

# STUDENT REHIRE PROCESS

## STUDENT APPOINTMENTS

**INCLUDES STUDENT ASSISTANT, STUDENT TEACHING ASSISTANT,  
STUDENT RESEARCH ASSISTANT, GRADUATE RESEARCH ASSISTANT,  
GRADUATE TEACHING ASSISTANT AND GRADUATE ASSISTANT**

NOTE: Departments reporting to the Provost send hiring paperwork to VPAA Office.  
All other departments send hiring paperwork to Human Resources Office.

The request for a student employee will be initiated by the supervisor completing a **Request to Hire/Rehire Student** form. Once this form has been completed it should be submitted to the hiring department office for processing. The department will prepare rehire paperwork to be sent to HR/VPAA office. The student must not begin working until all paperwork is completed and the Student Employment Release to Work form is received by the department from HR/VPAA. The department should provide the student with the Student Employment Rehire Handout which provides additional information for the student.

The department completes the rehire PAF and attachments (FICA checklist, PDF and Release to Work form). The student may make changes to W-4 and direct deposit as needed.

The department must contact HR/VPAA to verify I-9/Work Authorization expiration date prior to forwarding the paperwork to the HR/VPAA office.

If the I-9/work authorization is expired, the student must complete a new I-9 and e-verify in the HR/VPAA office after paperwork is received. This **MUST** be done prior to the effective date of the Rehire PAF (which is the first day of work).

A release to work form will be completed by HR/VPAA for all student rehires and forwarded to the department. The student must complete all paperwork on or before first day of work.

A manila folder is not required as a file already exists in HR.

**NOTE: Student employees MUST NOT WORK until the hiring department has received the signed Release to Work form.**