



Student Employment Request Form Required Fields Checklist

[Student Employment Request Form \(New Process\)](#)

- ☐ Requestor Name: *(Student Timekeeper/Department Coordinator)*
- ☐ Requestor Email: *(Student Timekeeper/Department Coordinator)*
- ☐ Select Student Employment Type:
 - 1150 Instructional Student Assistant
 - 1151 Instructional Student Assistant/On-Campus Federal Work Study
 - 1860 Student Assistant
 - 1861 Student Trainee, On-Campus Federal Work Study
 - 1868 International/Non-citizen Assistant
 - **1874 Bridge Student Assistant (SUMMER ONLY)**
- ☐ Select Academic Term (Select from Dropdown Menu)
 - Fall Only/Spring Only/Fall and Spring/**SUMMER Only**

Student Assistant Position Details

- ☐ Student Employee's Name:
- ☐ Student's Bronco ID: **(DO NOT USE CHRS ID)**
- ☐ Student's CPP Email:
- ☐ Rehire? Yes or No
- ☐ Does this position require a background check? Yes or No
- ☐ Will this student also be hired under a Federal Work Study appointment? Yes or No

IMPORTANT NOTE *If you are hiring a FWS hire (1861/1151), you must also submit a Stateside form (Student Assistant-1860 or Instructional Student Assistant-1150). Having the additional appointment available provides an alternate position to pay the student, should their work-study funds become depleted or there is a need to submit additional hours. If a student employment request is submitted for an 1861 or 1151 without a stateside position, the request will be cancelled, and a notification will be sent to the REQUESTER for resubmission.*

- ☐ Job/Position Title-Student Assistant (Select from Dropdown Menu)
- ☐ Handshake Number:
- ☐ CHRS Position Number:

Position numbers can be found on the CHRS ID Mapping Dashboard in Tableau. Access to the dashboard is limited to MPP and C99 employees. If you do not have access, please contact your manager, department administrator, or budget analyst for assistance. If a position number has not yet been established for this appointment, please submit a Budget Planning & Analysis New Position Request Form and obtain the position number before submitting this hiring request.

- ☐ Division: (Select from Dropdown Menu)
- ☐ Department Name: (Select from Dropdown Menu)
- ☐ Effective Start Date of Appointment: *(Date should be within the same or the next pay period)*
- ☐ Effective End Date of Appointment: *(Exact end date or end of May 2027 pay period)*
- ☐ Hourly Pay Rate:
- ☐ Total Weekly Hours: *(Not to Exceed 20 hours per week)*
- ☐ Job Duties and Responsibilities: *(Fill in duties)*
- ☐ Heera Manager Name:
- ☐ Heera Manager Email Address:
- ☐ Timekeeper Name:



- ☐ Timekeeper Email Address:
- ☐ Confirm Employment Eligibility in Tableau **and Attach Tableau eligibility screenshot**
- ☐ Acknowledgement and Certify (Click box)
- ☐ **Submit**

Student Employment Request Form Workflow

1. Student Employee receives notification and selects APPROVE.
2. Student Timekeeper receives notification and selects APPROVE.
3. Heera Manager receives notification and selects APPROVE.
4. If FWS hire, the request is then routed to Financial Aid for award verification and approval. The request is then routed to the next step. *(If you are not hiring FWS, the request skips this step and is routed directly to "Student Hires")*
5. Student hires will verify eligibility, handshake number and initiates background check if required. The request is then routed to the next step.
6. EODA/HR CSC will verify whether the student employee is new or a rehire. If they are new, the student will receive an email notification to schedule their onboarding appointment and complete their I9. If the student is a rehire, the CSC will verify the I9 is still current, and all documents are up to date. The request is then routed to the next step, Student Payroll.
7. Student Payroll will process the student appointment into CHRS. Process is then completed.

IMPORTANT PLEASE NOTE! Remember to remind your student employees, student timekeepers and Heera managers to check their email notifications. If they do not APPROVE the appointment, the process will not move forward.