Student Employment & Payroll Process

1 Create a job posting in <u>Handshake</u> (if you have never used Handshake before you will need to create an <u>**Employer Account**</u>).

2 We recommend jobs stay open for at least 2 weeks to allow students ample time to apply. Once students are selected and hired, update the status message next to the applicants name with the option that best applies (hired or declined).

3 Check if the newly hired students are already in your department in <u>**eTime**</u>.

4 If the student isn't already in your department, check the active student list in <u>**eTime**</u> to see if they are already employed somewhere else on campus.
- If this is true, send an <u>**Add Department Form**</u> to payroll@sru.edu

5 If the student is a new employee and has NEVER had access to eTime send a <u>**New Hire Form**</u> to payroll@sru.edu. Payroll and Student Employment will reach out to the student via email to complete the New Student Employee Payroll Packet, start the clearance process, and set up an appointment to complete the hiring process.

6 For Handshake assistance email studentemployment@sru.edu for eTime assistance email payroll@sru.edu

Questions and concerns? Call us at 724-738-2069
For more information on these procedures review <u>**SRU's Student Employment Policy**</u>.