

## 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](mailto:bblount@odu.edu)

Joyce Thornton N-Z – [jdevans@odu.edu](mailto: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 EmploT/FBT/F31.0f1 @ 22398m1 @g1 @B( )TJET@