




# How to Find Student Employment Forms in Ignite

## How can I access SE forms in Ignite?

To find SE forms in Ignite, click the yellow widget in the right side of the Home Page.

Good morning, Config\_Emp2!

My My Team My Client Groups Benefits Administration Payroll Risk Manager

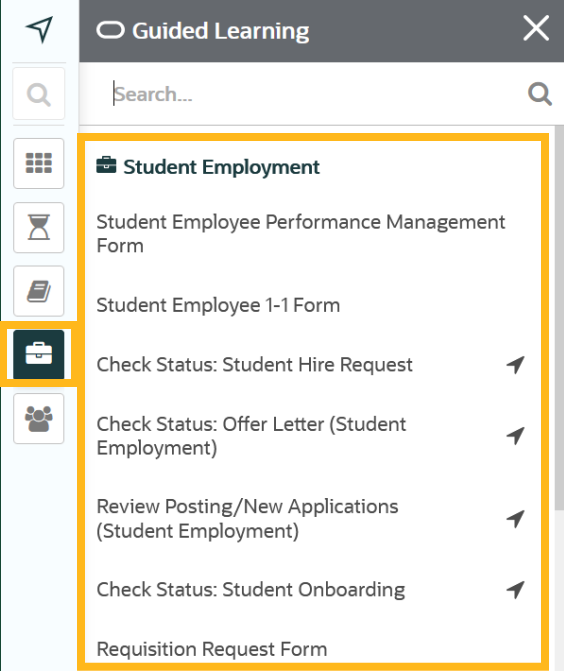
My Home

Personal Details Documents Records Identification Info Contact Info Family and Emergency Contacts

Library Accounting Checklist Tools Pay Time and Attendance Career and Advancement

You will see the yellow widget available on any page of the training environment

**NEXT:** Click the suitcase icon to view all SE forms and helpful Guided Learning step-by-step instructions.



Guided Learning

Search...

- Student Employment
- Student Employee Performance Management Form
- Student Employee 1-1 Form
- Check Status: Student Hire Request
- Check Status: Offer Letter (Student Employment)
- Review Posting/New Applications (Student Employment)
- Check Status: Student Onboarding
- Requisition Request Form

Rehire Form

Change Request Form

Separation Request Form

Mass Rehire/Change/Separation Form

Create Job Offer

**Request Requisition Form** – If you are hiring a student for the first time in Ignite, you will need to submit a requisition request.

**Rehire Form** – Use this form only for students you have already hired in Ignite for a previous work term. Do not send a Rehire Form in for a student who has not held the position in Ignite previously.

To view a form or guide click the name of the guide or form and follow instructions as directed.