How to hire a Student Worker:

— A job should be posted on Hire an Eagle for the student to apply to.
— The hiring supervisor should review applicants, interview applicants, and then choose the new student worker.
— Once an applicant is chosen, a Criminal Background Check must be complete on the applicant and turned into Human Resources.
— Human Resources will contact the hiring supervisor and the student once the background check has come back.
— Human Resources will need to be informed of the start date for the new student worker. Please make sure to not hire a student on one of the last days of a bi-weekly pay period, the EPA needs time to route and this can cause delay in paying the student.
— The student worker will need to contact Human Resources to complete New Hire Paperwork.
  o In order to complete New Hire Paperwork, the new employee must bring two form of government issued identification (i.e. a social security card and a driver’s license) and their bank account information in order to set up direct deposit.
  o The student worker cannot work prior to completing new hire paperwork.
— An EPA should be routed with the exact start date that was told to Human Resources or that was given to you by Human Resources.
— Once an EPA is completed, then a timesheet will appear for the student to complete their hours. This will also initiate their TrainTraqs.