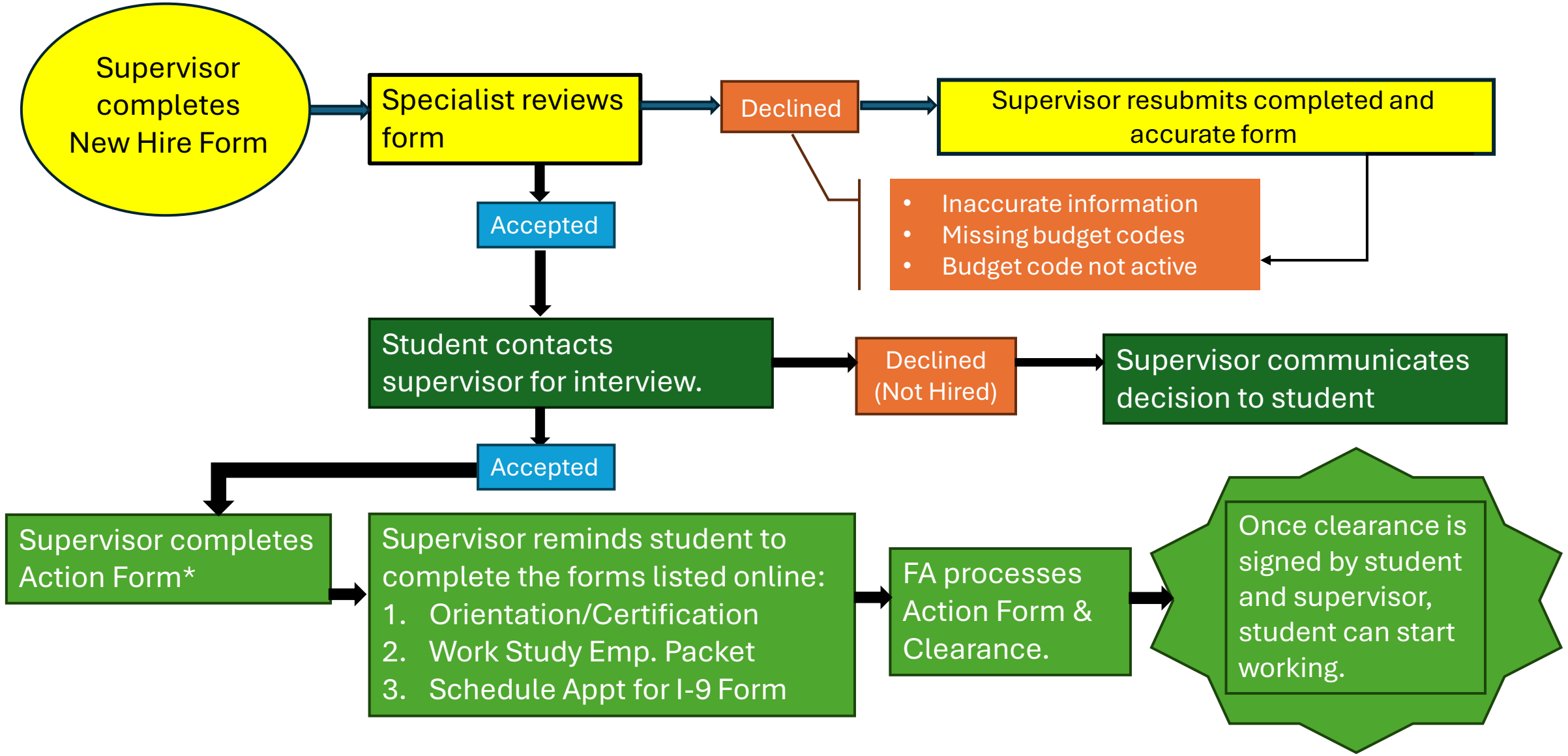
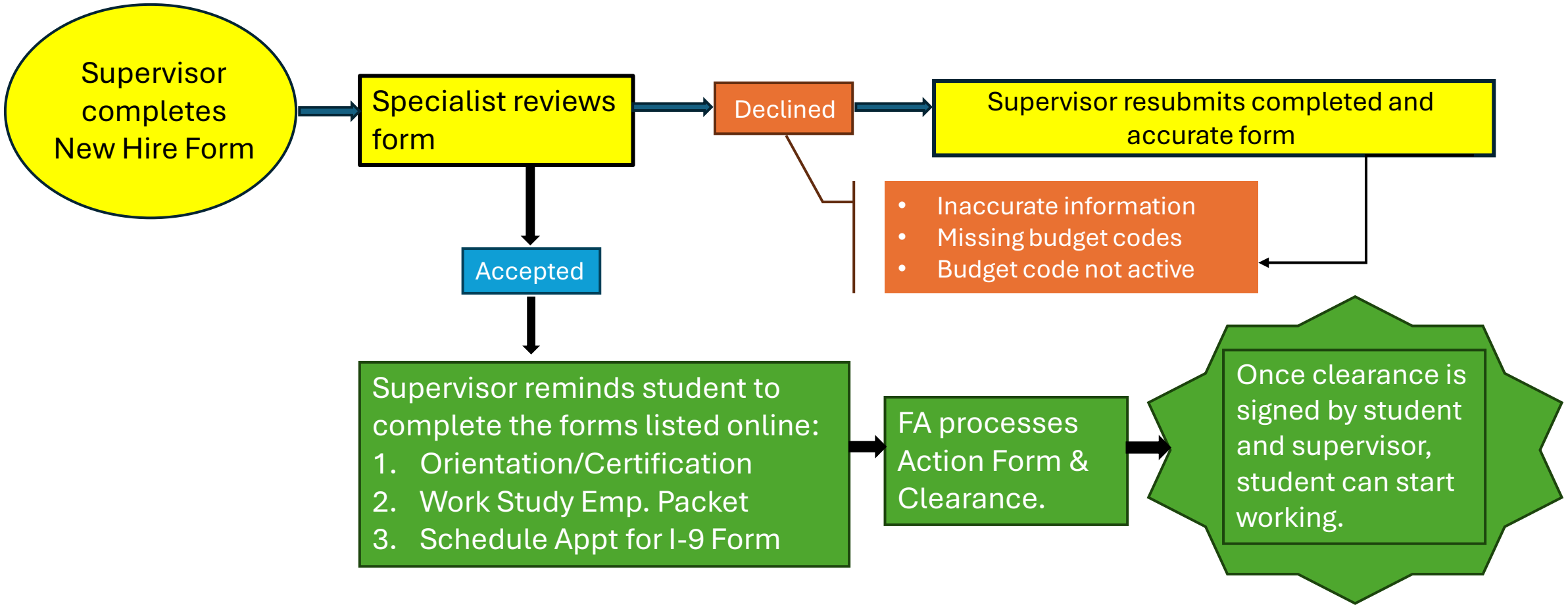
Workflow for Supervisors Submitting New Hire Form for Vacant Positions (No Student Listed)



* 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.

Workflow for Supervisors Submitting New Hire Form Requesting a Specific Student



* 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.