Student Hire Process

Department creates Student Job Requisition and completes Student Hiring Questionnaire. Student job is posted for students to apply.

Department is ready to hire a student

STOP
Determine where the student is working

Student is working outside the U.S.

Is student a Non Resident Alien?

STOP

Student is a Non Resident Alien working outside of the U.S.

Student hire should not be processed in Workday. Student must register as a Supplier and be paid via Supplier Invoice

Student is a U.S. Citizen, Permanent Resident, or Resident Alien

Initiate the Add Job process in Workday to hire the student

Student is working in the U.S.

Questions?
For Student Jobs: student_employment@brown.edu
For Payroll: controller_payroll@brown.edu
For Supplier Invoice: accounts payable@brown.edu

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