Student Employment Supervisor Work Flow

- Get access to student employment in AIS and account number tied to position number through [submitting a CRA](#)
    - You will need to add every account number to the CRA that you need access too
- Participate in student employment training through SFS
    - I will be holding training like this moving forward on a regular basis
    - If you would like a one-on-one training or if you have new people in your department that need trained please let me know and we can schedule a training session
- Once you have access to STD EMPL in AIS you will be asked if you have read the [Policies and Procedures for Supervisors of Student Employees](#)
- Once you have clicked "I Accept" you will now have access to submit Announcements and Referrals for your students
- To post a position to the website you will need to submit an Announcement through AIS
    - [Submitting an Announcement Instructions](#)
- Once you have submitted an announcement your request is sent to SFS for review and approval
    - You will not be able to submit a referral for employment until your announcement is approved by SFS
- Once announcement is approved you can submit a referral for employment
    - [Submitting a Referral Instructions](#)
- Once your referral is submitted it will be sent to SFS for review and approval
    - Your student cannot start working until you have received the email from sfs.stdemployment@csupueblo.edu that your referral has been approved
- Once you have received the email that your referral has been approved your student can start working
- Within 15 minutes your student should see their timesheet in their PAWS account
- Students should have their time entered on their time sheet by the last day of the month
    - [Entering Work Study Hours](#)
- You need to have timesheets approved by the 3rd business day of the month
    - [Approving timesheets](#)
- It is your responsibility to keep track of work study funding
- If you have a work study funded student that has ran out of work study monies, then you will need to switch them from a work study position to a student hourly position.
- To end date a contract, complete a Student Employment Performance Evaluation
    - [Student Employment Performance Evaluation](#)