How-to Accept Student Job

Once a Supervisor has hit SUBMIT after completing a Student Hire Request in the Electronic Rehire Tool, the below E-mail is sent to the student being hired.

The E-mail will be titled Student Employment Request.

From here a Student will need to log into Mainestreet and go to Employee Self Service. (They should have access to employee self service already because they are “REHIRES” who have previously been employed by the university.

The student will need to access Student WorkCenter, as seen below.

When inside the Student WorkCenter, all Jobs that the student has been hired for via Electronic Rehire Tool will appear, as seen in the example below.
As you can see, the student will see if they have Accepted a job or not, as well as information regarding the jobs. In order to accept a job the student needs to click **Authorize** on the job they intend to accept. They are then brought to the screen below.

<table>
<thead>
<tr>
<th>Account ID</th>
<th>Status</th>
<th>Title</th>
<th>Date</th>
<th>Department</th>
<th>Description</th>
<th>Hourly Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Authorize</td>
<td>$788</td>
<td>3/10</td>
<td>QIS</td>
<td>Class prep 9000</td>
<td>11.000000</td>
</tr>
<tr>
<td>2</td>
<td>Authorized</td>
<td>$788</td>
<td>3/10</td>
<td>QIS</td>
<td>Class prep 9000</td>
<td>11.000000</td>
</tr>
<tr>
<td>3</td>
<td>Authorized</td>
<td>$788</td>
<td>3/10</td>
<td>QIS</td>
<td>Class prep 9000</td>
<td>11.000000</td>
</tr>
</tbody>
</table>
Students will need to click on the box next to Work Authorization in order to place a check inside each box. Once that is completed, click the Apply button at the bottom followed by Ok.

The side-bar on the left also links the Student to Personal Details and Direct Deposit which we encourage students to update accordingly.

Also on the side-bar to the left, you will see Student Confidentiality Policy, which some departments may require students to accept as well in the same fashion as they accepted the job.

Related articles

- Employee Frequently Asked Benefits Questions
- Employee Frequently Asked Payroll Questions
- How to Change a Name
- How to Complete Form I-9 Employment Eligibility Verification via Employee Self-Service
- How to complete Retirement Guide
- How to Enter Time - Hourly
- How to Enter Time - Hourly Administrative Leave
- How to Enter Time - Hourly Compensatory Time
- How to Enter Time - Hourly COVID
- How to Enter Time - Hourly Holidays
• How to Enter Time - Hourly Shift Differential
• How to Enter Time - Hourly Time Reporting Codes
• How to Enter Time - Salaried
• How to Enter Time - Student
• How to Enter Time Guides
• How to get Form W-2 Electronic Delivery via Employee Self-Service
• How to get Paycheck - View and Print
• How to Read an Adjusted Paycheck
• How to Review - Paycheck Modeler
• How to Set up Direct Deposit