HIRING A RESEARCH ASSISTANT

➢ Once you have decided to hire a particular student, the first step in the hiring process is to confirm that the student has I-9 and W-4 paperwork on file with the college. To confirm, please contact Student Employment: smunden@lclark.edu

➢ If the student doesn't have an I-9 on file, they will need to come to the HR office, which is in the Chapel Annex building on the grad school campus. The student is not allowed to work on campus until they have an I-9 on file.

➢ When you have confirmed that the student has paperwork on file, fill in the Student Employment Request form (attached). Turn this form in to Lisa Pogue in Grad Business Services, 215 Rogers Hall, or MSC 93. Lisa will fill in the account number and send the form to Student Employment.

➢ Student Employment will enter the student into the system, and you should see a 'Time approval for supervisors' link when you log into the 'Employees' section of WebAdvisor. When you click this link, it should show your student worker. If it doesn't, please contact Student Employment for assistance.

➢ Please advise your student assistant to enter their hours into their WebAdvisor account. The deadline for your approval of their hours will always be the 2nd of the following month. For example, the deadline for January's time approval would be February 2nd.

Lewis & Clark College

PORTLAND, OREGON USA

STUDENT EMPLOYMENT REQUEST/AUTHORIZATION

June 1, 2011 – May 31, 2012

☐ FEDERAL WORK-STUDY (Earning Limit $ _____)

☐ LEWIS & CLARK WORK-STUDY (Earning Limit $_____)

Student Name:_____ ID #: _____

Department Name: _____

Account Number: _____

Supervisor Name: _____

Supervisor Contact Info: Ext # _____ MSC _____ Email Address _____

Job Title: _____

Start Date: _____ Pay Type: ☐ **Hourly** Rate: $_____

☐ **Stipend**

<table>
<tr>
<td>
In order to comply with US Homeland Security Department regulations, **all students must complete an I-9 form prior to or no later than the first day of work** in the Human Resources office.

Failure to have a completed I-9 form on file with the College may result in immediate termination of employment.
</td>
<td>
☐ Monthly Stipend:

