



Welcome

As the 2018/19 school year kicks off, we would like to welcome you to a new year of Student Employment. This year the hiring process has undergone many changes to ensure a smoother and more efficient process for both students and staff. Student Employment is now housed in the Student Financial Services office in the Green Center. The Hannifan Center for Career and Alumni Connections in the library will continue to provide a broad range of services including guidance on careers, interviews and resume writing.

Electronic Process

The Student Employment process is now almost entirely electronic. The hiring manager submits a Student Employment Hiring Request for Approval form, once a candidate has been selected. The student is then invited to electronically sign New Hire Policies, before completing paper copies of a W4, I9 and a Direct Deposit Authorization. These documents are to be handed in to Student Financial Services. The student will also receive an email requesting for them to provide approval for a background check to be conducted. Once all of these steps are completed, the hiring manager is advised and an Employee Change Form is submitted. The hiring manager will also have communicated with the employee at this stage to agree upon a schedule and start date.

Resources

Student Employment has its own webpage located on MyLynn. Students and staff can go to the Student Finances tab on MyLynn before selecting Student Employment, near the top of the column on the left. This web page has all resources related

to student employment including flow charts on how the process works, student guides, management guides, as well as links to all the necessary electronic and paper documentation.

Questions

This area of the newsletter is designed as a location for you, the Staff and Students of Lynn University, to ask any questions pertaining to Student Employment. Each newsletter will share questions and answers that will aim to ensure that the Student Employment process becomes a smooth and user friendly experience for all to utilize.

Student Employment Fair

A student employment recruitment fair will be held on September 18 in the Student Center Courtyard from 11am to 1pm. This is an ideal opportunity for supervisors to recruit student employees, and an ideal opportunity for students to look at the job opportunities available on campus. If hiring managers are interested in having a table at the fair, please contact the Hannifan Center for Career and Alumni Connections at 561 237 7286.

Contact

Student Financial Services are open 9-5pm Monday through Friday. The office will remain open until 6pm during the Add/Drop Weeks of the Online and Graduate terms.

Phone: 561 237 7185

Email: studentfinancialservices@lynn.edu

https://my.lynn.edu/ICS/Finances/Student_Employment.jnz