**How to Hire a Student Employee**

- Consult the [Wages and Classifications](#) page for information on student job titles/descriptions, wage scales, and job grade levels.
- If desired, recruit for student positions on the Student Employment website by [Posting a Job](#).
- Once a student has been selected, complete the [CALS Student Appointment Form](#).
- Students will be notified by the CALS HR Office if they need to complete an I-9 form.
- Once a student has completed all of their paperwork, they can begin working.
- Students and their supervisors will be notified when the timecard is in Kronos.

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**Student to Temporary Employees**

*(PLEASE DISCUSS WITH GRADUATING STUDENTS)*

**Wednesday, June 8, 2016** is the last day that graduating students can work as hourly student employees.

Effective **Thursday, June 9**, they must be hired as a temporary or casual employee.

If a graduating student you supervise plans to continue working past June 8, please talk to your department manager ASAP to complete a position justification form.

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**Federal Work Study**

**Summer FWS eligibility starts on May 12, 2016.**

Students who have federal work study (FWS) funding for the academic year don’t automatically receive it for the summer! Remind them to apply through the [Office of Financial Aid and Student Employment](#) ASAP.

The summer FWS period is May 12-August 17, 2016.

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**Foreign National Students**

Due to an earlier end to their employment authorization, graduating foreign national students may only be eligible to work through **Friday, May 29.**

If you have any graduating foreign national students who may work as temp/casual employees, please mention their status to your department manager/HR representative when submitting the justification.

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**Direct Deposit**

Remind students to sign up for [Direct Deposit](#) online. No more worrying about delayed or lost checks, going to the bank, or changing their address whenever they move!

If they opt for paper paychecks (whether graduating or will be a continuing student), they MUST update their address on [Student Center](#) to ensure they receive their paychecks.

Update addresses in the bottom left corner (from the “Other Personal” dropdown menu).