

The [Authorization to Hire or Change Notice](#) form must be used for hiring student workers or when making changes to existing student workers.

These instructions are designed to assist you (the Supervisor) with how to use and complete the form.

Student Employment –

Forms may be obtained from the HR webpage at: www.shawnee.edu/offices/human-resources/student-employment.aspx

Complete the top part of the form including the *department and campus location, supervisor name and phone extension, wage rate, the effective hire date, and the account number(s) and percentage(s) to be allocated to the account(s).* *Be sure to have this form signed and dated by the appropriate budget authority on the line provided.*

The Student Employment section must be completed for each student employee you intend to hire:

- ✓ Check the Student Employment box located on the left side of the form;
- ✓ Send completed form to Human Resources, Administration 016 (scan / email or via fax at 3505) *before the student begins working.* Eligibility must first be established and approved. Send the student to Human Resources to complete requisite employment paperwork - DO NOT BEGIN WORKING THE STUDENT UNTIL HUMAN RESOURCES NOTIFIES YOU!
- ✓ HR will check eligibility, **notify the supervisor**, and maintain the completed form in Human Resources.

To initiate a **change** to a **Student Employee's status** this form must be used:

- ✓ Check the appropriate change in the Status section (located on the right-hand side of the form);
- ✓ Enter the from/to information on the appropriate lines of the form. Be sure to specify the effective date for the change. Forward the form to Human Resources. The change will be processed according to the student payroll schedule.

Federal Work-Study (a/k/a college work study) –

Forms must be obtained from the Financial Aid Office

Supervisor (or student) contacts Financial Aid Office (ext. 3140) to request a federal work-study position (supervisor may request a continuing student from a prior year for this position)

- Financial Aid Office completes and forwards the Authorization form to the requesting supervisor;
- Supervisor or student requests an interview;
- If work-study applicant is hired, supervisor checks the Federal Work-Study section of the form, signs and dates the form, then faxes the form to the Financial Aid Office (2nd floor of the University Center) at 3435 *before the student begins working;*
- Student meets with financial aid office to finalize requisite paperwork;
- Financial Aid Office notifies the supervisor with the date the student is eligible to begin working. The supervisor then sends student to Human Resources to complete requisite employment paperwork - DO NOT BEGIN WORKING THE STUDENT UNTIL HUMAN RESOURCES NOTIFIES YOU!

To initiate a **change** to a **Work-Study Employee's status**:

- Continuing Work-Study from the prior term/year - supervisor contacts the Financial Aid Office (ext. 3140);
- Financial Aid Office completes and forwards the Authorization form to the requesting supervisor;
- Supervisor checks the Federal Work-Study section of the form, signs and dates the form and faxes back to the Financial Aid Office (2nd floor of the University Center) at 3435 *before the student begins working;*
- Financial Aid Office enters the from/to information on the appropriate lines of the form, specifies the effective date for the change, and forwards form to Human Resources. The change will be processed according to the student payroll schedule.

IMPORTANT NOTE: Please refer the student to HR for questions about when they will be paid. Student payroll schedules are available in HR (or at <http://www.shawnee.edu/offices/human-resources/media/Pay-schedule-STU-FY16-17r.pdf>) and will be provided when employment paperwork has been completed. Pay checks are issued according to the appropriate payroll schedule once all employment forms are complete and authorized timesheets have been received in payroll.