



Abraham Baldwin Agricultural College

Student Worker Instructions

1. Complete the Student Referral Form found on our Human Resources website under the Student Worker section. Then email it to the Financial Aid Office at finaid@abac.edu to find out if you are eligible for Federal Work Study (FWS). All of our jobs on campus are either funded by Federal Work Study or Regular Budget. You will need to know if you are eligible for FWS before looking for a job.
2. Once you receive your Student Referral Form back from the Financial Aid Office, you can begin looking for a job on campus. We list all the available jobs on campus on our Human Resources website under the Student Worker section. Make sure you look to see if the job you are interested in is funded by FWS or Regular funding. If you aren't eligible for FWS then you can only apply for the Regular Budget jobs.
3. If you see a job listing that you are interested in, then you can contact the supervisor in the way that they have listed on the job posting. The supervisor will need you to send them your completed Student Referral Form as well.
4. If you get hired into a student worker position, then your supervisor will need to complete their portion of the Student Referral Form and then email it to Vickie Bryant in the Human Resources office at vbryant@abac.edu.
5. She will then initiate the onboarding process. You will get two emails from donotreply@equifax.com with your user ID, temporary password, and instructions on how to login and complete your new hire paperwork. Once you have completed the online portion, you will **receive another email from Equifax telling you what you have left to do**. There are three trainings you have to complete and certificates you have to print out and bring into the Human Resources Office along with your I-9 acceptable documents (passport *or* driver's license *and* social security card *or* birth certificate) evidencing identity and employment authorization.
6. If you have worked as a student worker on campus in the past two years, you don't have to complete the new hire onboarding again. The only thing that your supervisor will have to do is email Vickie Bryant your completed Student Referral Form. If any of your banking, address, or tax information has changed you will need to login to OneUSG Connect and update that.
7. You **cannot begin working** until all of the steps above have been completed and your supervisor has received an approval email from Human Resources.
8. You are responsible for entering your time in OneUSG Connect every week and letting your supervisor know that it needs to be approved.