



## On-Campus Student Employment Procedures

1. Complete **Registration Form** for the Career Services Office (CSO).
2. Complete initial **Application** form, either using paper version or the on-line form available at the CSO's web pages on APU's site. (You can create a "Master" application by leaving these items blank: Position, Date, Dept. Office, Supervisor, Phone #, Financial Aid block, and signature line. )

If completing by hand make a copy to complete and save the Master for future applications. If completing on-line, save to your desktop or storage device and then reopen and complete for the specific job you're interested in.

**NOTE:** If during the current academic year you have completed the full application, you will use the *Short Form Application* to apply for future student positions.

3. Review On-Campus Job Postings to locate positions you are interested in and qualified to do. Also check with CSO staff and Director to learn about opportunities.
4. Complete copy of application, filling in all blanks relative to specific job opening. Leave the **Financial Aid block** blank, as the Career Services Office will fill that in.
5. Submit completed Application to hiring authority Supervisor, listed on the description/job announcement. (Supervisor will complete selection process, i.e. review applications, interviewing, hiring)

When you are selected, the Supervisor needs to sign your Application, to verify you're hired.

6. Bring the signed application to Career Services to complete your **Employee Hire & Change Form (EHFC)** and the remainder of hiring process. Do NOT begin work until the **EHFC** is completed and signed by you, your supervisor and the Career Services Director or designee. (If you do begin work prior to completing the hiring process, there may be a delay in when you are able to be paid.)

Also bring documents that establish **Identity and Employment Eligibility**.

(Examples: Passport, Certificate of U.S. Citizenship, U.S. Driver's License or School I.D., or Voter's Registration Card + U.S. Social Security Card or Birth Certificate)

7. Complete **W-4** and **I-9** forms at Career Services Office.
8. If your employer does not provide you with a Time Sheet or process for recording your hours, you may obtain a **Time Sheet** from the Career Services Office or the CSO web pages under Employment Forms. Pay periods end on the 15<sup>th</sup> and last day of each month, and it is the employee's responsibility to submit time sheets in a timely manner to their supervisor for submission to the payroll office for payment.

