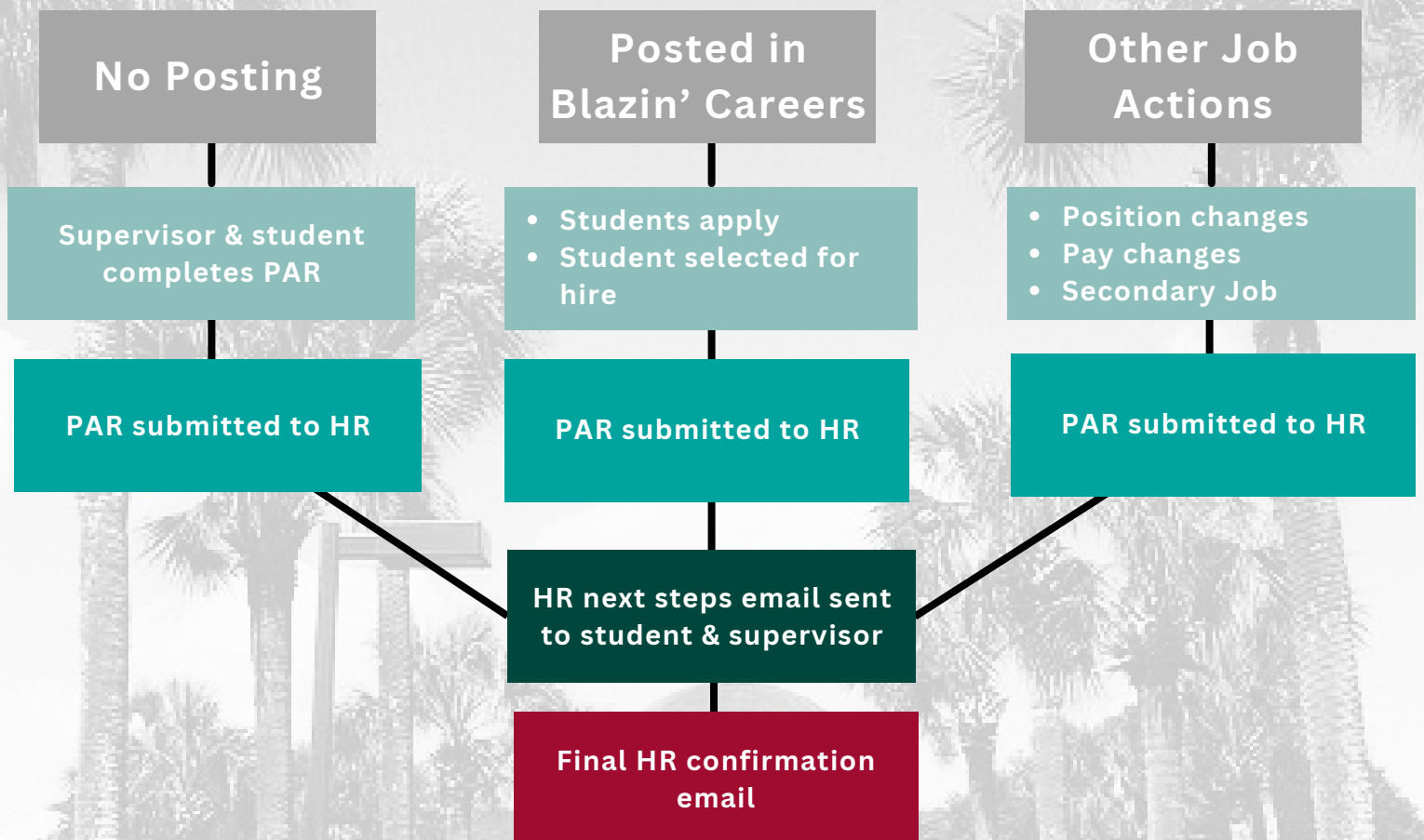


New Student Assistant Workflow



- **Students must NOT begin working until a confirmation email has been received.**
- List of acceptable I-9 documents: [I-9 Acceptable Documents](#). 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



- **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.