50/50 Process for Supervisors

**Position Approval**
- Supervisor completes short online training and submits 50/50 Student Employment application
- Career Services approves position and sends approval letter to supervisor
- Supervisor posts job through HR

**Student Hire**
- Supervisor notifies Career Services of hire by completing 50/50 Student Employee Notification form
- Career Services creates Hiring Form and sends to supervisor
- Supervisor/student takes both Hiring Form and PAR to Payroll

**Employee Turnover**
- Supervisor notifies Career Services of termination by completing 50/50 Student Employee Notification form
- Supervisor notifies Career Services of replacement hire by completing 50/50 Student Employee Notification form
- Supervisor/student takes both Hiring Form and PAR to Payroll

**Returning Student Employee**
- Supervisor notifies Career Services of returning/continuing employee by completing 50/50 Student Employee Notification form
- This is necessary two weeks prior to the start of each summer and fall semester

**Key**
- Career Services
- Payroll
- Human Resources