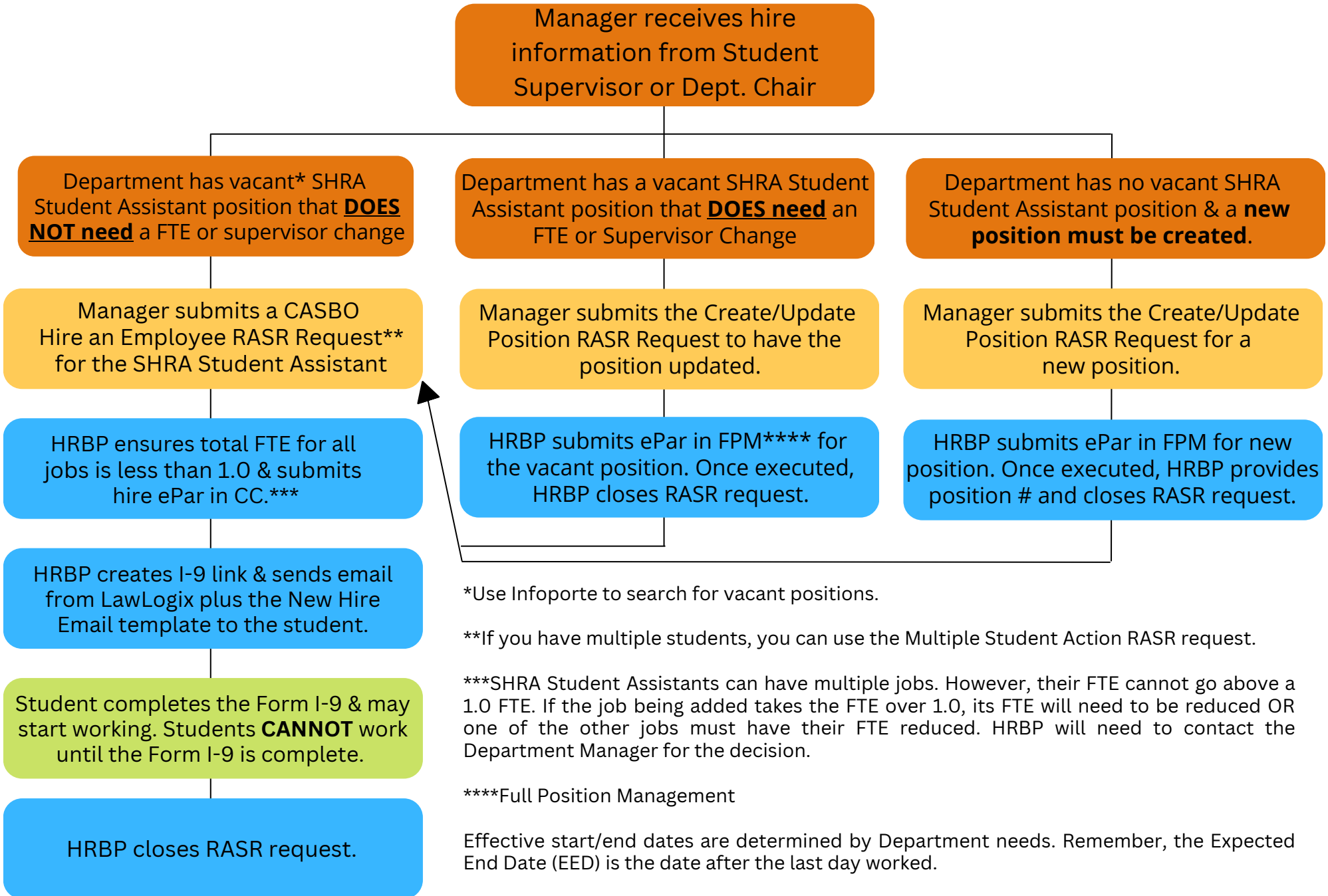


SHRA Student Assistant Hire Process Flow Chart



*Use Infoporte to search for vacant positions.

**If you have multiple students, you can use the Multiple Student Action RASR request.

***SHRA Student Assistants can have multiple jobs. However, their FTE cannot go above a 1.0 FTE. If the job being added takes the FTE over 1.0, its FTE will need to be reduced OR one of the other jobs must have their FTE reduced. HRBP will need to contact the Department Manager for the decision.

