

Student Employment Training
Foothill Campus, Chinese Heritage Room
November 11, 2009
9 a.m. – 12:00 noon

**SunGard Higher
Education:**

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**Recommended
Participants**

- Student Personnel Director
- Student Personnel Staff
- District Student Personnel Staff

Training Topics:

- Assign an employment authorization to a student
- Authorize multiple positions to student employee
- Authorize a student to work without referring the student to a job
- Create a job referral for a student for a specific job
- Notify Human Resources of student authorizations
- Set student up to be eligible for web-time entry
- Set up and change benefits and deductions
- Set up and change direct deposits