Once cleared for work by Student Employment, the department representative will received an e-mail checklist indicating further action by the hiring department. The hiring department must submit/route an HR transaction via the HR Front End System to the Student Employment Office.

Prior to routing the student appointment information to the Student Employment Office, it is strongly recommended that the Student Employment Representatives review the information in the checklist and maintain a file on each student.

When HR transactions are received by Student Employment, they are checked for accuracy of information and then processed to be applied to the Banner system.

When incomplete or inaccurate HR transactions are received by Student Employment, they are handled in one of the following manners:

1) An item that can be completed or corrected by Student Employment will be completed or corrected. Regular processing continues and the transaction is applied to Banner
2) When additional information is needed to complete the application process, the Student Employment staff will: (a) call the department to obtain the necessary information. Regular processing continues and the transaction is applied to Banner or,

(b) when the information cannot be obtained, the correction is extensive, or forms are missing or incomplete, the HR transaction received from the hiring department for the prospective student worker will be returned to the department with communication in the MEMO tab of the transaction indicating the items or forms necessary to complete the student employee's appointment process.

Once the HR transaction is processed and applied to Banner, the hiring unit will be able to view the appointment in the HR Front End system. Should changes need to be made regarding the student's appointment, the hiring unit must submit these changes via the HR Front End system.