Workflow for Rehires

Supervisor completes Rehire Form*

→ **Specialist reviews form**

→ **Declined** → **Supervisor resubmits completed and accurate form**

Declined:
- Inaccurate information
- Missing budget codes
- Budget code not active

Accepted

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Work Study Team reviews student's eligibility**

→ **Not eligible** → **Not able to work through work study program.**

→ **Eligible** → **FA processes & electronically sends Clearance**

→ **Once clearance is signed by student and supervisor, student can start working.**
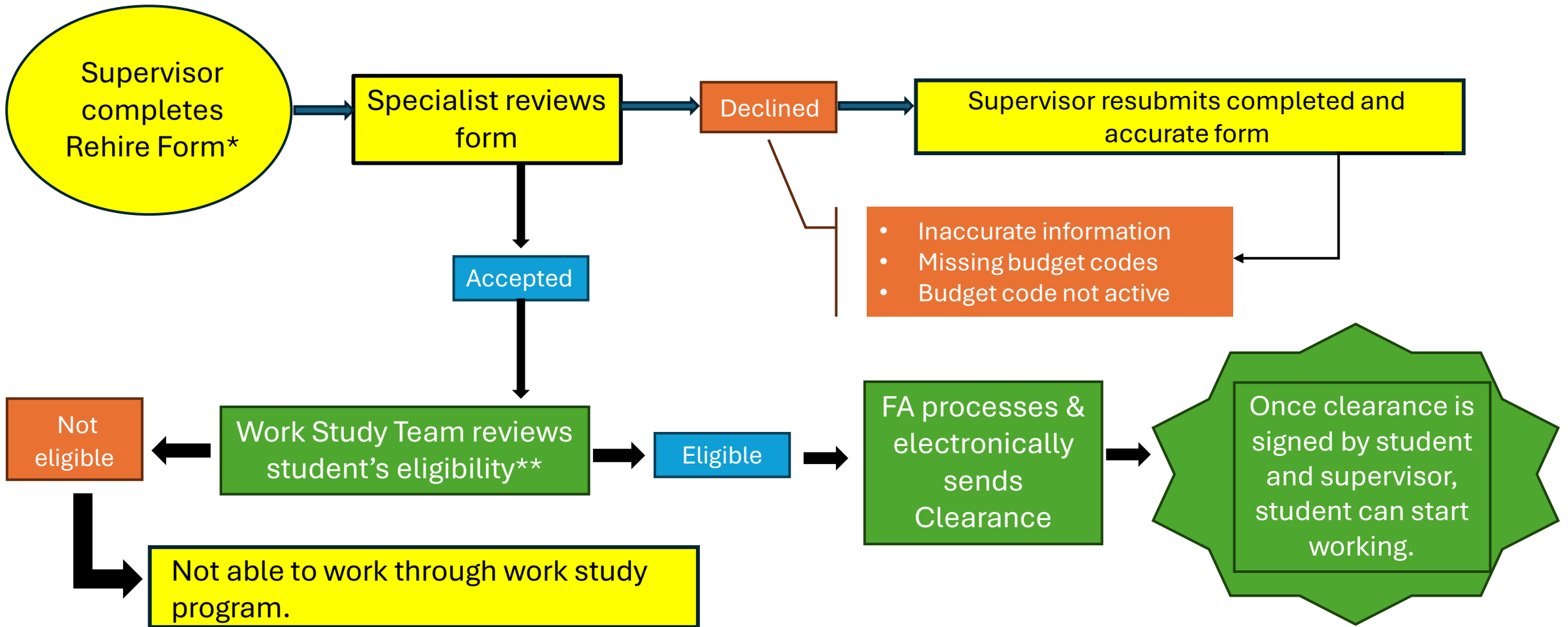
* If Fingerprinting and/or TB Testing is required verification is needed to complete hiring process. Email from HR will suffice. Financial Aid does not oversee Fingerprinting or TB Testing.
**Rehire candidates may have to submit the Statement to Intent to Attend Fall 2024, this is determined once student's eligibility is reviewed; this will be communicated to the student individually.