

# Student Employment

## General hiring process

|                             |                                                                                                                                                                                                                              |
|-----------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Post the job                | Complete the <b><u>Personnel Request form</u></b> .<br>Already have a student in mind? Skip to “Contact HR”.                                                                                                                 |
| Interview<br>Employee       | Respond to inquiries and meet with candidates.<br>Decide on the student employee hire.                                                                                                                                       |
| Contact HR                  | Complete the <b><u>Student Job Assignment Form</u></b> .<br>HR reviews the info, sends the onboarding email, if needed, and sends the form back to Requestor. Open the form, look for comments, and sign off on it.          |
| New Employee<br>Onboards    | Student completes onboarding forms and I-9 appointment. If onboarding is not needed, the employee may begin work.                                                                                                            |
| HR<br>Processes             | Student Employment processes the job. Timeclock Plus (TCP) is set up at this time.                                                                                                                                           |
| View<br>Authorization       | Student Employee shows/emails supervisor the work authorization located in their my.Samford.edu portal.                                                                                                                      |
| Employee<br>Begins          | Supervisor shows Student Employee how to clock in and out of TCP on an office computer or mobile app. Employee clocks out at the end of the work assignment, makes a note of time corrections and approves time for the day. |
| Supervisor<br>Approves Time | Approve student time and communicate any errors to studentjobs@samford.edu before payroll Monday.                                                                                                                            |



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