

Already a student employee?

If you have already submitted student employment paperwork, but have a NEW job, please follow these instructions:

If you are already working on-campus, or have previously worked on-campus, and successfully submitted your new student employment packet to Student Employment, you do not need to do paperwork again.

If you have been offered an additional on-campus position, you MAY NOT begin working immediately. Wait until you have a timesheet for your new job.

Please follow these instructions:

1. Double check your paperwork has been processed by Student Employment by going to Banner SSB and selecting "Employee" then "Student I9 Status." Search your name or ID, and if the tool says, "Okay to Hire" then your paperwork has already been processed!
2. Inform your new supervisor that you have already submitted the student employment packet and they can submit an EPAF (the online hiring form).
3. You should receive a generic email from Student Employment when an EPAF in your name has been approved and you have a timesheet for your new job, but please regularly check your Banner SSB after to see if you have a timesheet for your new position.
 - Different jobs have different timesheets!!!
 - You must ensure you can see your **new** position's title, click the drop menu and access the actual timesheet.
4. Once you can access your new timesheet, you may begin working/training! Contact your supervisor for training and scheduling.

Please remember to submit timesheets on time to be paid on time.

Students may not complete any work or training hours prior to having an active timesheet available in Banner SSB. Not adhering to this policy may result in suspension from student employment.