

Checklist for Supervisors Hiring NWS Student Workers

Posting

- ❑ In Talent Management- create a new Student Posting. To repost a job, email vmlawson@wcu.edu with any changes and new open and close dates.
- ❑ Educational Stipend positions need to be pre-approved by Human Resources to ensure they qualify as an Educational Stipend.
- ❑ To create a new position number, please reach out to Sheilah Moyle in Budget. Note that position numbers are specific to the type, e.g. S = hourly, SC = Education Stipend, SG – grant funded, SCG- grant stipend
- ❑ Once the posting is live, applicants may apply, and you can begin the interviewing process.

Hiring Paperwork

- ❑ Once you have selected a student or students to hire, start a hiring proposal from their application through Talent Management.
- ❑ If hiring an Educational Stipend position, you will need to issue the offer letter for the student to sign when the hiring proposal is at Applicant Reviewer status. Once the letter is signed, it can be attached to the HP and moved to Approver. Educational Stipends are paid monthly in equal instalments over the course of employment.
 - If the begin work date is before the 15th of the month, the student will be paid starting that month, if after they will be paid starting the following month.
- ❑ HR will review the hiring proposal and student's eligibility at HR Review status.

Intake Appointment

- ❑ HR will email the student when their hiring proposal has reached HR Review if they need to complete new hire paperwork.
- ❑ The student will need to bring acceptable forms of identification to complete the Federal I-9. These documents must be original and unexpired. This is a federal mandate and is not optional. A student **CANNOT** begin working until this is completed.

Begin Working

- ❑ Once everything has been completed and the student is authorized to work, the hiring proposal will be moved to Payroll Processing in Talent Management and an authorized to work email will be triggered. Please note that at the status of payroll processing or ePAF Pending the student is approved to work.

For questions or further assistance please contact Michelle Lawson at vmlawson@email.wcu.edu or 828-227-2064.