    Start Month: _____

    _____ X _____ = _____
    Monthly Stipend Months   Total

☐ Recurring Stipend (*Send Earning Record*)
</td>
</tr>
</table>

_____   _____
           Supervisor's Signature   Date

_____   _____
           Student's Signature   Date

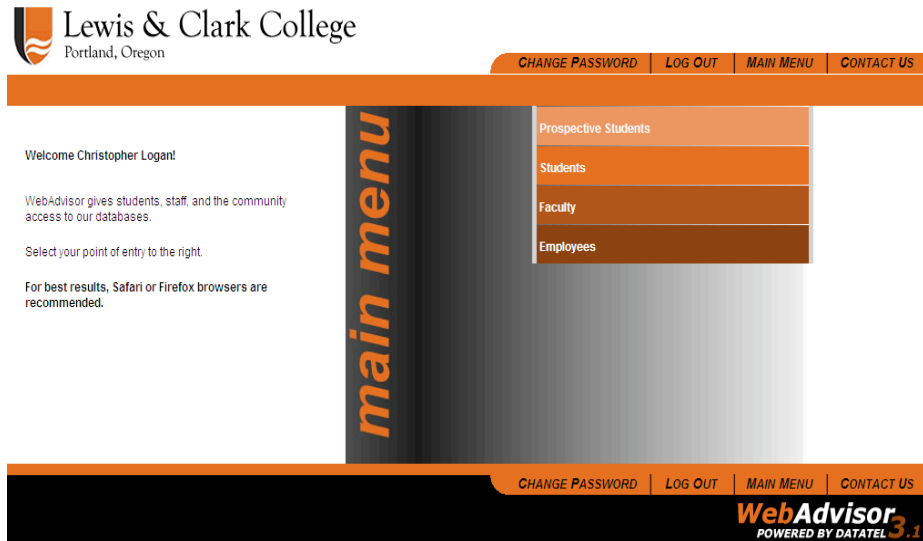### STUDENT EMPLOYMENT AUTHORIZATION

For Human Resource Use Only

☐Student is authorized to begin work as of _____ ☐ Student not eligible for hire
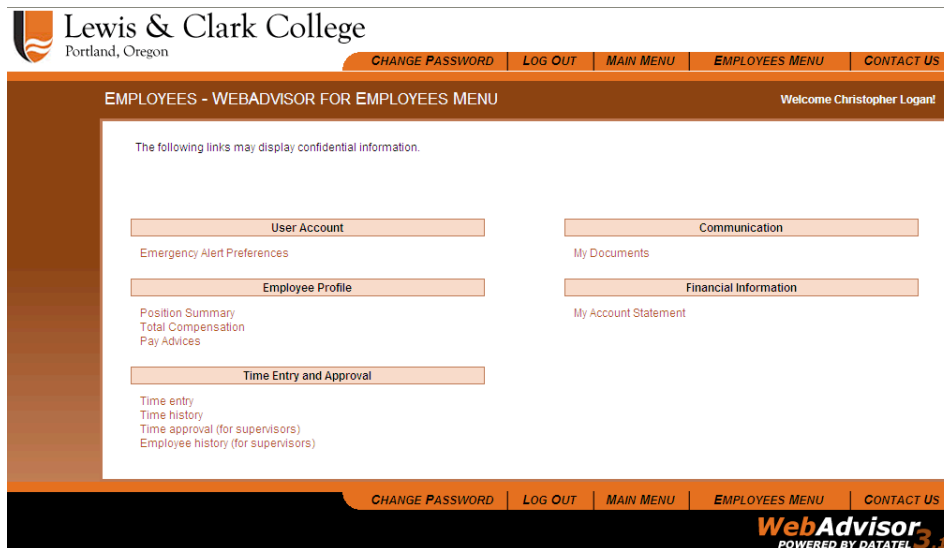
HR Signature _____Date_____

I-9 Completed _____ FWS/LCWS Eligibility (Y/N) _____ FWS/LCWS Remaining _____

Web Time Entry for Supervisors

- **Go to the Web Advisor Home Page at https://webadvisor.lclark.edu (Use your email login and password)**

- **Click on Employees**

- **This is where supervisors gain access to all aspects of Web Advisor.**

- **Click on Time Approval (for supervisors) under the Time Entry and Approval Menu**

Time Entry

Employee	Position Title	Pay Period End Date	Pay Cycle	Department	Location	Approve By Date
Noah B. Bjurstrom	Student Labor - on Campus Work Study	10/15/08	Student Payroll	Student Financial Services		10/17/08 06:00PM

Leave Type	Leave Balance
Not Applicable	

Date	Day	Regular Hours	Overtime	Annual Leave Hours	Sick Hours	Other Time Hours	Other Time Types	Shift Hours	Shift Type	Insert Line
09/16/08	Tuesday						⌄		⌄	☐
09/17/08	Wednesday						⌄		⌄	☐
09/18/08	Thursday						⌄		⌄	☐
09/19/08	Friday						⌄		⌄	☐
09/20/08	Saturday						⌄		⌄	☐
09/21/08	Sunday						⌄		⌄	☐

Prior Pay Period Date	Overtime Hours	Insert Line Before	Insert Line After
		☐	☐
		☐	☐
		☐	☐

The employee does not have time in/out data ☐

Non-Exempt Other Position Hours	Exempt Other Position Hours
0.00	0.00

[_____] Employee has electronically signed the time entry as complete   No

Supervisor Decision   [_____ ⌄]
Enter E-mail Subject   [_____]
Supervisor Comments   [_____]
Employee's E-mail Address noahb@lclark.edu

[SUBMIT]

- **PROCESS: 1) Select student to approve 2) Review time entered 3) Enter supervisor decision from the drop down menu 3) Email student comments if desired 4) Click submit to submit directly to payroll for processing.**

NOTES

- **Students are encouraged to enter time daily or weekly and save by clicking submit**

- **Students submit to the supervisor by the time sheet due date by checking the electronic signature box and clicking submit. Primary supervisors will receive an email alerting them that student's time sheet is ready for approval**

- **Supervisor may choose to approve or reject depending on hours worked. Supervisor may comment and email student employee upon submission of online time sheet.**

- **The Approve checkbox always comes up checked after it has previously been approved by the supervisor. Do not uncheck the Approve checkbox after it is checked in the system.**

- **The Review checkbox gets checked for all students who have reported time, so you must uncheck the boxes to review time for a particular student.**