

Student Hire Process Workshop

Updated: July 2020

Types of Student Employees:

- **Student Assistant**
- **Federal Work Study Student**
- **Graduate Assistants**
- **MD/PHD Students**
- **Graduate Research Assistants**



Student Assistant

- Part-time, non-benefits eligible paid position at Augusta University for an enrolled student.
- Wages are 100% funded by the hiring department.

Federal Work Study Student (FWS)

- Same as the Student Assistant but funded differently.
- The student **MUST** qualify via the Office of Student Financial Aid for FWS funds.
- The hiring department typically pays 25% of the wage and the FWS fund pays 75%.

Graduate Assistant

- Part-time, non-benefits eligible paid position at Augusta University for an enrolled student.
- Must be coordinated with the Graduate School before hire process.

MD/PHD Students

- Part-time, non-benefits eligible paid position at Augusta University for an enrolled student.
- Wages are 100% funded by the hiring department.
- Must manually track hours worked since paid on a monthly basis.

Graduate Research Assistants

- Non-benefits eligible paid position at Augusta University for an enrolled student.
- Must manually track hours worked since paid on a monthly basis.
- Must be coordinated with the Graduate School before hire process.

How are Students Paid?

- All students with the exception of MD/PHD Students and Graduate Research Assistants (GRA) are paid hourly.

How much can a student employee work?

- Students can work up to a maximum of 25 hours per week. (unless the student is on a Visa, then the student is limited to 20 hours per week)
 - Students **MUST** clock in and out for proper time reporting.
- May not exceed a total of 1,300 hours worked in a 12-consecutive month period.

How many positions can a student employee have?

A student employee can have multiple positions at a time. However, each department will need to ensure the following:

- The student must be paid hourly in both departments and use the web clock to clock in and out.
- The student cannot go over the 25 hours per week (combined between departments)/1,300 hours in a 12 month period. (unless the student is on a Visa then the student is limited to 20 hours per week)
- The two departments must both agree to this situation, as the departments will need to communicate to sign off on the student's time.

Can student employees be paid on additional pay?

- No, student employees must be hired through HR and have hours associated with all pay.

Can student employees be supervised by other students?

- Student employees must have their primary supervisor as one whose **primary role is as an employee for the university**. However, students can have limited, secondary supervision by a peer if the supervision is by a student with a higher classification.
- Example of acceptable use: Student employee in the student center responsible for event set up being managed in the evenings when setting up events by a student manager on site.

Can a student employee work in a student position during the summer if they are not taking classes?

- YES, if the student will return to class in the Fall.
- ***Federal Work Study students who wish to work in the summer** are required to be enrolled 6 credit hours in the summer. If they are not enrolled but wish to work in the summer, the student must have all the upcoming year's FAFSA verification process completed and must send an email to Monet Robinson stating they will re-enroll fall term to confirm there are funds available for summer employment.
monrobinson@augusta.edu

What if I have a student employee who is not working in the summer but plans to return in the fall with my department?

- Supervisors should activate a ‘0’ on their pay during the summer months of non-work and then reinstate their pay when they are slated to return.
- **“HOW TO” TIP:** Complete a salary change ePAR and enter \$0.00 as the compensation. The directions can be located here: <https://www.augusta.edu/oneusg/manager-self-service.php> and there is a video labeled “How do I submit an Ad Hoc Salary Change Request.” Then when the student is resuming the role, conduct another salary change ePAR to reflect their active pay.

If a student employee is moving departments what is the process?

- If there is no break in service, the new department will provide the current department with the new position number.
- The current department will submit a transfer ePAR transferring the student into the new position/department.
 - Only then will the new department be able to see the student employee in OneUSG.

Recruiting a student opening via the Career Services HANDSHAKE job portal for students

1. Access the tips sheet for best practices in posting your listing here:

<https://www.augusta.edu/careerservices/students/ocbp.pdf>

2. Visit www.augusta.edu/careerservices and on the Career Services menu:

- Select 'Faculty & Staff' > 'Post a Student Job' for registration/login to HANDSHAKE. Follow the prompts to register and post
- Positions run for one month but if you make a hire before this, you can log into your account to de-activate the job.
- Please be as specific in the job postings as possible (term to start, description, office location, etc.)

3. Select the job type 'ON CAMPUS STUDENT EMPLOYMENT'

- **If a FWS ONLY position, state this in your JOB TITLE and require the student applicant to show you verification of their award in the application process.** Those awarded receive notification from the Office of Student Financial Aid via their Pounce account.

