Process Flowchart – Hiring Process for Student Employees

4 weeks prior to start date	3 weeks prior to start date	First week of employment

4 weeks prior to start date

Supervisor/Initiator submits the **Student Pre-Approval Request Form** to: MSUE.TOC.Student@msu.edu

MSUE HR will obtain all necessary approvals (ID,DD,FO,HR, etc.)

MSUE HR will send an approval email to the Supervisor/Initiator of the Pre-Approval Request form.

Included in the email will be a **reference #** and **Job Title** (these must be used when the Hire form is submitted in the next step).

3 weeks prior to start date

Supervisor/Initiator **EMAILS** the **Student Hire Form** along with all necessary information/documentation to:

MSUE.TOC.Student@msu.edu

MSUE HR will review the forms for completeness

Incomplete or missing information – MSUE HR will contact supervisor/initiator to get corrected info

Forms/Documents Complete

MSUE HR will send a background screen request (via email) to the employee.

The employee must check their email for this and authorize the background screen.

Successful Background Screen

MSUE HR will process hire paperwork in the University systems

MSUE HR will send a confirmation email to the Supervisor/Initiator indicating that all paperwork has been processed. At this point, the **employee can now begin working** (the employee cannot start working until you receive an email from MSUE HR).

First week of employment

MSUE HR will send a "welcome email" to the new employee giving them additional information on their NetID, direct deposit, W-4 information, etc.