

Student New Hire Process

Department identifies student employee.

Department submits EPAF to department head/budget administrator.

Department head/budget administrator approves EPAF and routes to HRIS.

HRIS approves EPAF Note: This will appear as "more info" in DrexelOne (Student must submit onboarding documents).

This process is for New Hire students who have not been employed by Drexel University within the past 12 months

Research Funded: EPAF routed to PI for research review and approval.

EPAF routed to HRIS for approval.

Work Study: Department head/budget administrator approves EPAF and routes to Financial Aid.

EPAF routed to HRIS for approval.

Student Employee is active and can now see job information in the Employee tab in DrexelOne.

HRIS processes EPAF and student new hire packet within 2-4 business days.

Student arrives at HR office with new hire packet and I-9 documentation to complete Section 2 of the I-9. Human Resources sends student onboarding emails directing the student to complete new hire paperwork and Section 1 of the I-9.



Student Rehire Process

Department identifies student employee.

Department submits EPAF to department head/budget administrator.

Department head/budget administrator approves EPAF and routes to HRIS.

HRIS approves EPAF within 2 business days.

A Rehire is a student employee who has worked at Drexel University within the past 12 months

Research Funded: EPAF routed to PI for research review and approval.

EPAF routed to HRIS for approval.

Work Study: Department head/budget administrator approves EPAF and routes to Financial Aid.

EPAF routed to HRIS for approval.

If all is completed and approved, student employee is active and can now see job information in the Employees tab in DrexelOne.