4. Problems with Handshake?

- Contact Jessica Carroll in Career Services @ 737-1604 or jecarroll@augusta.edu

5-Step Student Hire Process

1. Submit PCF to have position created and submit to Compensation & Performance Management.

- For FWS - department submits FWS request form to Monet Robinson in Financial Aid.

2. Departments may post the listing in Handshake, interview and select Student.

- To post student employment opportunities, use Augusta University Handshake via augusta.edu/careerservices . Contact Augusta University Career Services at 706-737-1604 for questions.

3. Supervisor submits a requested Background form

https://www.augusta.edu/hr/university/university_benefits/documents/background_entry_form.pdf

- Supervisor then informs student to be on lookout for an email notice from ACCURATE to complete the background request.
- ACCURATE will then notify HR when background check is complete.

4. HR Coordinator will then create hire packet in Equifax and contact student to set up in-processing appointment.

- Equifax will send student login/password information to log in and instructions to complete new hire packet.

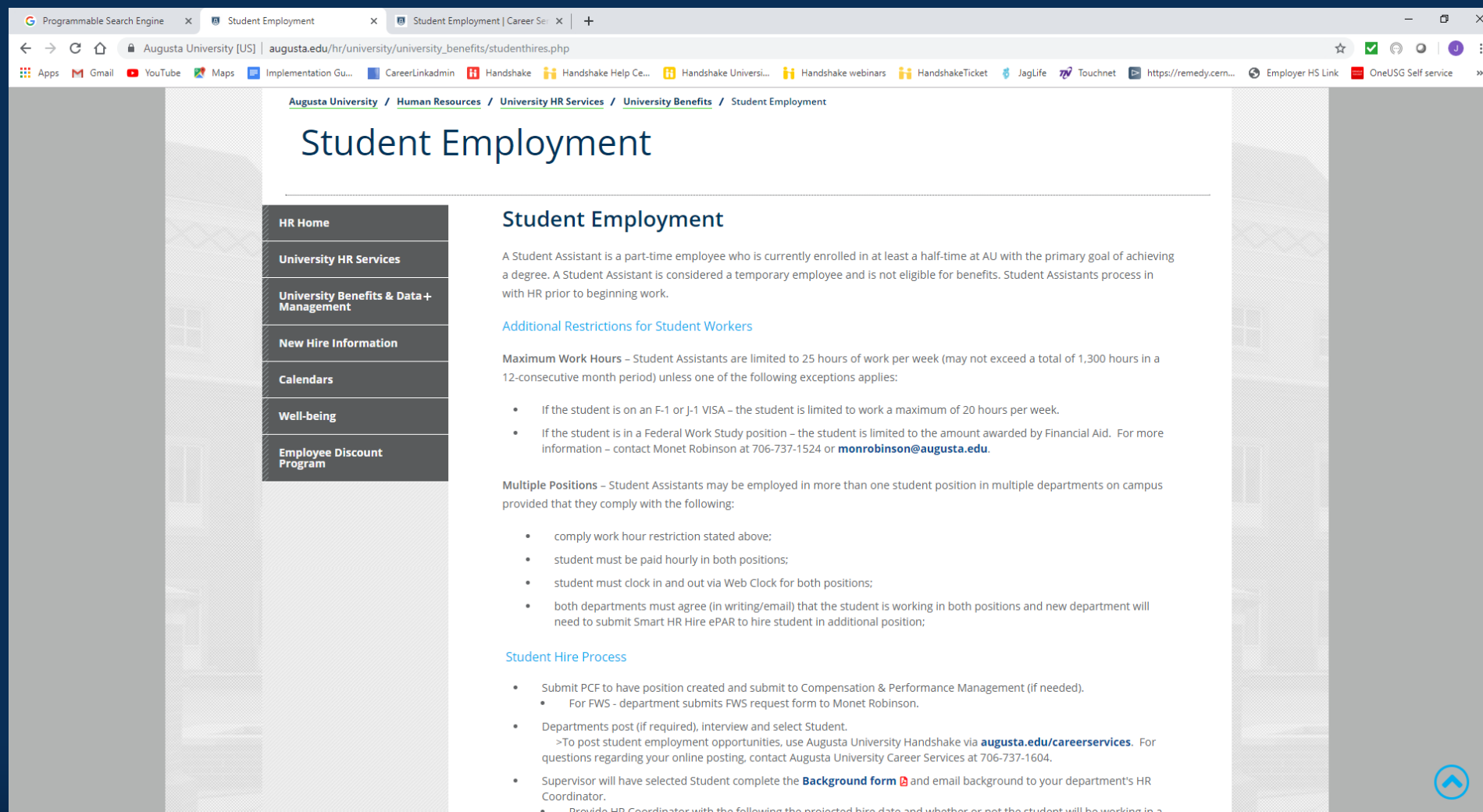
5. Once in-processing is complete – HR Coordinator will notify supervisor to submit ePAR and confirm start date. The student employee cannot work until this portion is complete. The ePAR must be submitted within 24 hours.

