To all employees,

The student employment/work-study framework is being aligned to have one central process for PennWest.

Beginning in July, all undergraduate student employment/work-study positions will be posted through PennWest Handshake, where hiring supervisors will track and collect applications from interested students.

More information about posting in Handshake will be forthcoming in mid-summer.

Human Resources will post the updated payroll packet process for Fall 2022 for supervisors to the PennWest website later this summer. This will coincide with the launch of PennWest’s Handshake system to allow for training and questions to be addressed in time for the start of the fall semester.

In the meantime, if you are hiring for a summer undergraduate student employment/work-study position, please ensure you have approval to hire summer work study through the senior vice president or vice president of your area.

Use your current campus process and then work with Human Resources to collect any necessary paperwork. If you are re-hiring students, contact your campus Human Resources office for any necessary paperwork and payroll processing.

**Process Overview for Summer Student Employment:**

1. Obtain vice president’s approval for hiring of summer student workers.
2. Use your current campus process to post new position(s).
   a. Contact your campus Human Resource office to ensure all pieces are in place for continued employment in the summer (i.e. appropriate paperwork, payroll and authorizations in place).
   b. **Clarion campus ONLY:** If you are seeking a new summer hire, the current campus process (JobX) has been discontinued. Contact Lisa Deemer at ldeemer@pennwest.edu for assistance.
3. Track hours in eTime throughout the summer.
4. Begin following Fall 2022 PennWest Hiring Process for continued employment into the fall.

Please direct questions to your campus Career Development team or Human Resources contact.

Best regards,

PennWest Student Employment Advisory Council