



VERA Z. DWYER COLLEGE OF HEALTH SCIENCES

INDIANA UNIVERSITY SOUTH BEND

Hiring Process for Work-Study and/or Part-time Student Workers Policy 7.3

About This Policy:

Effective Date: 5-28-2019

Approval Dates:

Leadership Team: 05-28-2019

Scope

This policy is for all of the Dwyer College of Health Sciences.

Policy Statement

This policy is to provide a process for the hiring of work-study students and part-time student workers.

Procedure

1. Any supervisor who wants to hire a student needs to verify if the student is work-study eligible by requiring the student to contact Financial Aid.
2. If the student is eligible for work-study funds, they must bring the Indiana University Federal Work-Study Authorization form from Financial Aid that verifies their eligibility and the Work-Study Position Description form to their hiring supervisor. If not, skip to Step 4.
3. The hiring supervisor will fill out both the top and bottom portions of the Authorization form and all of the Position Description Form information. The supervisor should keep these forms until step 5.
4. The hiring supervisor will inform the student that they must go to the Human Resources web page and fill out and print off all of the documents in the "New Hire" packet, (<https://administration.iusb.edu/human-resources/recruitment-compensation-and-hiring/new-hire-packet/index.html>), and return them to the hiring supervisor.
 - a. Background Check Form

- b. Background Check Consent
 - c. Personal Profile Form
 - d. Application-Serv. Maint. and Temporary
 - e. Application Supplement
5. After all required paperwork is completed from Steps 1-4, it must be bundled and given to the Business Operations Manager (BOM).
 6. BOM will make copies of all paperwork.
 7. BOM will send all but Work-Study Position Description form to HR office (AI 223A).
 8. BOM will send Work-Study Position Description form to Financial Aid office.
 9. BOM will keep all copied documents in a temporary personnel file in their office until receiving approval from HR to hire.
 10. When BOM has received word from HR that the background check has come back and that the student may be hired, the BOM or a support staff member that they assign will initiate a "Hire Employee" e-doc using the personal information included in the copied documents submitted and stored in the temporary file.
 11. BOM will create a permanent personnel file while waiting for "Hire" e-doc to be finalized.
 12. Once "Hire" e-doc is finalized, BOM or an assigned support staff member will process and complete the e-verify process in GIS (I-9) if needed (HR will inform BOM if this is necessary). This must be done no later than 3 days after the starting date.
 13. After "Hire" e-doc is finalized, Payroll will generate a timeslot for clocking in Kauli Time System. The BOM will work with the student and/or PD to show them how to use the Kauli Time System.
 14. Once student has begun working, the hiring supervisor will be responsible for approving time-cards. Instruction on how to do so can be given by BOM as needed.