STUDENT HIRING PROCESS

ALL STUDENT WORKERS MUST COMPLETE THE HIRING PROCESS and APPLY FOR CLEARANCES BEFORE WORK BEGINS

1. Check to see if the student already worked in your department before:
   a. Log into eTime, click on your department, check the list of student workers on the “Timesheet” tab. If the student is listed there, no additional forms are necessary.

2. Check to see if the student already works on campus but not in your department:
   a. Log into eTime, click on your department, choose the “Reports” tab, choose “Active Students” report. This search works best by last name only. If the student is listed, fax (4463) or email (susan.patton@sru.edu) an “Add Active Student Worker” Form to Payroll, this will add the student to your department.

3. If the student has never worked for Slippery Rock University:
   a. **BEFORE COMING TO PAYROLL**: Student should complete and print all forms online and register for clearances by following the “Child Abuse Clearance Instructions”.
      1. Go to: [http://www.sru.edu/offices/payroll/student-employees](http://www.sru.edu/offices/payroll/student-employees)
      2. Click “New Student Employees”.
   b. **Staff/Faculty**: complete a New Hire/Rehire Form; give it to the student to bring with them to the Payroll Office, 203 Old Main.
   c. **STUDENT IS REQUIRED TO BRING TO PAYROLL**:
      1. Completed New Hire Form (from Faculty/Staff)
      2. All completed payroll forms
      3. Photo ID
      4. Social Security Card (original required)
         a. In lieu of the social security card, a passport or an original birth certificate may be used. For other options please see page 9 of [Instructions for Employment Eligibility Verification](http://www.sru.edu/offices/payroll/student-employees).
      5. Username and password created during Child Abuse Clearance registration

Student Payroll forms and information: [http://www.sru.edu/offices/payroll/student-employees](http://www.sru.edu/offices/payroll/student-employees)

**eTimekeeper DEADLINES:**
- Approve student hours by noon the Monday following payday.
- New Hire/Add Department forms need to be received before noon the Thursday before payday to add hours for the current pay period.
- Students must enter hours by midnight on payday
- Students can electronically sign hours by noon the Monday following payday.
STUDENT HIRING PROCESS (continued)

Approve hours at any time; they do not need to be signed to be approved.

Unapproved and/or unsigned hours DO NOT PAY. The deadline for approving is critical for this process. Deadline for approval is noon the Monday following payday.

Virtual Departments: If you have a large list of students the Primary Timekeeper can create “Virtual Departments” to create smaller lists of students for secondary Timekeepers.