

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

The screenshot shows a web-based form titled "Student Employment Job Announcement". A yellow box highlights the "Create Referral" button in the top toolbar. The form contains several sections of input fields:

- Academic Year:** 2019
- Position No:** (dropdown menu)
- Position Status:** PT
- Emp Type:** (text field)
- Special Pay Type:** (text field)
- Avail Positions:** Fall 0, Spring 0, Summer 0
- Apprv By:** (text field)
- Work Study:** (text field)
- Hourly:** (text field)
- Announce on Web:** ☒
- Position Start Date:** (text field)
- End Date:** (text field)
- Apply By:** IN-PERSON (dropdown menu)
- Dean/Director:** PID (text field)
- Supervisor:** PID (text field)
- Contact:** PID (text field)
- Delegate:** PID (text field)
- Contact Phone:** 719 (text field)
- Contact Location:** (text field)
- Contact Email:** (text field)
- Comments:** (text area)
- Approved by:** Dept: (text field), FA: (text field)

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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.