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Once approved by a Student Employment Staff, the student will return with the Hire Packet which will consist of a checklist and the Authorization for Recurring Payments Form. The checklist will contain information of further action by the hiring department. The hiring department must submit the Electronic Change of Status (ECOS) and forward the Authorization for Recurring Payments Form to the Payroll Office.

It is strongly recommended that the Student Employment Representatives retain the appointing unit copy of the ECOS form and maintain a file on each student.

Once the Electronic Change of Status (ECOS) is received by the Job Center, they are checked for accuracy of information and then processed.

When incomplete or inaccurate forms are received by the Job Center, they are handled in one of the following manners:

- 1) An item that can be completed or corrected by the Job Center will be completed or corrected. Regular processing continues and the information will then be forwarded to the Payroll Office.
- 2) When additional information is needed to complete the application process, the Job Center staff will: (a) call the department to obtain the necessary information. Regular processing continues with the ECOS forwarded to the Payroll Office or, (b) when the

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information cannot be obtained, the correction is extensive, or forms are missing or incomplete, the ECOS will be returned to the department requesting further action needed to complete the student's application process.

Once the ECOS is completed, the information will be forwarded to the Payroll System. Departments will then use the ECOS to make future changes to the student's payroll information or for the student's deletion from payroll, at a later date.