Student Employment Process: Step by Step

1. When a supervisor has a hiring need and wants their position posted on the ADP student job board, they will fill out this Requisition Request Form: Student Employment will then create the req and post the job online

2. When creating the req, student employment will add the direct student supervisor to the req so that they can review their applicants; student employment will have hiring process transitioning abilities (the ability to hire and disposition out) within ADP, direct student supervisors will not have this access.

3. Once applications have been reviewed and interviews conducted, the student supervisor will make student employment aware of their hiring decision(s) and student employment will move the student(s) through the hiring process in ADP, progressing them to a hired status, and triggering their offer and their EI9.

4. The student(s) will receive an automated email prompting them to accept their offer of employment in ADP. They will then receive another automated email prompting them to sign their EI9 in ADP.

5. The student(s) will then bring their identification documents to the Hubbard Center where student employment will process them, clearing them to work; the student will also fill out their WH4 and their acknowledgement of significant policies at this time.

6. Student Employment will then send an email to the student supervisor and the payroll department letting them know that that student(s) is/are cleared to work.

7. Payroll will set up timecard access and the student(s) may begin working.

‹ **Will ADP RM be able to signify whether or not a student has finished their paperwork?** No. Even after a student has done their EI9, they will still need to come to the Hubbard Center for IDs, tax docs, and the acknowledgment of significant policies. An email from student employment will continue to be the notice that a student is cleared to begin working.
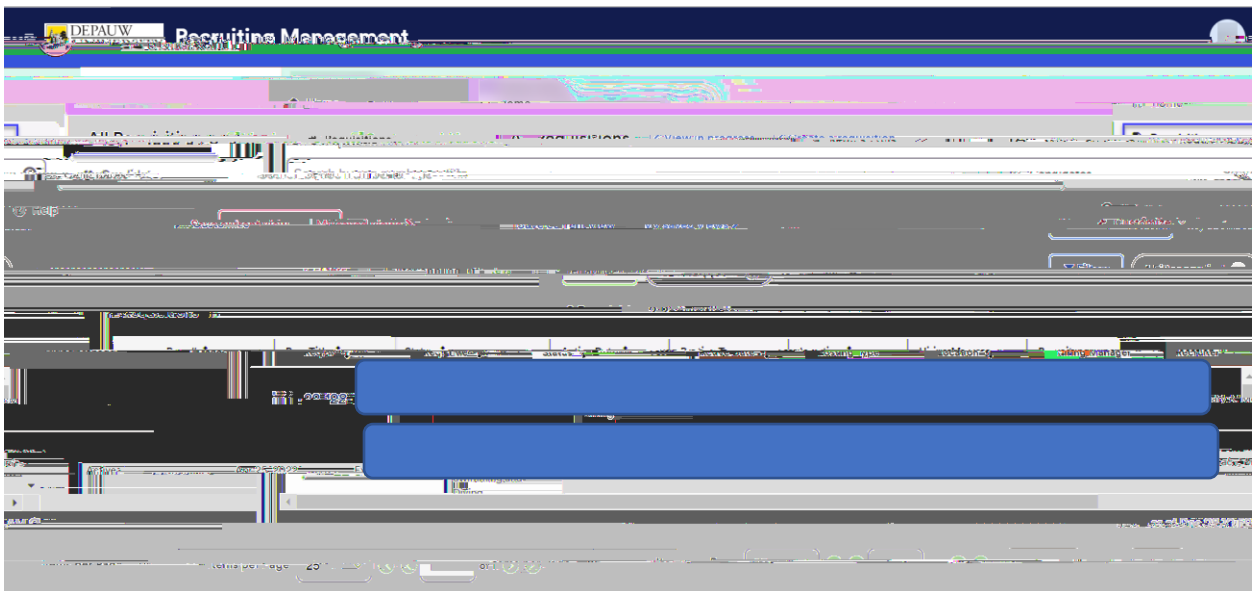
‹ **The EI9 and offer acceptance are now both in ADP RM. Will job offer letters for international students be run through ADP as well?** No, they will not. The PDF found in the handbook is still

ADP RM

This is what the home screen for RM looks like.

This is where you can view your open requisitions

Here is where you can view applicants to your requisitions