

### Implementation of IRIS Student Hire E-Form

Human Resources is pleased to announce the implementation of an IRIS e-form for hiring bi-weekly undergraduate student workers.

The Student Hire E-Form, IRIS transaction **ZHR\_STUDENT\_HIRE**, provides a streamlined process for hiring/rehiring undergraduate student workers in the IRIS system. The new functionality allows IRIS users to input hiring details and attach any required hiring documentation. Please note, the Student Hire E-Form is only for hiring bi-weekly student workers, and may not be used for hiring Graduate Assistants.

Provided is a link to step-by-step instructions for e-form submission:

[Student Hire E-Form Instructions](#)

Additionally, Human Resources will offer several online training sessions to walk through e-form submission and answer any questions:

Tuesday, July 25	2:00 – 3:00pm	Zoom Link: <a href="https://tennessee.zoom.us/j/8988017488">https://tennessee.zoom.us/j/8988017488</a>
Wednesday, July 26	9:00 – 10:00am	Zoom Link: <a href="https://tennessee.zoom.us/j/8988017488">https://tennessee.zoom.us/j/8988017488</a>
Thursday, August 3	1:30 – 2:30pm	Zoom Link: <a href="https://tennessee.zoom.us/j/8988017488">https://tennessee.zoom.us/j/8988017488</a>

Please begin using the Student Hire E-Form for your undergraduate student hiring this Fall. If you have questions or need assistance with the Student Hire E-Form, please contact Jina Johnson at [jina-johnson@utc.edu](mailto:jina-johnson@utc.edu). Thank you.