

## Student Employment Cheat Sheet

- ADP RM- Recruitment Manager: where all student applications and hiring paperwork can be found
- ADP WFN-Workforce Now: Where students can input their time and where you, as a supervisor, will approve their timecards

### ADP Statuses

#### AB - Incomplete

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-Status wherein a student has started, but not submitted their application

#### RS - Applicant Pool

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-Status wherein a student has successfully submitted their application

#### OF - Extended

- Status wherein a student has been extended an offer of employment and needs to accept: once they do they will automatically be moved to the following stage

#### ON - Applicant Pool

- Status wherein a student has accepted their offer of employment but has not yet completed their onboarding form

#### ON - Completed

- Status wherein a student has completed their onboarding form; there are two things that can happen from this point. 1. A student is moved to the I9 stage as they have not finished their paperwork yet, or, 2. A student is progressed directly to the hired stage

ON - eI-9 -  
👍 Section 1  
Required -Status wherein a student has been assigned their I9 but not yet finished it

ON - eI-9 -  
👍 Section 1  
Complete -Status wherein a student has completed their I9; they are ready to be hired

**Status** ↑↓ -Student is hired and ready to go!

👍 HI - Hired