

Work-Study Checklist

Once you receive the hiring paperwork from the Financial Aid Department, you must complete the checklist below prior to starting your work-study position.

The following forms need to be completed by both student and supervisor:

- Student Employment Request Form
- Conditions of Work-Study Employment Agreement
- Student Employee Code of Conduct

Submit the completed forms to the Financial Aid Department and HR via financialaid@scuhs.edu and wadebjarnson@scuhs.edu

Submit the following forms to HR via wadebjarnson@scuhs.edu:

- TriNet New Employee Personal Information
- TriNet Link with Additional Paperwork (Provided by HR)

Once the Financial Aid Department has confirmed all documents have been submitted, you will receive an email with your official start of employment.