

## MEMORANDUM

DATE: September 4, 2019

TO: All Supervisors of Work Study students

FROM: Janie Gutierrez, HR Operations Unit Coordinator

RE: Work Study hires and rehires

I have made some changes to the Hiring Form used to hire Work Study. The new form is available on the Grants website under HR. Please use this new form and make copies as needed.

Please remember no one will be hired unless this form has been completely filled out by the student and supervisor, all required signatures are obtained. (See process below) I-9 and W-4 form will be completed in person when called by the HR office. Please try to turn in to me at least **2 weeks** prior to the effective date of employment. It is the hiring department's responsibility to see that all forms have been turned in to me. Once the applicant has been approved I will email the student and the supervisor.

**I will not enter anyone into the system unless I have a current I-9 and a W-4 form completed.**

**NO ONE IS TO START WORK UNLESS THEY HAVE BEEN APPROVED.**

**Supervisor completes their portion of the Work Study request form (don't forget the index#)**

**Student completes their portion and signs.**

**Supervisor takes form to Nicole Kormick to complete Financial Aid Award.**

**Nicole will take form to Alice Salcido for budget approval.**

**Alice will approve and send to HR-Janie Gutierrez.**

**Janie will complete hiring process and notify supervisor and student when approved via email.**