

## Process to Request a Student Worker

Updated 10/04/2017

### **Overview:**

The following process is to be followed for requesting a student worker or other temporary employee.

### **Process**

#### **A. If Department knows whom they would like to hire:**

1. The Division/Department requesting a new student worker/temporary employee will complete the 'payroll request form'. The payroll request form is submitted to the [CHSpayrollrequests@uky.edu](mailto:CHSpayrollrequests@uky.edu) email for processing.
2. The HR Administrator will review the request to determine if the employee has worked for the University before.
  - If the employee has worked for UK before: HR Administrator will proceed with hiring and processing through UK payroll.
  - If the employee has not worked for UK before: HR Administrator will work with employee to apply for position, complete pre-employment screening (drug screen/background check) and complete the new hire paperwork. Once this is completed the student will be processed through UK payroll and may begin work.

#### **B. If Department does not know whom they would like to hire:**

1. The Division/Department requesting a new student worker will send a request to the HR Administrator to post the position to the Integrated Employment System (IES) website. The following information is needed to post the position:
  - a. Department Number
  - b. Department Name
  - c. Part-time/full-time
  - d. Work Hours
  - e. Cost Center (to charge pre-employment screening)
  - f. Job Summary
  - g. Anticipated length of assignment
  - h. Supervisor Name
2. Once the posting information is received, the HR Administrator will create the posting through IES.
3. The HR Administrator will send the link to IES to the Department's to review candidates as the candidates are applying. It will be up to the departments/divisions responsibility to choose the employee through a formal interview process.
4. Once the employee is chosen after the interview process a payroll request form should be submitted to add the employee to the payroll system.
5. Depending if the employee has never worked for the University before, they must complete the onboarding process. This will include a background check, drug screen, and I-9 paperwork. Depending on how long it takes the employee to complete these requirements, it could push back the start date.

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6. The employee will complete a timesheet each pay period through myUK in which will be approved by the supervisor. If the employee has any questions regarding their payroll they will need to work with the HR Administrator.

**Resources:**

[Payroll Request Form](#)

[Directions for Time Entry](#)