***Students cannot work until notified by HR that the student has completed their processing.*

Quick Reference Page

- The following site has the student hire process along with all forms needed for hiring a student.

https://www.augusta.edu/hr/university/university_benefits/studenthires.php



The screenshot shows a web browser window displaying the "Student Employment" page on the Augusta University website. The browser's address bar shows the URL: [augusta.edu/hr/university/university_benefits/studenthires.php](https://www.augusta.edu/hr/university/university_benefits/studenthires.php). The page features a navigation menu on the left with links to HR Home, University HR Services, University Benefits & Data + Management, New Hire Information, Calendars, Well-being, and Employee Discount Program. The main content area is titled "Student Employment" and includes a definition of a Student Assistant, a section on "Additional Restrictions for Student Workers" detailing work hour limits for F-1/J-1 visa holders and Federal Work Study students, and a "Student Hire Process" section with a list of steps from position creation to hiring.

Student Employment

A Student Assistant is a part-time employee who is currently enrolled in at least a half-time at AU with the primary goal of achieving a degree. A Student Assistant is considered a temporary employee and is not eligible for benefits. Student Assistants process in with HR prior to beginning work.

Additional Restrictions for Student Workers

Maximum Work Hours – Student Assistants are limited to 25 hours of work per week (may not exceed a total of 1,300 hours in a 12-consecutive month period) unless one of the following exceptions applies:

- If the student is on an F-1 or J-1 VISA – the student is limited to work a maximum of 20 hours per week.
- If the student is in a Federal Work Study position – the student is limited to the amount awarded by Financial Aid. For more information – contact Monet Robinson at 706-737-1524 or monrobinson@augusta.edu.

Multiple Positions – Student Assistants may be employed in more than one student position in multiple departments on campus provided that they comply with the following:

- comply work hour restriction stated above;
- student must be paid hourly in both positions;
- student must clock in and out via Web Clock for both positions;
- both departments must agree (in writing/email) that the student is working in both positions and new department will need to submit Smart HR Hire ePAR to hire student in additional position;

Student Hire Process

- Submit PCF to have position created and submit to Compensation & Performance Management (if needed).
 - For FWS - department submits FWS request form to Monet Robinson.
- Departments post (if required), interview and select Student.
 - >To post student employment opportunities, use Augusta University Handshake via [augusta.edu/careerservices](https://www.augusta.edu/careerservices). For questions regarding your online posting, contact Augusta University Career Services at 706-737-1604.
- Supervisor will have selected Student complete the **Background form** and email background to your department's HR Coordinator.
 - Provide HR Coordinator with the following the projected hire date and whether or not the student will be working in a

