Student Assistant checklist for departments and student hiring managers

☐ Obtain approval for the position from your budget approver (VP, Provost, etc.)

The following information will be helpful for ease and efficiency of posting:

- o Job title
- o Job description
- o Required qualifications
- o Hourly rate as outlined in the Student Assistant Policy
- o Desired start date
- o Position open, review and close date (this is when you want the job posted for students to see and when the position will no longer be available for applications.)

Please do not select 'Yes' under the Open until Filled Category. This is not allowable for student positions and will be edited, if necessary, before the position is posted

☐ Post all positions in the Recruitment/ATS system. All postings must be posted for at least 3 days prior to interviewing any applicants.

- o Full directions for posting a student assistant position in ATS can be found on our [SES for faculty/staff website](#).

☐ Review and interview applicants.

☐ Offer selected student(s) the position.

☐ Create a hiring proposal for each student who accepts the position. The Hiring Proposal must be submitted at least 3 days before the student's start date.

- o Full directions for creating a hiring proposal in ATS can be found on our [SES for faculty/staff website](#). For the hiring proposal, you will need:
  - ▪ The official start and end date of the position
  - ▪ The student's date of birth
  - ▪ The budget name and account number used for student payroll

☐ Student hiring proposals must be submitted *and* approved by Payroll before the hire is considered approved.
- o This can be verified in the Recruitment/ATS system in the specific job posting under the hiring proposal tab. The status will say 'Hire Approved' beside each student name.

☐ Students will receive an email with instructions on how and where to complete paperwork.
- o **Students may not be added to the department schedule or accumulate any working hours, including paid trainings, until the following steps have been completed.**

☐ The supervisor must receive the confirmation email from Student Employment Services (SES) indicating the student has completed their employment paperwork. (Payroll will be copied)
- o SES staff will send email confirmations no later than end of day (4:30 p.m. during the semester, 4 p.m. during breaks) on the day a student completes their paperwork.

Additional new hire process information for student supervisors:

- All documents for students to complete are in the Student Employment Services (SES) office within Career Services, Van Hoesen Hall, Room B-5. Students *do not* need to bring forms with them.

- To complete their paperwork, students will need to bring the following unexpired, original identification, e.g.:
    - a passport (counts as both an identity and citizenship documents) OR
    - a SS card (the citizen doc) with a photo ID (the identity doc) OR
    - a birth certificate with a photo ID

- We recommend students make an appointment to complete their paperwork. Walk-ins are welcome, however paperwork cannot be completed unless required identification is presented. Appointments can be made by calling 607-753-4715, or 607-753-2223.

- Students are asked to provide Career Services with the following information at the time they complete their paperwork:
    - Department they've been hired in
    - Name of their supervisor

- If you are completing a re-appointment form, please email SES with the student name(s) to verify paperwork has been completed and is not expired.

- If you hire multiple students at the same time, you can email SES@cortland.edu with a list of student names which we will use to track your student staff paperwork progress and send you updates accordingly.

- **Please note:** A student is not allowed to work on campus in any capacity until paperwork is completed which requires them to present original IDs. If a student does not have appropriate IDs with them at the time they are hired, they will have to be held from the working schedule until they can obtain the IDs. If the students or their parents have specific paperwork or ID questions please direct them to Student Employment Services at SES@cortland.edu, 607-753-2223, or 607-753-4715.

- Students who are on payroll without paperwork on file will be contacted and instructed to stop working until paperwork is completed. Departments will also be notified when this occurs and will be asked that students not accumulate additional hours until they receive confirmation students have completed their paperwork.

[2/20/2024]