

# Kenyon College

## Student Job Placement Form

To notify the CDO of student job placements, please go to the link below:

<https://kenyon-csm.symplicity.com/employers/>

Type in your username and password. (See the “Welcome Letter” from Symplicity for this information.)

Select “Submit Placements Info.” link.

Select the “Add New” button.

Please complete the form below:

\* indicates a required field

### On-Campus Student Employment Placement Notification

Placement Type\*:

On-campus student employment

Student\*:

Student ID#\*:

Department/Division:

Job Title\*:

Position #:

If known, please add. (i.e. - SI9887)

Student Employment Pay Rate\*:

Start Date\*:

End Date\*:

Supervisor Name\*:

Primary Timesheet Approver

Supervisor Employee #\*:

Please enter the primary timesheet approver's Kenyon Employee ID#.

Work Email:

Please enter the primary timesheet approver's Kenyon email address.

Name of Proxy\*:

Backup Timesheet Approver

Proxy Employee #\*:

Please enter the backup timesheet approver's Kenyon Employee ID#.

Organization Budget Code\*:

i.e. 101300

Account Budget Code\*:

i.e. 605100

#### Other Students with Same Position

If you have more than 10 placements to submit for additional students hired in this same role, and would like the Student Employment Office to complete this form, please e-mail Lisa Jones at [joneslc@kenyon.edu](mailto:joneslc@kenyon.edu) with ALL of the following information in alphabetical order: Last Name, First Name - Student ID # - New Hire/Re-Hire. Subject or body of e-mail must include the job position title and department you are associated with. If you have less than 10 placements, you will need to complete this form for each student hired in that role.

Please make sure to select "Submit" when the form is complete.