

Delta College
Student Hiring Form – Internal Hiring

Hiring Department to complete:

Student Information

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

Job Title			
Department			
Will this employee be performing work at the Saginaw Center? (circle One)	Yes / No	If yes, what percent of time will they be working at the Saginaw Center: (circle one)	25% / 50% / 75% / 100%
Category A employee (circle One)	Yes / No	Cost Center	
Start Date		Wage	\$10.33

Timesheet information

Web Time Entry **Time Clock**

Primary Timesheet Approver Name		ID #	
Alternate Timesheet Approver Name		ID #	

- 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 semester please submit your job description along with number of requesting positions to the Human Resources Office 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 post the job on the [Student Employment webpage](#).
- 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 humanresources@delta.edu

Receive confirmation email from 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 [Student Employment webpage](#) to view other available postings.

Once hiring needs met, notify Human Resources to close /fill student job posting

- Email humanresources@delta.edu