Student Employment Federal Work Study NewHire and Rehire processes

HireTouch Admin

New Hires

Hiring Manager completes FWS survey, and creates the job posting in HireTouch.

*NEW for Fall 2021: Must select the Onboarding Package - 02 Student FWS

Student applies to job posting in Hire Touch. Hiring Manager hires the student by submitting the HRAF

When HRAF is submitted, the student receives an email notification to log in to HireTouch and complete the FWS forms

After the student completes the forms, an email is sent to the Hiring Manager to complete the Hiring Addendum -Supervisor form

When the student and Hiring Manager complete their forms, Financial Aid is notified the HRAF is ready for approval.

Once Financial Aid, Payroll and Human Resources all approve the HRAF, the student will be notified they can begin working

<u>HireTouch</u>

HRAF

Form

Human Resources Action

WP Connect

eHRAF

electronic
Human
Resources
Action
Form

electronic Human Resources Action Form (eHRAF)

Rehires / Extensions

Hiring Manager completes FWS survey to determine which students to rehire

* New for Fall 2021

Hiring Manager (Originator) creates eHRAF(s) to extend the student assignment(s)

When the Hiring Manager (Originator) submits the eHRAF, an email is sent to the Supervisor with the required Financial Aid forms

After the Supervisor completes the form, an email is sent to the student with a link to the required FWS form

After the student and Supervisor complete the required forms, Financial Aid is notified the eHRAF is ready for approval.

Once Financial Aid and Payroll approve the eHRAF, the student will be notified they can begin working

Students
CANNOT work
until the HRAF or
eHRAF is fully
approved!