

Next Steps for Off-Campus College Work-Study (CWS) Employers

- 1. Advertise Positions via Handshake:**
 - Post your CWS job opening on **ISU's Handshake platform** (ISU's job site).
 - Job Title:** Ensure to add “(Work-Study)” after the job title for clarity. Example: *Office Assistant for Financial Aid (Work-Study)*.
 - Position Type:** Select “Work Study program”
 - Job Description:** Include work-study in the description for additional search options
 - Job Posting Duration:** Set the closing date within 3 months or less of the posting date.
- 2. Hire a Student:**
 - Once you have selected a student to hire, the student must complete the **New Hire paperwork** with the **ISU Human Resources (HR) Department**.
 - Location:** The HR office is in **Room 116 in Albion Hall, Building #61**. (Dorm side is closer to their office.)
- 3. New Hire Paperwork Completion:**
 - Upon completing the New Hire paperwork, **Human Resources** will provide the student employee with an **orange slip**.
 - The student must give this **orange slip** to the supervisor to indicate that the paperwork is finished and that the supervisor can proceed with the next steps.
- 4. Complete the Work-Study Employment Request (see Step 3 on the WS Employer page):**
 - After receiving the **orange slip** from the student, the supervisor must complete the **WS Employment Request**.
 - Once submitted to the **Financial Aid Office**, we will finalize the student's work-study position setup.
- 5. Timesheet Submission:**
 - The student will complete their **timesheets** and submit them to **ISU's Payroll Office** using **DocuSign**.
 - Payroll runs every **two weeks**. Be sure to submit the timesheet on time for accurate and prompt payment.

RESOURCES

To [post](https://www.isu.edu/career/employment/handshake/employers/) a job on Handshake: <https://www.isu.edu/career/employment/handshake/employers/>

[New Hire](https://www.isu.edu/hr/employee-tools/new-employee-resources/) forms: <https://www.isu.edu/hr/employee-tools/new-employee-resources/>

Work Study Employment Request: <https://www.isu.edu/financialaid/work-study-student-employment/work-study-employer-information/>

[Payroll](https://www.isu.edu/payroll/pay-stubs-and-time-entry/) website: <https://www.isu.edu/payroll/pay-stubs-and-time-entry/>

Timesheet (DocuSign): Click on ‘[Student/Temporary Employee Time Sheet](#)’

Timesheet instructions: https://docs.google.com/document/d/1oczVZ73DzGizATJpDrq_s1wDYTOGRfO9VpQk4-eR4hs/edit?pli=1

ISU Payroll Calendars: [Paydate/Payroll Calendar 2026](#) & [Paydate/Payroll Calendar 2027](#)

Off-campus billing contact is Marcus Mayer in the Financial Services Department. He can be reached at marcusmayer@isu.edu or 208.282.6266.

(This is an example of the ‘Orange Slip’ from HR)

**Idaho State University**

Employee Completed New Hire Paperwork
Employee, please give this form to your hiring department.

Employee Name: _____ Date: _____

Hiring Department, this form indicates the above employee has successfully completed their new hire paperwork in HR and they are cleared to begin work. (This does not apply if a background check has been requested & is still pending). Please see below for information on next steps.

For **Benefited** employees (Faculty & Staff), please ensure a PR has been prepared and signed by all department signatories. Access to ISU systems can be granted once the employee is active in the system (once new hire paperwork is processed) and the position is loaded by HR (based on information given on the PR).

For **Non-Benefited** employees (Student & Temporary), once the employee is active in the system (once new hire paperwork is processed), then you will be able to load their position in the system via an EPAF. Access to ISU systems can be granted once the EPAF is applied.

Please note: If you receive one of the following error codes while completing an EPAF, then the employee is not yet active in the system.

- Establish Employee records or A Primary job has not been defined for this employee. *ERROR* New Effective Date cannot be after employee's termination date
- *ERROR* Job Begin Date cannot be after employee's termination date
- *ERROR* Unable to complete edit execution (Oracle Error-1)
- *ERROR* Unable to complete initial execution

For **Adjunct Faculty**, once the employee is active in the system (once new hire paperwork is processed), then access to ISU systems can be granted within 90 days of the hire date.

Please allow up to 3 business days before reaching out to hr@isu.edu for a status update on the employees' new hire paperwork. EPAFs are applied multiple times throughout the day. Please refer to the EPAF Quick Guide found under [New Hire](#).