Student Employment (College Roll)  
Process

1- Jobs Must Be Posted
   a. To comply with Florida Institute of Technology’s commitment and duty to Equal Employment  
      Opportunity and Affirmative Action Laws, including those administered by the US Department of Labor’s  
      Office of Federal Contract Compliance Programs (OFCCP)
   b. Having a centralized job board prevents students from having to walk around campus looking for jobs  
      i. They will be less frustrated when looking for work  
      ii. Happier students

2- Posting Jobs
   a. Go to the HR website’s Student Employment Information for Faculty/Staff page  
      http://www.fit.edu/hr/student-employment/ and click the  
      button  
      i. This will bring you to the “Student Employment Request Form” (SERF)
   b. Fill out the SERF completely and submit  
      i. Jobs can be posted for a specified time period but no shorter than 3 days
   c. The SERF (for college roll) will automatically be directed to the HRIS Specialist in charge of students to  
      upload and post in HireTouch for the dates indicated.

3- HireTouch
   a. The Supervisor, Payroll Administrator, and Department Head (listed on the SERF) will automatically be  
      able to review applications and hire an applicant by going to https://fit.hiretouch.com/admin/  
      i. If any additional people need access to applications, call or email HR to have those people added
   b. To view applicants  
      i. Go to the “Jobs” tab
      ii. Select “All Student Jobs” in the drop down menu
      iii. Select a Job
      iv. Select “All Students for Hiring Managers” in the drop down menu
c. The department will need to interview applicants to verify they meet all requirements, including scheduling.

d. Once an applicant is selected, the hiring manager will indicate their selection by selecting the ‘Hired’ icon in the student workflow in HireTouch.

i. This selection will trigger an email to the HRIS Specialist in charge of students to review their current I-9 status.

e. The HRIS Specialist in charge of students will then indicate in HireTouch whether or not a new/updated I-9 is required.

i. This step will trigger an email to both the applicant selected and the hiring managers informing them that the student is either “Good to go”, or “Needs New” (they will need to bring their documents to HR).

f. The HireTouch indication will be changed to “Good to go” once HR has received all proper documentation. This will trigger another email to the applicant and the hiring manager. At this point the EPAF can be submitted.

4. EPAFs

a. Students are not allowed to work before the hire date listed on the EPAF.
b. Provide a minimum of 3-5 business days for EPAF processing
   i. EPAFs must be fully approved and applied prior to the start date
      1. This will ensure Florida Institute of Technology’s compliance with federal E-Verify regulations
   c. You can view the progress of your EPAFs in your originator queue

5- Exceptions to Posting Jobs
a. A student who is transferring from work study to college roll because they depleted their award
b. A student who has held the same position within the past 4 months and is being processed as a ‘rehire’
c. Graduate Student Assistantships

Student Access to Job Postings

Students must log in to Access Florida Tech and click on “Student Services”

Then Click on the “Student Job Board” in the center of the screen under Other Resources.