

**Delta College  
Student Hiring Form**

Hiring Department to complete:

**Student Information**

<b>Name (Last, First)</b>			
<b>Student ID#</b>		<b>Student Phone #</b>	
<b>Supervisor: Reference your student's Award Letter and class schedule to complete below information</b>			
<b>Employee Classification</b> (circle One)	Regular Student / Work Study		
<b>Enter Work Study Award</b>	Fall \$ _____	<b>Semester starting employment</b>	Fall / Winter / Spring
	Winter \$ _____	<b># of Credit Hours enrolled in</b>	
	Spring \$ _____		

\*Regular (Non Work Study) Maximum Hours per week: 20 Hours

\*Work Study Maximum Hours per week: \_\_\_ Hours (Follow the [Work-Study Award Conversion Chart](#), based on a 17 week semester, to determine the number of hours a student may work each week. If the Work Study Award is used up, with no award remaining, the student will be switched to a Regular Student by the payroll office and the department will pay 100% of the wages.)

**Position & Budget Information**

<b>Job Title</b>			
<b>Department</b>			
<b>Will this employee be performing work at the Saginaw Center?</b> (circle One)	Yes / No	<b>If yes, what percent of time will they be working at the Saginaw Center:</b> (circle one)	25% / 50% / 75% / 100%
<b>Category A employee</b> (circle One)	Yes / No	<b>Cost Center</b>	
<b>Start Date</b>		<b>Wage</b>	\$9.65

**Timesheet information**

**Web Time Entry**     **Time Clock**

<b>Primary Timesheet Approver Name</b>		<b>ID #</b>	
<b>Alternate Timesheet Approver Name</b>		<b>ID #</b>	

- Student Employees must maintain a minimum of 6 Delta College credit hours
- Note: If student is enrolled in less than full-time, work study award and/or maximum hours per week may be reduced
- Student cannot begin work until hiring department receives email confirmation form HR that student can begin working

**Cost Center Manager Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**To move student forward in hiring process: Direct student to HR, J101, to complete the hiring packet and supervisor to return completed Student Hiring Form to HR.**

**Human Resources & Payroll Use Only**

Action	HR	Payroll
<input type="checkbox"/> NEW HIRE <input type="checkbox"/> RETURNING STUDENT	STSC                      DATE	ARIQ
<input type="checkbox"/> COST CENTER CHANGE <input type="checkbox"/> REACTIVATE DIR. DEPOSIT	FASI                      EMPC	EERN
<input type="checkbox"/> ADDITIONAL COST CENTER <input type="checkbox"/> TAXES SAME	NAE                      International	ETAX
<input type="checkbox"/> CHANGE DIRECT DEPOSIT	NFAC	POSS
<input type="checkbox"/> TAXES CHANGE	POSS                      Initials	Initials

## Supervisor Checklist: Hiring Student Employee

### Work with Human Resources to post student employment vacancy

- Each department must have a budget allocation for student employment before hiring students. The department head is responsible for student employment budgets.
- Create Job Posting – To post a student position for the Fall 2021 semester, (after receiving Executive approval) please submit your job description along with number of requesting positions to the Human Resources Office [darrinjohnson@delta.edu](mailto:darrinjohnson@delta.edu) for approval. Note necessary documentation needed to apply (i.e. schedule of availability / resume / financial aid award letter)
  - Once the job description has been reviewed and approved by HR, HR will send the approved job description to Career Development to post in the [Pioneer Job Board](#) powered by College Central Network.
- Once position is posted students will be able to view / obtain instructions on how to apply for your position

### Interview student(s) (refer to interviewing section of Student Employment Handbook for guidance)

### Select finalist

- Inform student that in order to be considered as a finalist they need to go to Human Resources to complete hiring packet

### Complete a Student Hiring Form (form above/on page one) and send to Human Resources by:

- Scanning completed form and emailing as an attachment to [humres@delta.edu](mailto:humres@delta.edu)

### Receive confirmation email form Human Resources

- When student is ready to begin employment supervisor will receive email from Human Resources stating employee is ready to begin employment

### Contact student to offer employment and finalize start date/schedule

### Notify student(s) that were interviewed but not hired, that the position has been filled

- Refer students to the [Pioneer Job Board](#) to view other available postings.

### Once hiring needs met, notify Career Development to close job posting

- Email [careerdevelopment@delta.edu](mailto:careerdevelopment@delta.edu)