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TO BE COMPLETED AND SUBMITTED BY WRIGHT STATE UNIVERSITY ON-CAMPUS STUDENT EMPLOYMENT TIMECARD APPROVERS, FROM WRIGHT.EDU EMAIL ADDRESS.

Use this Personnel Action Grid to initiate student employee onboarding processes if the student employee is a First Time Ever Wright State Student Employee.

In other words, the student has NEVER been previously employed at Wright State in a position compensated via student employment biweekly payroll.

(Jobs located on campus but *not* compensated via student employment biweekly payroll: resident assistants, dining services, bookstore, Starbucks, Nutter Center concessions, GA-GRA-GTA positions.)

Student Employment staff refer to incoming requests on this grid as *New Hires* (they do not have an existing record in the student employee database).

Ask the student. Student doesn't know? You don't know? Then email <mailto:studentemployment@wright.edu> before sending a grid.

A	B	C	D	E	F	G
Student UID#	Student <i>first</i> name and <i>last</i> name	Student <i>wright.edu</i> email address (in its entirety) - external email not permitted	Job posting # from Handshake	Timecard approver <i>first</i> and <i>last</i> name	Timecard approver <i>wright.edu</i> email address (in its entirety) - external email not permitted	On this grid include <i>only</i> for first time ever Wright State student employees, never before compensated through the student employment biweekly payroll (AKA New Hire). Use additional grids as needed.
						First time ever a Wright State student employee, never before compensated through the student employment biweekly payroll (AKA New Hire).
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