DEPARTMENTAL HIRE PROGRAM
STUDENT SUPERVISOR’S
INFORMATIONAL TRAINING

PRESENTED BY
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COMPENSATION ANALYST FOR STUDENTS
OFFICE OF HUMAN RESOURCES
STEPS TO HIRE YOUR D.H.P. STUDENT EMPLOYEE

- Interview Candidates and Decide who is a Fit for Hire
- Complete a PAF (Work Contract)
- Send the Student to HR to Complete New Hire Paper*
- Route PAF for Approvals
- Complete Monthly Time Sheets

*Students are only required to have new hire paper work on file one time no matter what work program employed them first, unless changes to important tax documents such as W-4, L-4, or direct deposit needs to be updated.
HR PAF DEADLINES

Hourly Wages

PAF must be “received” in HR before the close of business on the 25th or the last business day prior to the 25th of the month BEFORE the first payment is due

(Ex. Student is to receive first payment on Feb. 15th, the PAF is due in HR by Jan. 15th*)

Stipends

PAF must be “received” in HR before the close of business on the 10th or the last business day prior to the 10th of the SAME month that the first payment is due

(Ex. Student is to receive first payment on Feb. 28th, the PAF is due in HR by the Feb. 10th*)

*If the due date falls on a weekend or holiday, the last business day prior to the date is the deadline.
DHP TIMESHEET DEADLINES

DUE IN HR NO LATER THAN THE 1ST OF EACH MONTH BY 12 NOON

Courtesy reminder emails are sent out to Student Supervisors each month from the 30th-1st

Instructions on how to complete time sheets are provided to Supervisors each month via email

A link for the Student Supervisor’s Handbook is provided to Supervisors each month via email
IMPORTANT WEB LINKS

For a list of documents and forms online [http://www.xula.edu/human-resources/forms.php](http://www.xula.edu/human-resources/forms.php)

For an online version of the Supervisor and Student Handbooks [http://www.xula.edu/human-resources/handbooks.php](http://www.xula.edu/human-resources/handbooks.php)

For a staff contact in HR for Student Employee concerns Erin Harris-Williams echarris@xula.edu or 504.520.5738