



# APPROVING STUDENTS TO WORK *ON CAMPUS*

ONCE YOU HAVE HIRED A STUDENT EMPLOYEE AND THEY ARE AUTHORIZED TO WORK, TAKE THE FOLLOWING STEPS TO GET THEM APPROVED TO WORK ON CAMPUS.

## STEP ONE



Email Human Resources at [hr@whitman.edu](mailto:hr@whitman.edu) to let us know in what building the student needs to work.

## STEP TWO



Human Resources will email the student employee on their next steps (COVID test, COVID training, and community pledge).

## STEP THREE



Once a student employee has completed necessary steps, HR will notify you and the student employee. The student employee will then begin receiving the daily symptoms checklist.



Contact Human Resources at [HR@whitman.edu](mailto:HR@whitman.edu) with any questions.