

! Help to Ensure that We Keep Our Promise

- Student employees are permitted to begin working in your department *only* **AFTER** all hiring process steps are complete.
- To comply with labor laws, HR can complete the hire process *only* **AFTER** we are in receipt of the employee's complete I-9.
- To comply with labor laws, HR is not permitted to retroactively hire any employee, including a student employee.
- Student employees may begin their work assignment *only* **AFTER** their name is viewable in the hiring manager's HCM Cloud portal under My Team.
- To comply with wage and hour laws, hourly paid employees must be paid on a bi-weekly basis.
- Employees paid via stipend must be paid as per the offer agreement, and on a timely basis.
- Once the requisition is filled, it can take up to **10 days** for the employee to be entered into the system. Please plan your hiring cycle accordingly.