

Student Hire Process Workshop



AUGUSTA UNIVERSITY

Types of Student Employees:

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



AUGUSTA UNIVERSITY

Student Assistant

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



AUGUSTA UNIVERSITY

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%.



AUGUSTA UNIVERSITY

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.



AUGUSTA UNIVERSITY

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.



AUGUSTA UNIVERSITY

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.



AUGUSTA UNIVERSITY

How are Students Paid?

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



AUGUSTA UNIVERSITY

How much can a student employee work?

- Students can work up to a maximum of 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.



AUGUSTA UNIVERSITY

How many positions can a student employee have?

- A student employee can only have 1 position at a time.



AUGUSTA UNIVERSITY

Can student employees be paid on additional pay?

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



AUGUSTA UNIVERSITY

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

- Yes, if the student will return to class in the Fall.



AUGUSTA UNIVERSITY

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 PeopleSoft.



Process for recruiting a student opening via

1. Visit www.augusta.edu/careerservices
 - Go to the Faculty/Staff link and “Post a Student Job”
 - 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.

You can select if the position is:

Student Employment on Campus

and/or

Federal Work Study Eligible Only

2. **If choosing Federal Work Study, ask 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.



Process for recruiting a student to hire:

1. Upon expiration, positions are archived in your account.
2. To re-post a previous position, log into your CareerLink account, go to your “Post Job” tab, click “add new” and the template will appear.

If you click here, select from your archived positions to auto-fill. Update your posting dates and other pertinent changes.

CAREER  **LINK**

 AUGUSTA UNIVERSITY

Additional Support Resources for Training Students

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

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

 AUGUSTA UNIVERSITY

Student Hire Process

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

- If department already has position – proceed to #2.

- For FWS – department submits FWS request form – Submit to Carla Sullivan.



2. Post your position on [CAREERLINK](#) located on the Career Services website.

- If you already have a hire identified – proceed to #3

3. Have selected student complete the background form.

4. Email background form to your department's HR Assistant for student hires.

In email please include:

- Projected hire date.
- Whether or not the student will be working in a lab.



AUGUSTA UNIVERSITY

Student Hire Process cont.

5. HR Assistant will contact Student to set up in-processing appointment.
6. Once student hire satisfies all requirements for in-processing HR Assistant will notify supervisor when student is cleared, of the earliest start date and inform supervisor to submit template based hire ePAR.
 - **ONLY** then can the student hire start working.
 - The ePAR **MUST** be submitted within 24 hours of the notification. This will ensure the student is eVerified within the USIS guidelines.



AUGUSTA UNIVERSITY

Quick Reference Page

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

www.augusta.edu/hr/university/university_benefits/newhireinformation.php



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.
- The steps are:
 - 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 Carla Sullivan of all terminating FWS.



Terminating a Student Worker cont.

2. HR Assistant will email the department contact who submitted the ePAR for Rehire Eligibility.
 - Please return this within 24 hours of receipt.
3. HR Assistant will electronically clear the student.



AUGUSTA UNIVERSITY

Don't Forget....

Deadline to register is August 12 via the Career Services website!



CAMPUS STUDENT EMPLOYMENT
JOB FAIR
Tuesday, August 23 / 1pm-3pm
Summerville Campus - JSAC Ballroom

• Register for a booth at <https://augusta-csm.symplicity.com/events/>

• Bring copies of your opening and indicate if you are open to hiring Student Assistant, Federal Work Study or would consider either.

• Set up between 12:15pm-12:45pm. Event starts promptly at 1pm.

• All signage/display information must fit at your 4 foot table.

• Only 40 booths available, so please cancel in advance to let other interested departments participate.

Bring a smile and your job handouts on August 23!

Event partnership between Career Services, Office of Student Financial Aid, Human Resources Benefits Department & Student Life.



AUGUSTA UNIVERSITY

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 Assistant
First Floor Annex 1, Health Sciences Campus**

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 / Carla Sullivan / csullivan@augusta.edu

CAREER SERVICES

- Facilitates departmental postings of all student employment listings to CareerLink
- Assists students with resume development, interviewing skills, career planning and career counseling

706-737-1604 / Julie Goley / jgoley@augusta.edu



AUGUSTA UNIVERSITY