Submitting a Referral

1. Log into AIS
2. Human Resources
3. Std Empl Announcement
4. Academic Year – 2019/2020 will always be the year that an academic year begins with even in the spring semester
5. Position No: This is where you will enter your specific position number
6. This will auto populate your announcement information and it will auto populate into the current semester. If you need to select a semester click on
7. Click Create Referral tile
   a.

8. Enter students PID
9. Rate - Enter in pay rate
   a. Work study and student hourly position will be an hourly rate. Stipend positions rate will be entered for the amount the student should get paid each month.
10. Once you have entered the Rate click the white box under Create ADD PIC
11. Blue arrow out or enter in new PID to enter in a new Referral
12. Once submitted it will be put in the AIS queue for review by Student Financial Services
13. Once the referral has been awarded and approved you will receive an email stating that your student employment referral has been approved. It is at this point your student can start working. For work study referrals it will show as pending until the following morning.