

Student Onboarding Frequently Asked Questions

How do I start the Student Onboarding Process?

Complete an accounting service request form at (this has not been determined)

Access the instructions at TBA

Send the completed E1S form to Payroll Student Employment via email.

Brenda Woodhouse A-M – bblount@odu.edu

Joyce Thornton N-Z – jdevans@odu.edu

When should a department use the PAPERS onboarding process?

- ____ student hiring paperwork
- ____ student Award request all hiring paperwork
- ____ Student Special Payment (SSP) request all hiring paperwork

How do I log into Student Onboarding?

<https://odu.ted.peopleadmin.com/records>

Will I receive notification to start the onboarding process in PAPERS after I send the E1S form to Payroll Student Employment?

No, the department should immediately start the student onboarding process after the E1S form is sent to Payroll /Student Employment.

What are the main steps in the process?

Complete E1sU or E1sG
Create Student User Account
Assign Checklist
Email Instructions to Student
Approve Forms

Can I onboard an international Student?

The process to hire international students has not changed. Departments should continue to send the students to the VISA office to complete hiring paperwork.

Information for on-campus employment can be found at:

<https://ww1.odu.edu/visa/employment>

How do I check the status of the student documents?

Under My Tasks, click on magnifier and type the student's name. Click on the name when it appears.

This takes you to folders and checklists. Select the checklist. The checklist gives the level of completion. Click on the checklist to see a list of all tasks. Any task not completed will show responsible group and status of the workflow.

What do I do if the student does not accept the position?

You must unassign the checklist and contact Student Employment/Financial Aid at 223-3981 or stjet@uic.edu