Frequently Asked Questions

Q: When do I fill out a Student Employment New Hire Request Form?
A: You complete a Student Employment New Hire Request Form for a student each academic year whether they are a current, returning, or new student worker. For students that will be working in the summer you will also need to complete a new Student Employment New Hire Request Form for a current, returning, or new student worker.

Q: How do I know my student worker is authorized to work?
A: Human Resources will inform your student worker when they have been approved to work.

Q: Can a student begin working before they are authorized?
A: Each student worker must submit all of their paperwork within three days of being hired. The new hire paperwork includes: I-9 (please see page 9 on the I-9 to see a list of acceptable forms), W4, WT4, Direct Deposit (attach a voided check or have banking verification of account and routing numbers), Sexual Misconduct Policy and Annual Confidentiality Statement.

Q: How long does authorization take?
A: It can take up to 3-5 days after new hire paperwork is submitted to be authorized to work.

Q: When do students get paid? When do I approve their timesheet?
A: Student workers are paid on a bi-weekly basis. The student payroll schedule is sent to the supervisor and student with their KO software login.

Q: What else should I include in training and orientation for my new student employee?
A: Best Practices would include a tour of the department/office and other areas of the College that impact their work. Students training other students can be effective. Training Manuals or other tools to guide new student employees in their new position.

Q: Who do I contact with student employment questions?
A: Student payroll: Business Office, Cheryl Kendrick x6790
KO Software (timesheets) and other student employment concerns: Human Resources, Karla Handrick x2852 or Sherley Thao x3317.