

PRE-APPROVAL PROCESS FOR STUDENT SPECIAL PROJECT

As of January 2022, a pre-approval process for Student Special Projects has been implemented. All departments must seek HR approval prior to a student beginning a project for one-time payment. To do this, please follow the below instructions:

- Submit the Student Special Project electronic form **up to 30 days but no later than 1 week before the start date** of the project.
- HR will review the form and make a determination on the pre-approval.
- Once the submitter receives an email notifying them that the project has been approved, the **student may begin working**.
- On the project's end date, the submitter will receive a follow-up email instructing them to open up the form again and certify that the work has been completed.
- Once the submitter certifies that the work has been completed, the form will then be sent to the approvers and will be processed for payment.
 - Please note that the submitter **cannot** verify that the work has been completed until on or after the project end date noted on the electronic form.