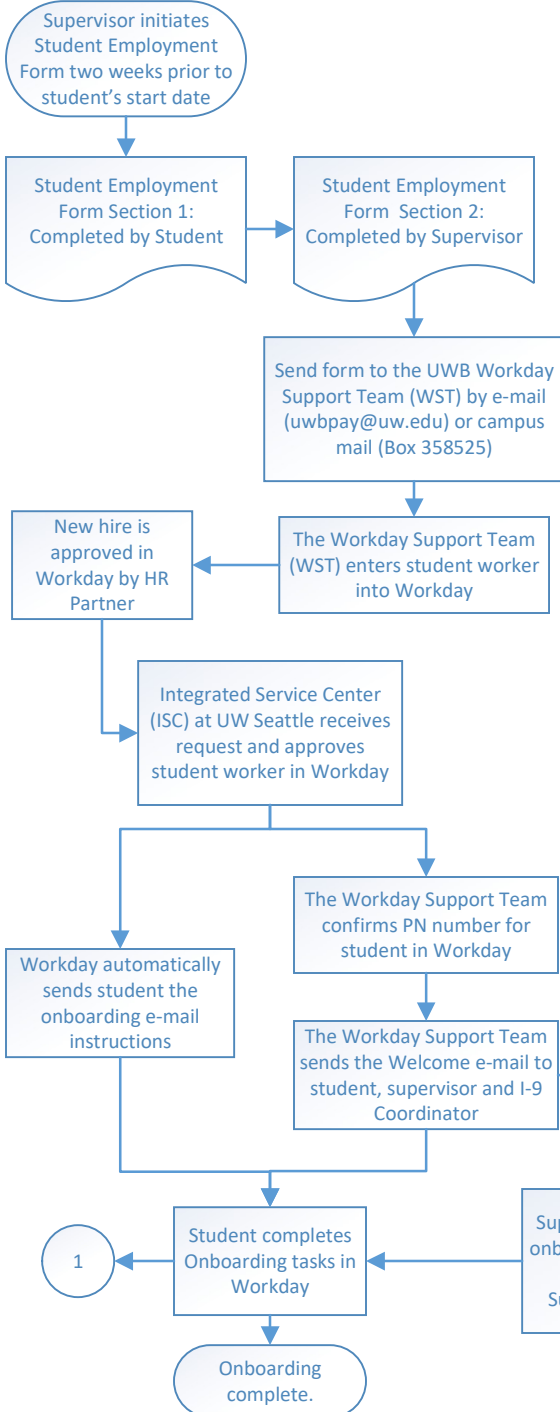
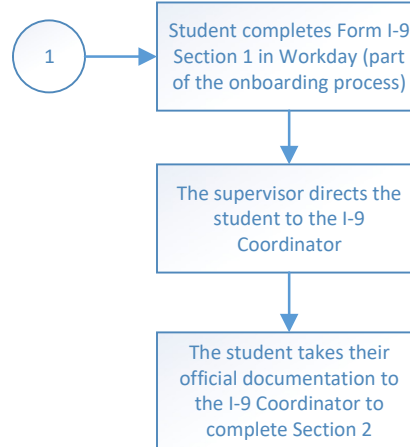


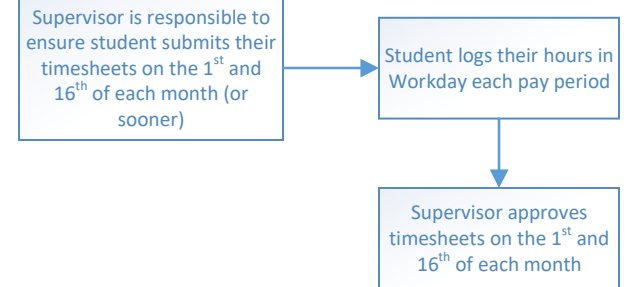
## To begin a hire, complete the Student Employment Form



## Completing Form I-9: This entire process must be completed within three business days of the student worker's start date



## Continuous Activities



## Extend Student Employment

Two weeks before the student's end date, send a e-mail request to the UWB Workday Support Team (uwbpay@uw.edu)

## Terminate Student Employment

Send an e-mail to the UWB Workday Support Team (uwbpay@uw.edu)