Student Employment
Onboarding Process Overview

New Hire or Rehired Student Employee

- ‘Assignment Confirmation and New Hire Onboarding Instructions’ E-mail Issued to Student with Onboarding Checklist and Documents
  - Student Completes Onboarding Paperwork & Provides to Department Onboarding Administrator
    - Department Onboarding Administrator Sends Onboarding Packet to OHR, Student Employment
      - Assignment Entered into PRISM and ‘Onboarding Process Complete - Confirmation of Start Date’ E-mail Issued to Student which includes their Official Start Date

Existing Non Federal Work Study (FWS) Student Employee (Transfer)

- Assignment Entered into PRISM and ‘Assignment and Start Date Confirmation’ E-mail Issued to Student which includes their official start date
  - Student Notifies Former Department of Pending Change of Employment
    - Student Signs and Provides FWS Job Permit Card Instructions
      - Student Provides Signed FWS Job Permit Card to Department Onboarding Administrator
        - Department Onboarding Administrator Sends FWS Job Permit Card to OHR, Student Employment
          - Assignment Entered into PRISM and ‘Onboarding Process Complete - Confirmation of Start Date’ E-mail Issued to Student which includes their Official Start Date

Existing Federal Work Study Student Employee (Transfer)

- ‘Assignment Confirmation and Federal Work Study Onboarding Instructions’ E-mail Issued to Student FWS Job Permit Card Instructions
  - Student Signs and Provides FWS Job Permit Card to Supervisor for Signature
    - Student Provides Signed FWS Job Permit Card to Department Onboarding Administrator
      - Department Onboarding Administrator Sends FWS Job Permit Card to OHR, Student Employment
        - Assignment Entered into PRISM and ‘Onboarding Process Complete - Confirmation of Start Date’ E-mail Issued to Student which includes their Official Start Date

Key

- Hiring Department
- Student
- OHR*, Office of Student Employment

* Office of Human Resources
Note – if student being hired is under 18 years of age an additional checklist will be attached to the assignment e-mail