



Student Employment Approval Process

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Purpose: The intent of the Student Employment Process is to guide faculty and staff on the step-by-step process of requesting, selecting and hiring student employees for McPherson College. We commit to this process to ensure fair and equal hiring of students to yield better engagement and retention rates, improve diversity in our student workforce, create enriching work experiences preparing career-ready and life-focused students, and support students in financial need as well as learning finance management.

I. Position Requests

- a. **December** - Director of Career Services will request position requests/needs in mid-November via cabinet.
- b. **By January 10** - Cabinet members will submit *Student Employment Department Request* spreadsheet to Director of Career Services for each department they support.
- c. **February** - VP of Finance, Director of Career Services and HR Director will review requested positions and submit proposed budget to President's office.
*Positions will be reviewed and approved per the Position Approval process in section 2.
- d. **March** - Budget approval. VP of Finance, Director of Career Services and HR Director will issue student employment budget to respective departments.

II. Position Approvals

- a. Positions will be reviewed and approved in the following order:
 - i. **Replacement** (e.g. The same position is being replaced) – Auto-approval
 - ii. **Addition to Headcount** (Request for more hours by position than prior year) – VP of Finance and Director of Career Services.
 - iii. **New position or increase to budget** – President, VP of Finance, Director of Career Services.
 - iv. **Pay rate above \$7.50** - Requires approval by VP of Finance and Director of Career Services.
 - 1. Department Head shall submit a *Student Employment Department Request* to VP of Finance and Director of Career Services addressing your request and reasoning.
 - 2. VP of Finance and Director of Career Services will review the request, consider it within the year's budget, and provide an email response regarding approval/hold/decline.
- b. **Student contracts issuance**
 - i. Director of Career Services will print total number of approved contracts for each department and distribute to department head.
 - ii. If department is in need of more positions, refer to Position Approvals for additional requests.

III. Position posting

- a. Director of Career Services will post approved positions in Handshake for a period of time defined by the hiring manager. This requires a start/end date.
 - i. Positions being hired for the beginning of the school year, should be posted through at least the first week of classes.
- b. Hiring manager will receive notifications from Handshake for every applicant.

- c. When the posting closes (or if requested sooner by the hiring manager), Handshake emails the hiring manager a summary of applicants along with any supporting documents to the application in Handshake.

IV. Student selection and contracts

- a. Department Head will report candidate selections to Director of Career Services so candidate selections, declines and withdrawals can be noted in the system.
- b. Department Head will then issue a contract (pre-approved by Director of Career Services) to the student and advise them to go to the Business Office with all required paperwork.
 - i. **No student will be allowed to work UNTIL ALL required paperwork is submitted to the Business Office. This includes: Student Employee Contract, I-9 with required documentation, K4 and W4.**
 - ii. **New student worker process**
 - 1. Department Head fills out contract, reviews job duties and the contract with the student and then has the student sign the contract.
 - 2. Remind student about required paperwork they must complete before beginning work. They will need to have required documentation for the I-9 when they go to the business office. See [I-9 List of Acceptable Documents](#). Department Head may supply the student a copy of this document.
 - 3. Please encourage the student to visit the business office once with their required documentation to help minimize traffic and maintain better social distancing.
 - 4. Contracts will be reviewed for thorough completion by the business office.
 - 5. Business office will notify Department Head of confirmation to start.
 - iii. **Returning student worker process**
 - 1. Department Head fills out contract, reviews job duties and the contract with the student and then has the student sign the contract.
 - 2. If the student has worked at the college before, the student does not need to provide the business office with the required I-9 documentation as it has been collected before.
 - 3. The student does need to take the signed contract to the business office.
 - 4. Contracts will be reviewed for thorough completion by the business office. If anything further is needed of the student, the business office will contact the student.
 - 5. Business office will notify Department Head of confirmation to start.