HOWARD UNIVERSITY
1867

Student Hiring Process

Start

Position Initiation

PI identifies budget availability and period of performance from a sponsored award.

PI is ready to recruit for student position and submits request form

Position related to a grant? — No

Yes

•SPO Post-Award reviews to ensure request is in compliance with the terms and conditions of the award

Approved? — No → SPO Post-Award sends it back to PI with edit comments

Yes

Position budget specialist submits a position request to the Talent Operations Department in WD ← Yes — **New Position?**

No

Funding

Position budget specialist reviews unit's budget to determine if any amendments or changes are required to completely fund position in Adaptive Planning ← No — **Position 100% grant funded?**

Yes

Position Budget Specialist submits costing allocation

Onboarding

Talent Operations Department receives automatic notice to facilitate onboarding

Background investigation notification and initiations are configured and sent to each student through Workday.

Tax forms are completed by the student within Workday

Student is hired

Student Hired

Notification is sent to the original requester in Workday.

Requester approves student hours on a bi-weekly basis (if student receives additional compensation on a grant or contract, they must be compensated via period pay activity)
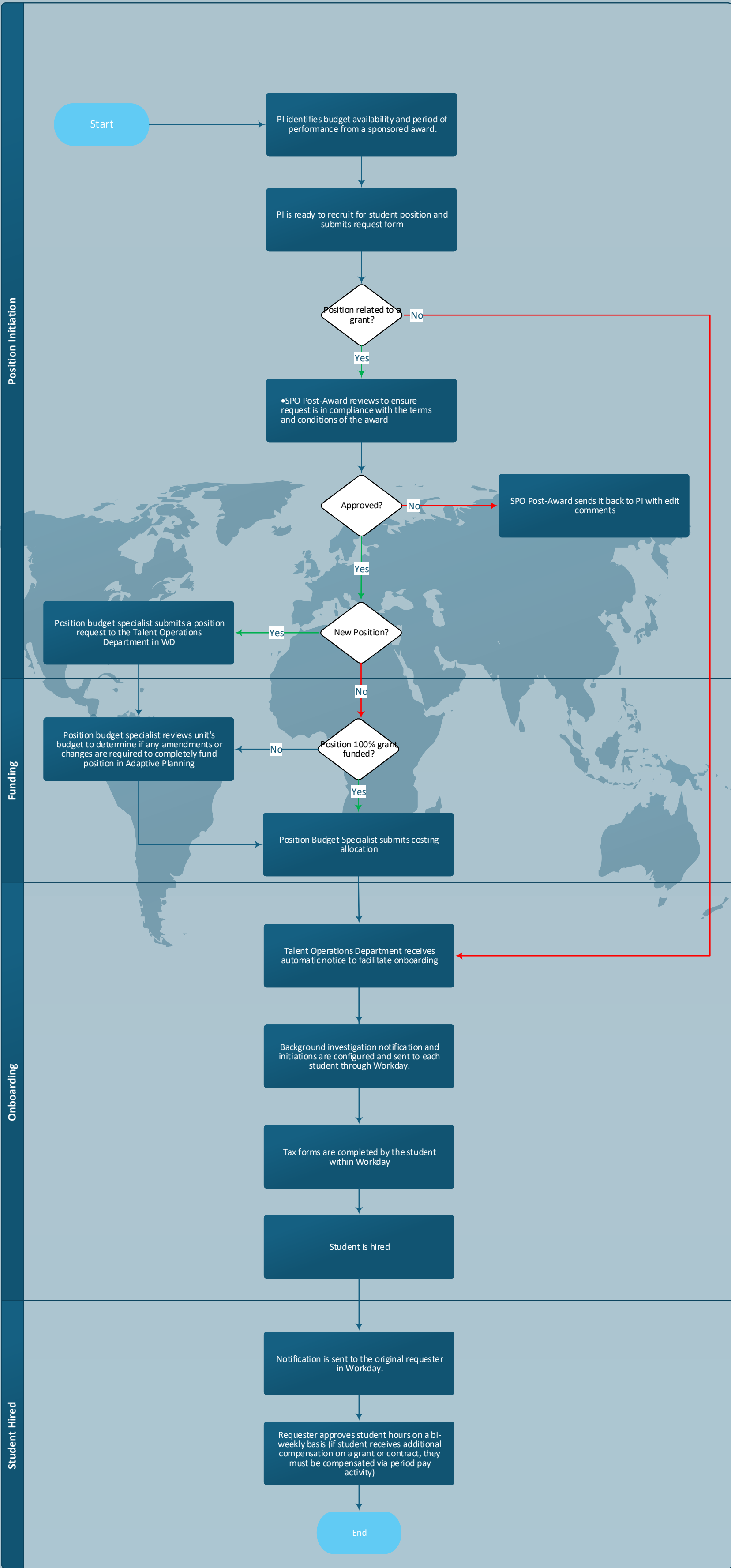
End

Key:
PI - Principal Investigator
SPO - Sponsored Programs Office
HR - Human Resources
Key Control