



DATE: August 31, 2021

TO: Student Worker Managers

Important information and updates regarding Student Employment for the Fall 2021 term.

- In an effort to assist all students seeking employment at Brown, please make sure student jobs are posted in Workday;
- A student's job must be added and approved in Workday before the student begins work;
- Paying international students working outside of the U.S. through the Supplier Invoice process was a temporary option during COVID. This process will no longer be available after August 2021;
  - Students located outside of the U.S. are not eligible to work on student payroll
- An alternate option is to hire international students working outside of the U.S through NextSource. Information on NextSource can be found on the UHR website under Recruitment & Staffing.
- Students who are on a leave of absence from Brown are not eligible to work on student payroll. The option to hire students on leave as seasonal staff will no longer be available;
- Students who are currently working as seasonal staff need to be terminated and rehired as student workers
- The following are no longer required for student Workday processes (Create Job Requisition, Add Job):
  - The Student Hiring Questionnaire
  - Departmental approval for student hires
  - Confirmation of student completion of the Student Commitment to COVID-19 Community Health and Safety

- Students must complete a Form I-9; please utilize the *Student I-9 Verification* report in the Student Recruitment Worklet to verify the I-9 status of students;
- Students who need to complete the Form I-9 process should email the HR Service Center at [hrrservicecenter@brown.edu](mailto:hrrservicecenter@brown.edu).