Hire a student…..here's how!

Step 1: Ensure that the department has an active Student Wage Budget line. Budget information may be viewed in Banner Self Service. The Student Wage Account number follows your Org in the FOAPAL. The account number will be 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 current budget support 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 Student Employment to review the budget and employment goals.

Step 3: Create a job description or send an existing job description to Student Employment. 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 student(s) for employment:
  - Is the student Federal Work Study eligible? Priority is given to students who are Federal Work Study (FWS) eligible. For a list of all FWS eligible students, please email Student Employment 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 form in Cliq and the LST Exemption form.
      - The Payroll Contract gets initiated at the department level. Click here for instructions.
    - **NO:** All new hire forms (except for the Payroll Contract which will be completed in Cliq), will be completed online using the Dickinson College Employee Onboarding Portal. **THE STUDENT MUST COMPLETE ALL FORMS PRIOR TO STARTING EMPLOYMENT.**
      - To have a student set up in the Onboarding Portal: The Department and student must complete and submit the Payroll Contract in Cliq. (Please note: Student employment will not receive the Payroll Contract until the student completes and submits the information in Cliq. A delay in completion of the Contract, will delay the student being set up in the onboarding portal and may delay the start date.)

        OR

      - Email the Name, Banner ID and Dickinson Email address to Student Employment. Upon receipt of the new hire Information, the student will receive an email with access to the onboarding system within 24 hours. **All new hire forms must be completed prior to the student starting employment**.

Step 5: Complete and submit the Payroll Contract online in the Cliq application in the Gateway. Cliq Instructions.

Step 6: (**If the student has worked on campus before.)

Complete and submit the Local Services Tax Exemption Form. The student must be logged into the Gateway to complete 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.
   (Please note: TimeClock Plus users will not see a Banner Time Sheet in the system. TimeClock Plus users include employees working in Dining Services and the Library.)
   a. Typically, the process from receiving the contract and activation in the payroll system occurs within 72 hours. The process may take longer during payroll processing weeks.