

# STUDENT EMPLOYEE



## Review Department Budget

### WORK STUDY OR INSTITUTIONAL

- Determine what funding type for the student employment position: Federal Work Study or Institutional
- **MUST** have funding available to hire



## Rehire Information

### CHECK EMPLOYMENT ELIGIBILITY

- Student must be reviewed for eligibility
- *Student Employment Criteria Eligibility.* Contact Human Resources
- *Federal Work Study Eligibility:* Contact Jessica Hills, Financial Aid

### COMPLETE

### PART TIME EMPLOYEE REQUEST FORM

- Form available in the A-Z index under "Forms-Employee"
- If approved, Human Resources will continue with authorization process
- If denied, student will not be hired



## Authorization

### NOTIFICATION EMAIL

- Human Resources will send an email to student and hiring supervisor once authorization process is completed
- **A student cannot work until an authorization email has been recieved**

## Student Employment Program

Location: Human Resources (Popplewell 117)

Phone: 816.271.4587

Email: [humanresources@missouriwestern.edu](mailto:humanresources@missouriwestern.edu)

Financial Aid Phone: 816.271.4361