

Student Employment

General hiring process

Post the job

Complete the **Personnel Request form**.
Already have a student in mind? Skip to “Contact HR”.

Interview
Employee

Respond to inquiries and meet with candidates.
Decide on the student employee hire.

Contact HR

Complete the **Student Job Assignment Form**.
HR reviews the info, sends the onboarding email, if needed, and sends the form back to Requestor. Open the form, look for comments in HR Review section, and sign off on it.

New Employee
Onboards

Student completes onboarding forms and I-9 appointment. If onboarding is not needed, the employee may begin work.

HR
Processes

Student job assignment and Timeclock Plus (TCP) are set up at this time. Supervisor receives an email.

View
Authorization

Student Employee shows/emails supervisor the work authorization located in their my.Samford.edu portal.

Employee
Begins

Supervisor shows Student Employee how to clock in and out of TCP on an office computer or TCP mobile app. Employee clocks out at the end of the work assignment, makes a note of time corrections if needed and approves time for the day.

Supervisor
Approves Time

Approve employee’s time and reaches out to studentjobs@samford.edu if assistance is needed before payroll Monday.



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