Recurring Student Workers

How to Find a Student Worker
Tulane has two main resources for students seeking employment:

- **College Central Network (CCN):** CCN is a job board where departments can post part-time jobs exclusively for Tulane students. The jobs can be funded by Federal Work Study or by the department. Departments should post all open positions on CCN to help create a one-stop shop for students seeking employment. Please register at: [www.collegecentral.com/tulane](http://www.collegecentral.com/tulane)

- **Student Job Fair:** The annual job fair is held in the fall at the Lavin-Bernick Center. All students and Hiring Departments are invited to attend. For more information please visit [http://tulane.edu/wfmo/student-employment/index.cfm](http://tulane.edu/wfmo/student-employment/index.cfm)

Student Hiring Process

(International Student Hiring Process – SEE APPENDIX)

**STEP ONE**

**Student New Hire Packet**
Log in to HCM and check if the student has been hired at Tulane in the past by looking the student up through the **Create Placement** function under the “**Student Manager Self-Service**” folder. If the student’s name does not populate, you must initiate a “**Student New Hire Packet**”.

Before you get started with the Student New Hire Packet, you will need the following information:
1. Tulane ID
2. Name
3. Email Address (can be either a Tulane or personal email address)
4. Payment type (Hourly, Services Stipend, Non-Services Stipend)

The following is the list of the required forms the students will complete:

- Student Personal Information
- I-9: Employment Authorization verification
- Country of Citizenship
- Authorization for Direct Deposit
- W-4: Federal tax withholding
- L-4: Louisiana State tax withholding
- Alternate personal email address
- Race/Ethnicity
STEP TWO
HCM Notification
Once the Student completes the “New Student Hire Packet,” Hiring managers will receive a “Take Action” notification that student has completed their hiring documents and is available to be placed into your department.

Hiring managers are encouraged to reach out to their students if they have not received a “Take Action” notice within 72 hours of initiating the “New Student Hire Packet” invitation.

STEP THREE
Create Student Placement
Once a student has completed their “Student New Hire Packet” Hiring managers will need to place their student workers into their departmental assignment.

- Select “Create Student Placement” under the Student Manager Self-Service folder
- Search for Student by Last Name
- Select the “Action” icon under any of the student’s assignments
- Create an Hourly/Stipend assignment. The following information will be needed for each assignment:
  - Hourly
    - Start Date
    - Position (Search Org# followed by an “S”)
    - Hourly Rate
    - Work Study account
    - Account #
  - Stipend
    - Start Date
    - Position (Search Org# followed by an “S”)
    - Pay Period amount
    - Total Stipend amount
    - Stipend Type (Service, Non-Service)
    - Account #
- Once completed select “Apply”
- Once you are redirected to the “Create Student Placement” select “Next”
- Verify Assignment information and Approvers
- Now “Submit”

Once Submitted, the Student and Hiring Manager will receive a “HCM Placement Approved” notification.

STEP THREE
Notification to start to work
Hourly assignments - Once the hiring and placement process is completed, students will receive a Kronos notification within 24 hours verifying that their employee record is in the Kronos timekeeping system. They may then begin to work. Students may not start working until they’ve received this notification.

Stipend Assignments - Stipend students may begin working when they receive a “HCM Placement Approved” notification. No Kronos email is required.
QUESTIONS?
Please call Student Employment if you have any questions: Daisy Espiritu, 314-2219 or Luis Behrhorst, 865-5149 or 247-1700.

Appendix

International Student Hiring Process
(Appplies to students in F-1 and J-1 status)

STEP ONE
International Students must first visit the Office of International Students and Scholars to confirm their employment eligibility.

STEP TWO
Student New Hire Packet
Log in to HCM and check if the student has been hired at Tulane in the past by looking the student up through the “Create Placement” function under the “Student Manager Self-Service” folder. If the student’s name does not populate, you must initiate a “Student New Hire Packet.”

Before you get started with the Student New Hire Paperwork, you will need the following information:
1. Tulane ID
2. Name
3. Email Address
4. Payment type (Hourly, Service Stipend, NSR Stipend)

The following is the list of the required forms the students will complete:
- Student Personal Information
- I-9: Employment Authorization verification
- Country of Citizenship
- Authorization for Direct Deposit form
- Alternate personal email address
- Race/Ethnicity
- Glacier Tax Forms

Tulane requires all non-US Citizen or non-Permanent Resident employees to register in GLACIER, a secure nonresident tax compliance system. GLACIER will help the student complete the legal tax forms that are required in the United States for employment.

STEP THREE
HCM Notification
Once the Student completes the “New Student Hire Packet,” Hiring managers will receive a “Take Action” notification that student has completed their hiring documents and is available to be placed into your department.

Hiring managers are encouraged to reach out to their students if they have not received a “Take Action” notice within 72 hours of initiating the “New Student Hire Packet” invitation.

STEP FOUR
Student applies for a Social Security Number (not necessary if SSN already assigned)

International students must be in valid immigration status and have official work authorization before they start their employment. Tulane can still proceed with the hiring process as long as the student applies for a Social Security Number.
Students can apply for a Social Security Card at the New Orleans Social Security office located at 400 Poydras St., Suite 500, New Orleans, LA 70130.

When visiting the Social Security office, students must present a letter from their employer. Hiring managers must provide this letter:

**Letter from Employer:** Must be on letterhead and include the student’s name, job position, job duties, estimated employment start date, the number of hours the student will be working each week, and the supervisor’s name telephone number (Hiring Department), and signature.

**Students CAN start working once they’ve applied for a SSN and completed the student hiring process,**

Once students receive a Social Security card, they MUST return to WFMO to present the original document to both Student Employment and ITO. Students must also update their profile in GLACIER and re-submit new GLACIER forms to ITO.

**STEP FIVE**

**Create Student Placement**

Once a student has completed their “**Student New Hire Packet,**” Hiring managers will need to place their student workers into their departmental assignment.

- Select “**Create Student Placement**” under the Student Manager Self-Service folder
- Search for Student by Last Name
- Select the “**Action**” icon under any of the student’s assignments
- Create an Hourly/Stipend assignment, the following information will be needed for each assignment:
  - **Hourly**
    - Start Date
    - Position (Search Org# followed by an “S”)
    - Hourly Rate
    - Work Study account
    - Account #
  - **Stipend**
    - Start Date
    - Position (Search Org# followed by an “S”)
    - Pay Period amount
    - Total Stipend amount
    - Stipend Type (Service, Non-Service)
    - Account #

- Once completed select “**Apply**”
- Once you’re redirected to the “**Create Student Placement,**” select “**Next**”
- Verify Assignment information and Approvers
- Select “**Submit**”

Once Submitted, the Student and Hiring Manager will receive a “**HCM Placement Approved**” notification.

**STEP SIX**

**Notification to start to work**

**Hourly assignments** - Once the hiring and placement process is completed, students will receive a Kronos notification within 24 hours verifying that their employee record is in the Kronos timekeeping system. They may then begin to work. Students may not start working until they’ve received this notification.

**Stipend Assignments** - Stipend students may begin working when they receive a “**HCM Placement Approved**” notification. No Kronos email is required.