

## Hire a student.....here's how!

Step 1: Ensure that you have a Student Wage Budget line. You can view your Budget in Banner Self Service. The Student Wage Account number follows your Org in the FOAPAL and is either 60401/60402/60403/60404. The full FOAPAL for student wages will look like this XXXXXX-XXXXXX-6040X-XXX.

Step 2:

If this is a new position:

- Can the budget support an additional employee(s) and/or additional hours? Do you have enough money?
- If you are not sure whether your current budget can support an additional employee and/or hours, please contact Heather Dunn and they can assist you with reviewing your budget and employment goals.

Step 3:

Create a job description or send an existing job description to [stuemp@dickinson.edu](mailto:stuemp@dickinson.edu). The student employment office will post the job in the Handshake system. If there is an existing job description on file, send an email and request to have a specific job posted.

Step 4:

Hire a student.

- Each department handles their own hiring process. Some things to remember when selecting your student(s) for employment:
  - Is the student Federal Work Study eligible? Priority is given to students who are Federal Work Study (FWS) eligible. Students are responsible for finding and applying for campus jobs. A work-study award does not guarantee employment. If you would like a list of all FWS eligible students, please email [stuemp@dickinson.edu](mailto:stuemp@dickinson.edu) to request the most recent listing of students.
  - Is the student a First Year student? It is the [policy](#), that First Year students will work in the Dining Services department.
  - Has the student worked on campus before?
    - **YES:** Students, who have previously worked on campus, have existing payroll paperwork on file. The only two forms that need to be completed are the [Payroll Contract](#) and the [LST Exemption](#) form.
    - **NO:** All new hire forms will be completed online using the Dickinson College Employee Onboarding Portal. The only form permitted in paper form is the Payroll Contract. **THE STUDENT MUST COMPLETE ALL FORMS PRIOR TO STARTING EMPLOYMENT.**
      - In order to have a student set up in the Onboarding Portal:
        - Please submit the student's completed Payroll Contract to the student employment office.

**OR**

- Email the Student's name, Banner ID and Dickinson Email address to [stuemp@dickinson.edu](mailto:stuemp@dickinson.edu).
- Upon receipt of the New hire Information; the student will receive an email with access to the onboarding system within 24 hours.

#### Step 5:

Submit the Payroll Contract to the student employment office. Please ensure that the entire contract is completed and signed prior to submitting it for processing. This includes all of the following information:

1. Student Name
2. Banner ID (The Student's id number that is found on their Dickinson id. It looks like 900XXXXXX.)
3. Student HUB Box #
4. Department Name
5. Banner Student Wage Account # (Please list your full FOAPAL including your FUND/Org/Account/Program. For example- 110100-512465-60401-300.)
6. Position Title
7. Class Year
8. Wage Category (Please ensure that after you select the Category that you also enter a specific Rate of Pay Per hour.)
9. Dates of employment
  - a. If the student will be working for the full academic year, please select Fall and Spring.
  - b. If they are only working for one semester, please select the appropriate semester.
  - c. If they are working during a specific period of time, please enter actual dates of employment.
10. Printed name and signatures

**\*\*Please note:** Incomplete Payroll Contracts will be returned to the department, and will delay entry into the Payroll system.

#### Step 6: (Only if the student has worked on campus before.)

Submit the Local Services Tax Exemption Form to the student employment office. Please ensure that the entire form is completed and signed prior to submitting it for processing. This includes all of the following information:

1. Student Name (Employee Name)
2. Address (**Use home permanent address, NOT** their Dickinson address.)
3. Sign and date the form at the bottom of the page.
  - a. **Please note:** There is nothing else to complete on this form.

#### **Next Steps. To be completed by the Student Employment and Student Payroll offices.**

1. Student Employment will enter the Payroll Contract into the payroll system within 48 hours of receipt.
2. Student Payroll will confirm hiring details and apply the payroll record in Banner so that the student may be paid.
3. The result will be the creation of a Banner Web Time Entry timesheet for the student.
  - a. **Please note:** Typically, the process from receiving the contract and activation in the payroll system occurs within 72 hours.