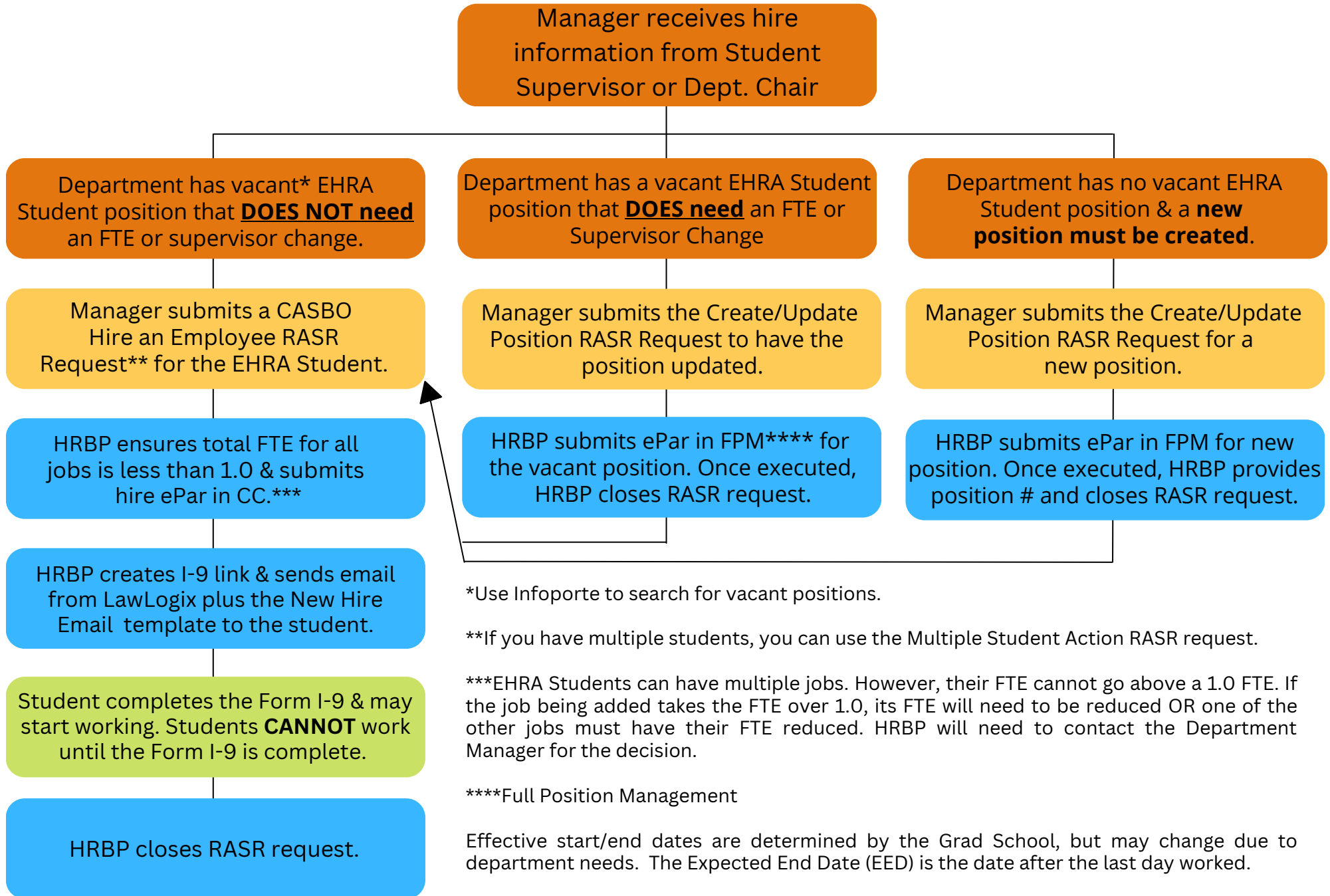
****Full Position Management

Effective start/end dates are determined by Department needs. Remember, the Expected End Date (EED) is the date after the last day worked.

SHRA Students are paid bi-weekly.

Updated: 7/11/23

EHRA Student Hire Process Flow Chart



*Use Infoporte to search for vacant positions.

**If you have multiple students, you can use the Multiple Student Action RASR request.

***EHRA Students can have multiple jobs. However, their FTE cannot go above a 1.0 FTE. If the job being added takes the FTE over 1.0, its FTE will need to be reduced OR one of the other jobs must have their FTE reduced. HRBP will need to contact the Department Manager for the decision.

