



Student Worker Procedures – For Students

Truett McConnell University encourages departments to utilize student workers to help assist our students with learning life skills while gaining valuable experience and beginning to build their resume for the future. Student employment opportunities.

Students seeking student employment must adhere to the following procedures and complete the required hiring process before beginning work for any department.

Hiring Process

1. Application Process

Students interested in campus employment should visit [Simplicity](#) to review open positions. After reviewing the job description and duties, interested students should submit an application through the Simplicity app or website.

2. Student Worker Job Interview & Potential Job Offer

Supervisors will review applications and determine which candidates will be interviewed. They will communicate directly with candidates through their TMU email. Prospective student workers should take the interview process seriously by dressing appropriately, arriving early, and being prepared to ask and answer questions. Students should also bring a copy of their completed application to the interview.

3. Required Documentation Upon Selection by a Department

If selected for the position, the student must take the following documents to the Financial Aid Office for review:

- Job Description (provided by the supervisor)
- Student Worker Application (completed by the student via Simplicity and printed)
- Personnel Change Form (completed by the supervisor)

4. HR Notification, Onboarding & Timekeeping

After Financial Aid has reviewed the same documents from Step 3, the student must submit those approved documents to the Human Resources Office to begin the hiring and onboarding process.

- HR will contact the student with onboarding instructions.
- **Students may not begin work until HR confirms payroll enrollment via email (the supervisor will be copied).**
- Students must accurately record all hours worked in the ADP Workforce Now System.
- Students must clock in/out daily and immediately report any errors to their supervisor. Failure to report errors promptly could result in a delay in processing the correction.
- Pay is issued biweekly on Fridays.
- Direct deposit is strongly encouraged to prevent delays, especially during school closures.
- Students without direct deposit will receive email instructions for paycheck pickup.
- ADP offers the Wisely Direct debit card as an additional payment option (information provided during onboarding and/or in the mobile app).

Students are responsible for keeping their personal information current, including their address, banking information, and tax withholding elections. Changes should be submitted through the ADP portal or reported to Human Resources.