



Alcorn

WHERE KNOWLEDGE AND CHARACTER MATTER

STUDENT EMPLOYMENT ORIENTATION

Hiring Process and Procedures

Congratulations on your position as a student employee at Alcorn State University and welcome to our employment community! In accepting this position, here is what you should do following your hire:

1. Report for scheduled employee orientation with HRM/SEC.

Once hired, you will report to the Student Employment Center in the Human Resources Department for your **scheduled** employee orientation. All student employment orientations are held on Mondays and Wednesdays at 9:00 a.m. and 2:00 p.m. Student employment orientations last about 1 hour and cover the following:

- Professional Expectations
- Pay and Timekeeping
- Policies and Guidelines
- Resources and Support

2. Provide payroll information to Mobile One.

Provide banking information to Mobile One for payments.

3. Report to work as scheduled.

Supervisors and/or departments are required to accommodate your academic schedule. Students should not be scheduled to work during class time.

4. Submit hours worked via timesheet.

Hours worked are to be recorded on time sheets provided by your hiring supervisor, keeping in mind not to exceed **20 hours** per week.

5. Notify the Payroll Office of federal and/or state tax changes, as applicable.

