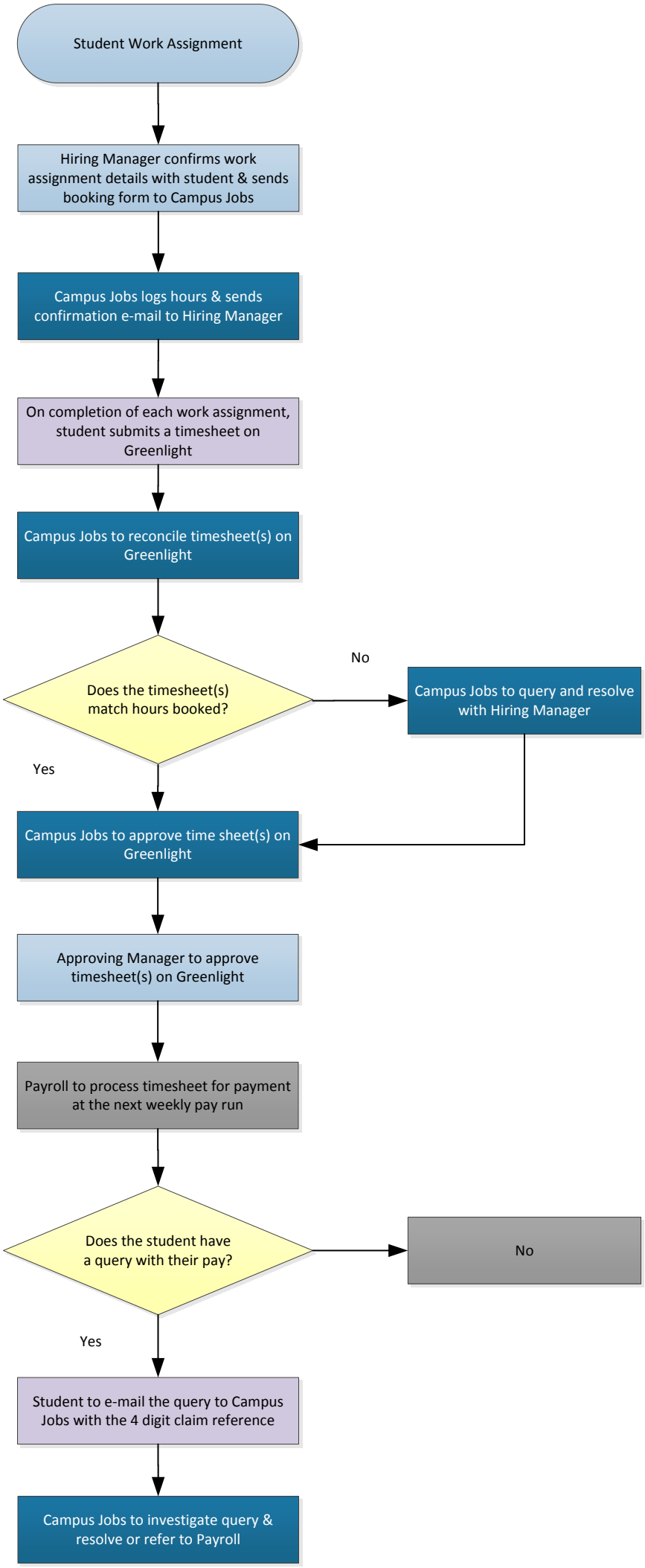
Student Work Assignment
Hiring Manager confirms work assignment details with student & sends booking form to Campus Jobs
Campus Jobs logs hours & sends confirmation e-mail to Hiring Manager
On completion of each work assignment, student submits a timesheet on Greenlight
Campus Jobs to reconcile timesheet(s) on Greenlight
Does the timesheet(s) match hours booked?
No
Campus Jobs to query and resolve with Hiring Manager
Yes
Campus Jobs to approve time sheet(s) on Greenlight
Approving Manager to approve timesheet(s) on Greenlight
Payroll to process timesheet for payment at the next weekly pay run
Does the student have a query with their pay?
No
Yes
Student to e-mail the query to Campus Jobs with the 4 digit claim reference
Campus Jobs to investigate query & resolve or refer to Payroll