Student Worker Job Referral Process

2025/26 Award Year (8/25/2025 – 8/21/2026)

Departments should request a student worker position/budget by completing the following steps:

1. To post a Student Worker posting, Hiring Managers can login to Handshake through Career and Employment Services.

2. Students can view steps for how to apply for student worker jobs by visiting Career and Employment Services.

3. Hiring Manager can view applicants through Handshake. Once interviews are completed and a final applicant is selected, the Hiring Manager should then close the job posting through Handshake.

4. To initiate the hiring process for the final applicant, the Hiring Manager then completes/ submits the "Amarillo College Student Aid Employment Referral". This form can be found through AC Forms.
    a. On the Employment Referral form, in the Date Range field, please indicate the **desired** start date. The end date should be 08/21/2026, which is the end of the Summer 2026 semester, unless the hiring manager knows the student will graduate/end employment prior to this date. This will allow hiring managers to submit only one referral per year/per employee.

5. Once the Employer Section of the referral form is completed and signed, the Hiring Manager will have the student complete and sign the Student Section. After both sections are completed, the Hiring Manager should email the required documents to Yesenia Herrera in the Financial Aid Office at yesenia.herrera@actx.edu for processing.

   Please be sure to include the following in your email:
   - The completed referral form
   - The student worker job description

6. The referral will be routed to the Business Office for budget and GL verification.

7. The referral will be routed to Human Resources so that background checks can be completed and new hire paperwork can be processed.
    a. STUDENT WORKERS **SHOULD NOT BEGIN EMPLOYMENT** UNTIL HUMAN RESOURCES CLEARS THE STUDENT TO WORK.
    b. Human Resources will send an email to the Student Worker and the Hiring Manager when the student is clear to begin work. Human Resources will advise about the next steps.

8. If a student ends employment prior to the end of the summer semester, please notify Human Resources by email at achumanresources@actx.edu so that employment can be ended.

AMARILLO COLLEGE

TODAY'S DATE_____

FEDERAL FISCAL YEAR _____

BIRTH DATE_____

STUDENT AID EMPLOYMENT REFERRAL

REFERRAL # _____

HOURS ENROLLED: _____

STATUS _____

NAME: _____Colleague ID#_____

Last First MI

EMPLOYER SECTION:

The _____ Department is requesting that the above student be allowed to work as stated:

Desired Date of Employment _____/_____/_____ # Of Hours Per Week _____ Rate of Pay $_____

(Maximum 20 Hours Per Week)

Ending Date of Employment _____/_____/_____

All earnings should be charged to General Ledger # _____

☐ Attach Job Description to this referral

☐ Check this box if the student worker is a **Tutor**

I will NOT allow the student to begin employment until all of the necessary paperwork is completed with Human Resources. I will initiate an email to the Financial Aid Office if the student's employment is terminated with the effective date. I will provide training, supervision, and working hours sufficient to meet and NOT EXCEED the maximum of twenty hours per week.

_____ _____ _____ _____

Supervisor Signature Date Department Chair Signature Date

_____ _____

Printed Name Printed Name

☐ Advanced (Cabinet member approval required _____ _____ _____

ONLY for higher rate of pay) Cabinet member signature Printed Name Date

☐ Grant has Prior Approval (to be verified by Grant Admin/Business Office) _____

STUDENT SECTION: (To be completed with Financial Aid Office Staff)

Your continued employment will depend on your cooperation with the following conditions. Failure to comply with them will serve as grounds for your dismissal.

1. New student employees are required to complete the New Hire Employee Orientation video. Human Resources will provide access to the virtual orientation after the background check is cleared and all necessary paperwork has been submitted.
2. Your electronic time sheet must be completed and submitted by noon on the last working day of the pay period. A completed time sheet must include the dates worked, total hours per day, your submission and your supervisor's approval. If any corrections are needed please contact your supervisor or AC Payroll at acpayroll@actx.edu. Time sheets submitted late will be held and processed with the next payroll. Student employees are paid bi-weekly.
3. You must continue to meet the Satisfactory Academic Progress, which includes a 67% cumulative completion rate and/or a 2.0 cumulative GPA.
4. Continued employment is dependent on available funding.
5. You are not allowed to work during your scheduled class time, even if a class is canceled or ends early. Student employees are limited to work a maximum of 20 hours per week.

By signing below, I accept employment and all conditions of employment as stated above.

Student Signature: _____ Telephone # _____ Date _____

OFFICE USE ONLY

Object Code for this student is: Federal Work-Study_____ Community Service _____ Inst_____ FAFSA Complete_____

The average number of hours per week per semester should not exceed those listed below:

Fall Hours _____ Amount $_____ Spring Hours_____ Amount $_____Summer Hours _____Amount $_____

Revised 05/15/2025 YH