# Student Campus Employment

# Process for Hiring Student Employees

Here are the steps you should take when hiring student employees. Taking care to check all needed boxes will ensure that students are eligible to work in the position and have everything in place to be paid on time.

## Before Hiring

**Searching for Employees**

Students are hired at VIU in a variety of ways, depending on the job and supervisor. Although On-Campus Student Employment is now part of Financial Aid and Awards, we continue to use [Experience Hub](https://studentemployment.viu.ca/login.htm), which is run by the Centre for Experiential Learning, for Work-Op postings that are a required part of the application process.

Experience Hub also has a Non Work-Op section where you can post jobs that are not funded by Work-Op, (Non Work-Op). This could include any campus jobs, such as Research or Canada Summer Jobs positions.

**Eligibility for Student Employment**

**Before offering a job to a student**, please check that they meet the following criteria:

* Registered in classes at VIU according to the Eligibility Requirements
* Have a Social Insurance Number and, if an International student, a valid Study Permit
* If Work-Op, they do not already have a Work-Op position in the same semester(s)
  + They are allowed to have more than one Non Work-Op position or a Non Work-Op at the same time as Work-Op

**Paperwork**

* Student Appointment Form emailed to studentemployment@viu.ca
  + **This is the only document you need to send to the Campus Employment office**
  + **All requested information is required.** This includes Work Order numbers and signatures from supervisors and students
    - Signatures can be on the form or you can indicate approval in the email as long as the form is attached
    - The current Student Appointment Form provides a space for an additional signature if the supervisor does not have signing authority for the Work Order
  + Any incomplete forms will be returned to the supervisor and could result in the student’s pay being delayed
* **Please be sure to download the Student Appointment form from the** **website,** rather than keeping a copy on file. As things have changed in recent years the form has been updated accordingly. There may be times when the outdated form is returned so you can submit a current one
* As long as you are sure about eligibility, etc. you and your student can **fill it out on the first day of work and send it in**. You don’t need to wait for the appointment to be processed before they start work – as long as we have it, they’re ready to go
* You don’t need to wait for the Payroll documents since they should be sent directly to Payroll and will only be needed before they are paid.

**Tax Credit and Direct Deposit forms**

* Can be found on the payroll webpage at https://employees.viu.ca/payroll/forms
* Please have student **email the completed forms to payroll@viu.ca** without sending copying the Student Employment office

**Study Permits**

* International students need to **send a copy of their Study Permit to Payroll**
* The Student Employment office only needs to know the expiry date – we do not need a copy of the form. The current Student Appointment form has a place where they can fill in the expiry date.

**Timesheets**

* Student timesheets are to be submitted online via the [Employee Portal.](https://ubw.unit4cloud.com/ca_viu_prod_web/) Detailed instructions are on the [Timesheet training](https://aurora.viu.ca/employees/timesheets) page. The student employee needs their username and password to access the training page and the Portal. Timesheets are to be submitted weekly. This saves Payroll from having to process large numbers at one time.
* Please remember that Work-Op timesheets that aren’t submitted by the deadline stated in the Work-Op information sheets won’t be eligible for reimbursement.
* Supervisors are responsible for supporting their student employees to sign on to the Employee Portal and training website and show them how to fill out online timesheets.

**What's Next?**

Students are sent notification, with copies to supervisors, when their appointment has been processed and submitted to HR for approval. This will include a copy of the Student Appointment form with any notes or adjustments indicated on the form.

A second notification is sent to students and supervisors when their employee email and portal accounts have been created. This cannot be created until after HR has approved the appointment and could take up to 2 or 3 weeks. Email addresses remain valid for 120 days after the last day of work.