

The College of Idaho

Student Hire Notification

Instructions: Supervisors complete this document for each student employee (definition below) you intend to hire. Send completed documents to Human Resources, SCrenshaw@collegeofidaho.edu.

Supervisor, you must complete this document each academic year to rehire your student employee.

Note: Student employees cannot begin working until they have completed the employment process with Human Resources.

Department:

Supervisor:

Student Position Title:

New Position Yes No

Budget #:

Student Name:

C of I ID#:

Start Date:

End Date:

Hourly Rate of Pay:

Average weekly hours:

Special instructions or comments

Definitions

Work-study -need based award. Work-study student employees are paid out of the award funding budgets. Students are not allowed to work more than 20 hours a week.

Student employee- hired by a specific department and paid out of that departments budget funding. These students could also be paid out of a grant, if the grant includes funding for student support. Students are not allowed to work more than 20 hours a week during the academic year.

Supervisors are required to complete the Student Hire Notification document for each student they hire. These documents will be placed in the students personnel file for audit purposes, and therefore cannot contain more than one students information.

Once Human Resources receives this completed document, we will confirm if the student is in the payroll database and eligible to work. If they are not in the payroll database, our office will communicate employment instructions by email to the student and you.

Once a student has completed the employment process with Human Resources they may begin working.

Supervisors and students are both responsible for timely completion and approval of monthly payroll time sheets. If you have questions please contact the Payroll Staff Accountant, the Assistant Controller, or Human Resources.