

# Colby Student Employment Flowchart for Hiring Managers

Scan the QR code to access the student employment website!



Start Here

Have you ever hired students at Colby?

No

Contact Student Employment to receive a "JM" in Workday

Yes

Log in to Workday via MyColby or Okta and search "Start Job Requisition"

Create a job requisition ([see guide here](#))

Review applications and hire student(s)! ([see guide here](#))

Make sure to approve student's hours in Workday using the payroll deadlines\*

Work with your new student employees on your expectations

Make sure your student(s) are work authorized (has an I-9) before they start working!

Start over if new positions are needed or a new session has started (summer or academic year)

\*Approve student hours using the "Team Time" app or in your inbox in Workday

Questions?  
Please contact the Student Employment (SE) office at [studentemployment@colby.edu](mailto:studentemployment@colby.edu).

BTW

Colby  
STUDENT  
EMPLOYMENT