

## POSITION REQUEST GUIDE FOR SUPERVISORS OFF-CAMPUS

### The steps to post a job and hiring student:

#### **Step 1: Ensure contract is signed between your agency and the Washington Student Achievement Council (WSAC)**

- Ensure you have a current State Work Study Employment e-contract the Washington Student Achievement Council (WSAC). Person contact: Debbie Jackson, [debbiej@wsac.wa.gov](mailto:debbiej@wsac.wa.gov), in WSAC.

**Step 2: The contract is solidified with WSAC**, send it to SPSCC Student Employment Program, [studentemployment@spscc.edu](mailto:studentemployment@spscc.edu)

#### **Step 2: Receive Position Request Form (PRF) from SPSCC Student Employment Program:**

- We will send to your agency the Position Request Form (PRF) and Student Employment Job Listings Guide
- Review Student Employment Job Listings Guide, fill out the Position Request Form, and sign on its.
- Send the signed Position Request Form to Student Employment Program.
- Student Employment Program will review and post this Work Study Position to the Student Employment Opportunities page, which is called the NEOGOV page.

**Note:** the position will be posted in **three to five days** on the [Student Employment Opportunities Page](#).

#### **Step 3. Review Applicants in NEOGOV**

Sign in to NEOGOV

- You will receive two emails from Human Resources; one with your user name and the other will provide a link to create an account in order to sign into NEOGOV
- **Note:** Link is available for 24 hours
- Review submitted applications

#### **Step 4. Schedule Interviews & Selection of Candidate**

- After interview, if you hire this candidate for a Work Study position, please complete and sign the “Employer/Department” section of the Work Study Authorization Form for the hired student to return to Student Employment Services. The Student Employment will send the student further instructions.

#### **Step 5. “Eligible to Work” email confirmation**

- You will receive an “eligible to work” confirmation email from Student Employment once the student has completed hiring paperwork

To assist you in the process we will enroll you in the [Canvas Student Employment Supervisor Orientation](#) course. This course has Student Employment for Supervisor Orientation and Q&A section you will need for the process. Also, you can go to the [Student Employment webpage](#) to search more information about Student Employment.

If you have any questions, please contact us at [studentemployment@spscc.edu](mailto:studentemployment@spscc.edu) or 360-596-5489. Thank you.

**Note: We also provide the Off-Campus State Work Study Payroll & Reimbursement Process, there are:**

- For the period payroll, agency supervisors will complete and verify State Work Study timesheets with their work study employee via e-sign Adobe. The Timesheet Form Template is located on WSAC's website via Debbie Jackson.
- Payroll timeframes are the 1st – 15th AND the 16th – last day of the month. The agency will sign via e-sign Adobe and email Student employment, [studentemployment@spscc.edu](mailto:studentemployment@spscc.edu), in Student Employment timecards for these timeframes.
- SPSCC will complete an A-19 and reimburse each agency a percentage of employee wages represented on timecards; 70%: non-profit community service provider, 60%: public institution and/or government agency and 40%: for-profit.

Thank you.

Sincerely,

Student Employment  
2011 Mottman Road SW/Olympia, WA/98512  
Building 22, Suite 250  
[studentemployment@spscc.edu](mailto:studentemployment@spscc.edu) | 360.596.5489

