

NWS Student Employment Hiring Proposal Workflow

Start Hiring Proposal

- Use Quick Steps to create Student Employment Hiring Proposal

Applicant Reviewer

- For Educational Stipend Contracts
- Make sure to include number of pays (equal amount paid over the months of the contract, cannot be paid in one lump sum or in the middle of the month). Issue Offer Letter, once signed, download PDF and attach contract to Hiring Proposal Documents before moving to Approver 1.

Approver 1

- Will review to approve and send to Approver 2 (if applicable) or straight to HR Review.
- If you are unsure of whom from the dropdown is the approver, ask your supervisor.

HR Review

- HR reviews student for eligibility. Checks GPA, Enrolled Credit hours, hiring proposal correctness and determines if new hire and needs to complete onboarding requirements.
- Sends to Grants for approval if needed.

Offer Accepted

- HR issues Onboarding Checklist for New Hires and emails student for intake appointment.

Onboarding

- Student is working on completing required onboarding paperwork. Including Federal Form I-9, taxes, direct deposit and onboarding checklist.

Payroll Processing

- Student is authorized to begin working.

ePAF Pending

- Hiring action is processing and has been entered into Banner.

Payroll Final Action

- Student job record has completed a pay cycle and hiring proposal can no longer be adjusted. Will need to submit change form for any future changes.