Instructions for submitting hired students to our office and getting them access to their online timesheet

To notify the CDO of a student job placement or multiple placements, you have two options:

1. Easy method when you only have a few placements to report.   Click on the link below and enter the information one student at a time.
https://docs.google.com/a/kenyon.edu/forms/d/1mDzlMk7LHnnw4Em8MCqprSZ77K2yleW5rukh_El086I/viewform

2. Great method for entering multiple placements in one or more positions.   Click on the link below, fill out the form as completely as possible (highlighted fields MUST be completed.)   P:\CDO\Student Employment\Forms - For Employers\TemplateForMultiplePlacements.xlsx