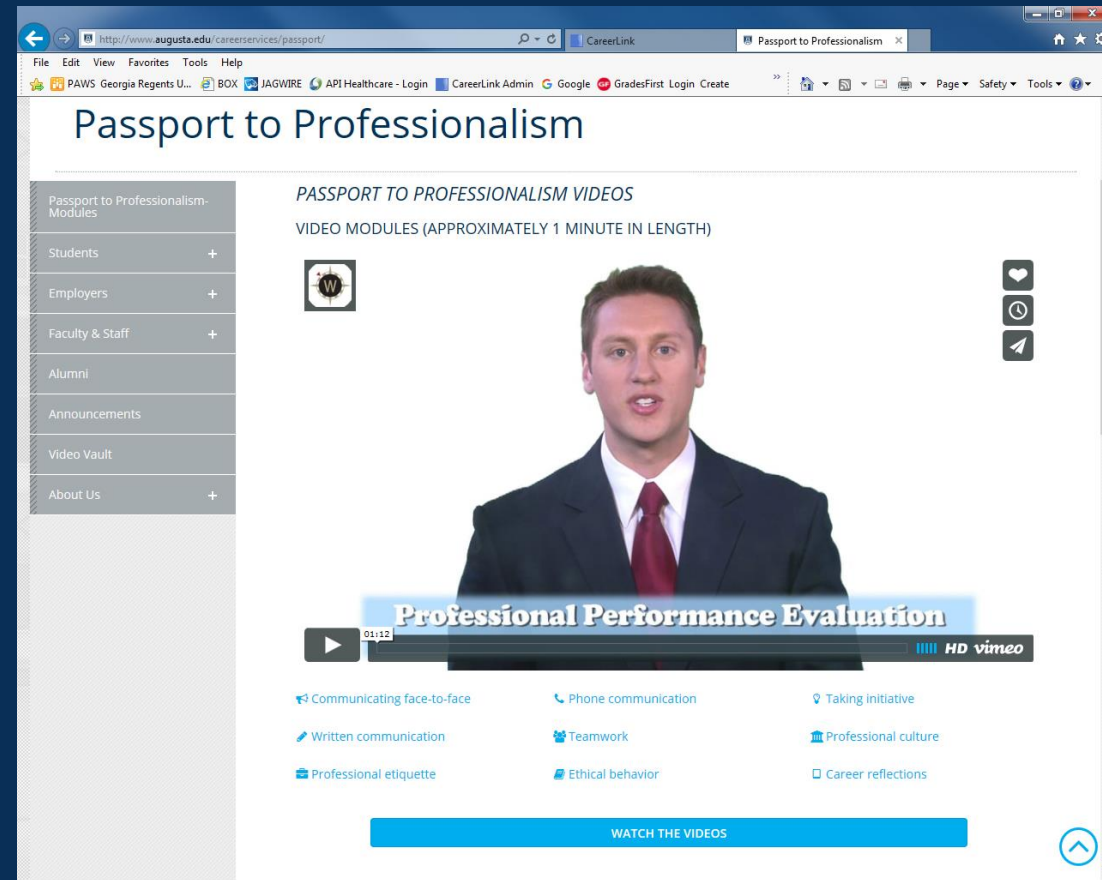
Additional Student Training Resources

<http://www.augusta.edu/careerservices/passport/>

PASSPORT TO PROFESSIONALISM

1-Minute Videos on the following:

- Face to Face Communication
- Written Communication
- Phone Communication
- Teamwork
- Professional Etiquette
- Ethical Behavior
- Taking Initiative
- Professional Culture
- Career Reflections



CANDID CAREER VIDEOS

- 2-3 Minute Videos Professionalism, soft skills and etiquette.
- <https://www.candidcareer.com/video-professionalism,a3e089af43fb605dd27d,Augusta>

EMPLOYEE TRAINING THROUGH HR: Learning, Leadership & Development Division

<https://www.augusta.edu/hr/leadership-development/>

Terminating a Student Worker

At the end of the semester or end of demand for the student the department must terminate the student from their student position.

1. **Submit termination ePAR**

- If the student terms for one of the following reasons – backup documentation is not needed:
 - ENR – Not enrolled this semester
 - FWS – Federal Work Study Funds Ended
 - GFE – Grant Funding Ended
 - GRA – Graduated
 - SEM – Semester Ended
 - TMP – End Temporary Employment
- **Notify Monet Robinson of all terminating FWS.**

2. **HR Coordinator will email the department contact who submitted the ePAR for Rehire Eligibility.**

- Please return this within 24 hours of receipt.

3. **HR Coordinator will electronically clear the student.**

Department Contacts

HUMAN RESOURCES BENEFITS & DATA MANAGEMENT

- Handles all student hiring paperwork and in-processing
- Also handles terminations when student terminates
- **706-721-3770 / Your designated HR Coordinator**
699 Broad Street, 8th Floor

OFFICE OF STUDENT FINANCIAL AID – FEDERAL WORK STUDY

- Reviews and awards students for Federal Work Study
- Tracks the hiring, expenditures, terminations of FWS students
- **706-737-1524 / Monet Robinson/ monrobinson@augusta.edu**

CAREER SERVICES

- Facilitates departmental postings of all student employment listings to Handshake
- Assists students with resume development, interviewing skills, career planning and career counseling
- **706-737-1604**
Julie Goley / jgoley@augusta.edu or Jessica Carroll / jecarroll@augusta.edu