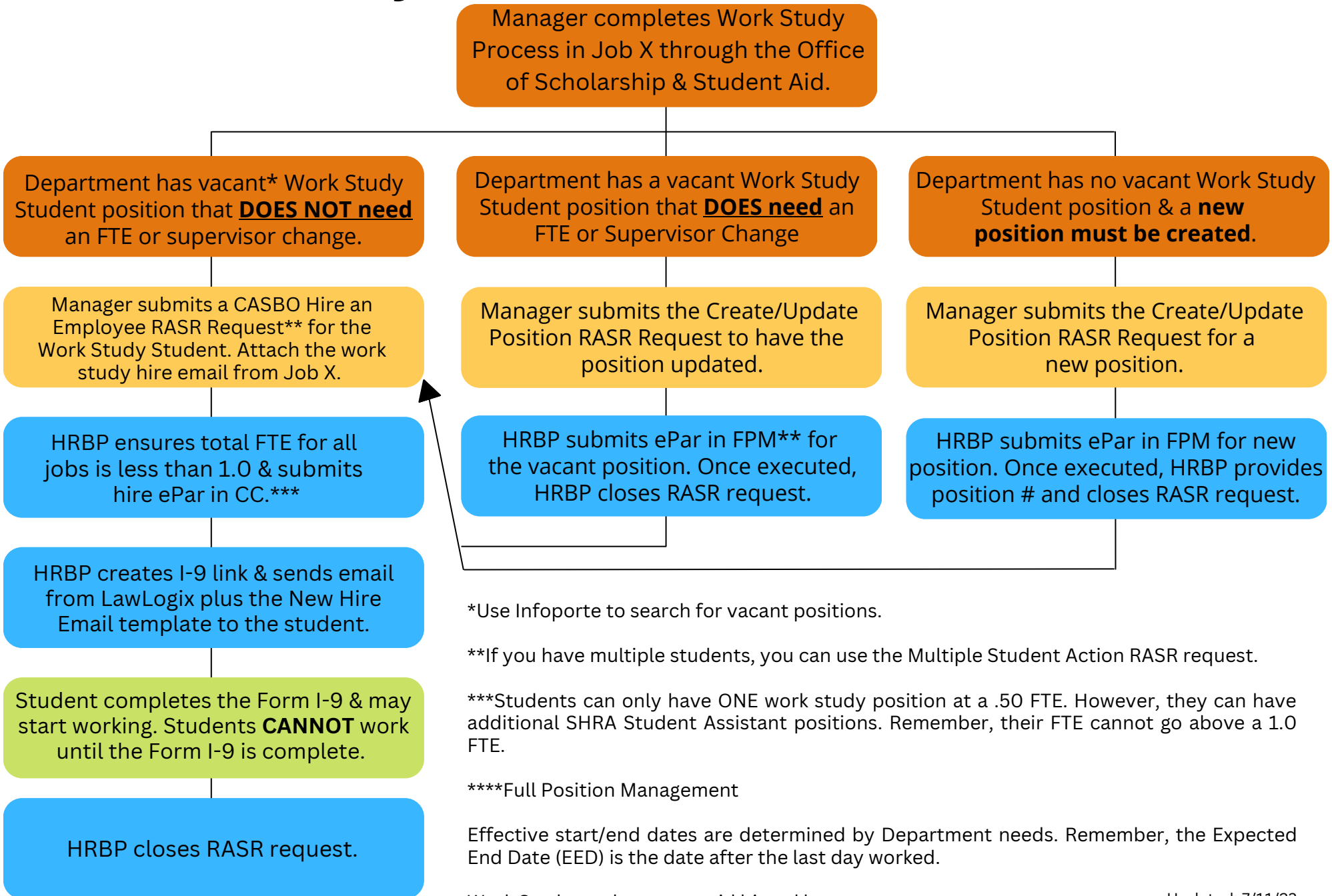
****Full Position Management

Effective start/end dates are determined by the Grad School, but may change due to department needs. The Expected End Date (EED) is the date after the last day worked.

EHRA Students are paid monthly.

Updated: 7/11/23

Work Study Student Hire Process Flow Chart



*Use Infoporte to search for vacant positions.

**If you have multiple students, you can use the Multiple Student Action RASR request.

***Students can only have ONE work study position at a .50 FTE. However, they can have additional SHRA Student Assistant positions. Remember, their FTE cannot go above a 1.0 FTE.

****Full Position Management

Effective start/end dates are determined by Department needs. Remember, the Expected End Date (EED) is the date after the last day worked.

Work Study students are paid biweekly.

Updated: 7/11/23