Student Employment Workflow for New Student Employees

Department

Department posts position on Career Center website. Career Center approves and posting goes live.Federal Work Study (FWS) job descriptions sent to Marcia Starcher.

Department Interview Process

Candidate chosen, conditional offer made. Eligibility check and background check conducted (if necessary)

Department checks for student social security number in CMS (Confirmation Ticket)

Yes

The student currently has a validated social security number in the CMS

Department creates the Confirmation Ticket in CMS

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No

Background Check Required

Payroll

Student

The student does not have a validated social in the CMS, please see page 3

HRDI Student Employment

HRDI is notified of clearance or non-clearance. HRDI communicates to Department

Cleared

Not Cleared

HRDI reaches out to department and candidate. The student is not allowed to work

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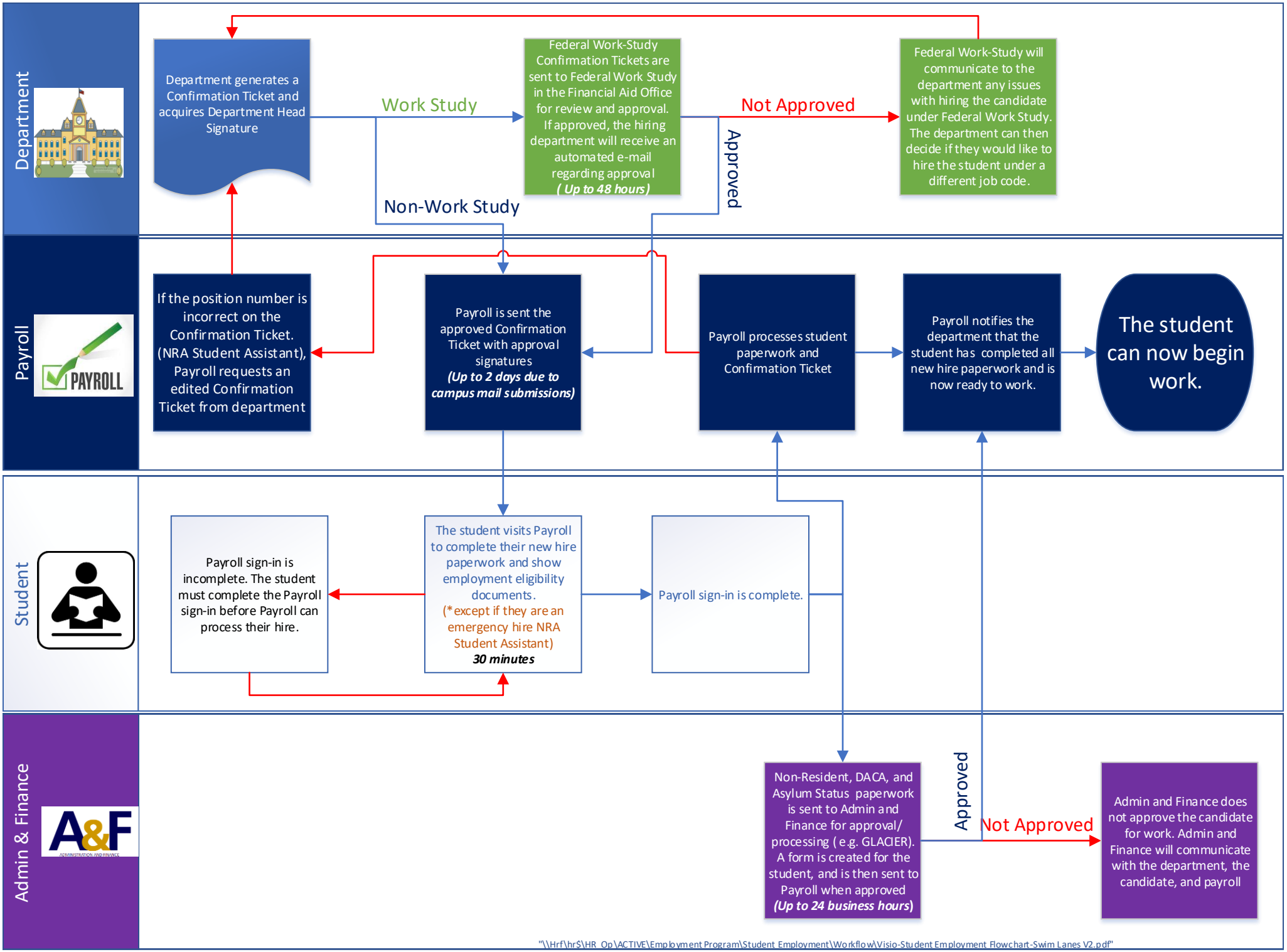

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Student Employment Workflow for New Student Employees

Department

CMS does not have a social security number. The Department must ask the student if they have a SS number

No

Yes

Student does not have a social security number (It is likely that the student is an international student)

The department provides the student with an employment letter to be submitted to International Student Services

EMERGENCY HIRE ONLY
The department completes an NRA Student Authorization Form and submits to Payroll.

Payroll

Payroll will e-mail the department informing them that the student may begin to work, and that their pay will not be processed until the social security card is submitted to Payroll.

Payroll follows up with student to acquire SSC

Student

Students that do have a social security number must visit Admissions and Records have their record updated in CMS.

Request for social security support letter sent to International Student Services (online)

Social security support letter is taken by student to Social Security office. A receipt is given, and the social security card will be mailed within 2 weeks to the student's address.

Student takes social security receipt and work authorization documents to Payroll

Student receives SSC and proactively follows up with Payroll

The social security card will be submitted to
1. Payroll
2. Admissions and Records
3. Department for Confirmation Ticket

Records

Records enters social security into the CMS ***(Up to 2 days)***

Social is in the CMS, Department generates Confirmation Ticket

Please go to page 2

Department generates a Confirmation Ticket and acquires approval