Dear student employment supervisors,

As previously announced, beginning with the Fall 2022 term, all undergraduate student employment/work-study positions will be posted on Handshake. To post your Fall 2022 student employment openings, simply complete the Student Employment Posting Form and attend one of the Handshake training sessions for student employment supervisors on how to view and manage applicants. Once students apply and are selected for positions, they will need to be submitted to payroll shared services for processing. Attached are the following documents that supervisors will need to complete this process.

- Instructions to hire work-study students
- Instructions to hire non-work study and non-GA student workers
- Student payroll forms that will need to be completed
- Procedures to complete the student payroll forms

Once the updated PHEAA form is out for Fall, it will be distributed to supervisors.

Please contact your local campus Human Resources Office with any questions.