

Student Worker Hiring Process

Provost Business Office-HR

Step 1- Verify Student's Hiring Eligibility: Departments must verify that employees are eligible to be hired as Student Workers. Please reach out to provosthr@arizona.edu to confirm eligibility PRIOR to extending an offer for such arrangement. For more information on Student Worker positions, please refer to the [Student Employment Manual](#).

Step 2- Electronic New Student Worker Hire Form: Due to the number of units we service, and volume of HR requests processed by our office, our HR Team utilizes an electronic form to collect Student Worker hiring requests. This form allows our HR team to 1) gather necessary information to create a new hire request, 2) stay organized and 3) track the number of requests received and processed by our team. Electronic submissions are reviewed daily. Please use this [link](#) when ready to submit your hiring request to our team for processing.

- You will need to log in using your UA e-mail, UA Net ID and Password. The minimum timeline for processing student worker hiring requests is 1 pay period. This timeline takes into consideration the following:
 - PCN Approval and funding: 1- 3 days
 - Processing and approval of MSS New Hire Transaction: 3-5 business days.

Timeline may be extended depending on workload and when new hires complete required electronic new hire/I-9 paperwork.