Student Employment Renewal Flowchart

Hiring Official logs into PENGUIN and finds their student

If the student is working under the same funding, choose Renew

Hiring Official reviews job information, making any necessary changes and Submits, which then routes through the Approval Queue.

FWS forms will route to Financial Aid first in the Approval Queue.

The form is reviewed by HR and is either approved or returned to the Hiring Official for corrections

HR approves PENGUIN form. Hiring Official receives clearance email & reviews approval in PENGUIN