

Good Morning,

In preparation of the chart of account change, the Report a Hire form had to be updated. If you had the previous Report a Hire form bookmarked, it will no longer work. The new Report a Hire form has been updated in the Related Links section of the Hiring Managers page on the Student Employment website. However, you can also access the new Report a Hire form here: <https://forms.gle/dnouiLfwjcAwHqLS6>

Please keep in mind that you will need to know all 6 elements of your FOAPAL string when hiring students as well as your new timesheet queue.

Please note: due to the timing of the chart of account change, we will not be able to process anymore hires with start dates prior to July 1st.

If you have any questions, please let me know.

Thank you,

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