Temporary Student Employment

Supervisor Guidelines

DELTA allows for the hiring of temporary student workers without posting or recruitment for the position. Once the student has been selected and offered the position, the following procedure should be followed to complete the hiring process:

1) The supervisor should complete a Temporary Student Hiring Form. This form must include the student’s ID number, proposed start and end date, supervisor name, project number to be charged, rate, and number of estimated working hours per week. This form will need to be signed by the supervisor and the project authorizer. Once completed, forward to the Business Operations Accountant for processing.

2) The Business Office will contact the student concerning all other required paperwork for the hiring process. The student will also be notified about other requirements, including the I-9 process.

3) Once all of the completed paperwork is received by the Business Office, the student will be entered into the HR system. The Business Office will notify both the supervisor and the student once all approvals have been received and the process is complete.

4) The hiring process can take several days depending on student availability to complete required forms, accessibility of the payroll system, and timeliness of approvals within the process. Please keep this in mind when determining student start dates. The system will not allow a start date to be back-dated.

5) **Students should not begin work until the hiring process is complete.** All employees are required by law to complete the I-9 form before they can begin work.

6) All new-hires will be briefed on direct deposit set-up and KABA procedures prior to their start of work.

Questions? Contact the DELTA Business Office at delta-business-office@ncsu.edu or X5-4362