Student Hire Process Workshop

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 <u>20</u> hours per week.
  - Students MUST clock in and out for proper time reporting.
- May <u>not</u> 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 only have <u>1</u> position at a 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 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.

- ***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 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

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.

- A chance for campus hiring departments to meet with students interested in part-time campus employment

- Career Services will email you late summer to register your department.

- Information will also be posted on the Career Services website

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

1. Visit www.augusta.edu/careerservices

- Go to the EMPLOYER registration/login for HANDSHAKE on our homepage
- 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.

2. Select the job type on your posting: ON CAMPUS STUDENT EMPLOYMENT

- **If a FWS ONLY position, state this in your JOB TITIE**

- **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.

3. **If you have any problems with Handshake, contact Jessica Carroll in Career Services @ 737-1604 or jecarroll@augusta.edu**
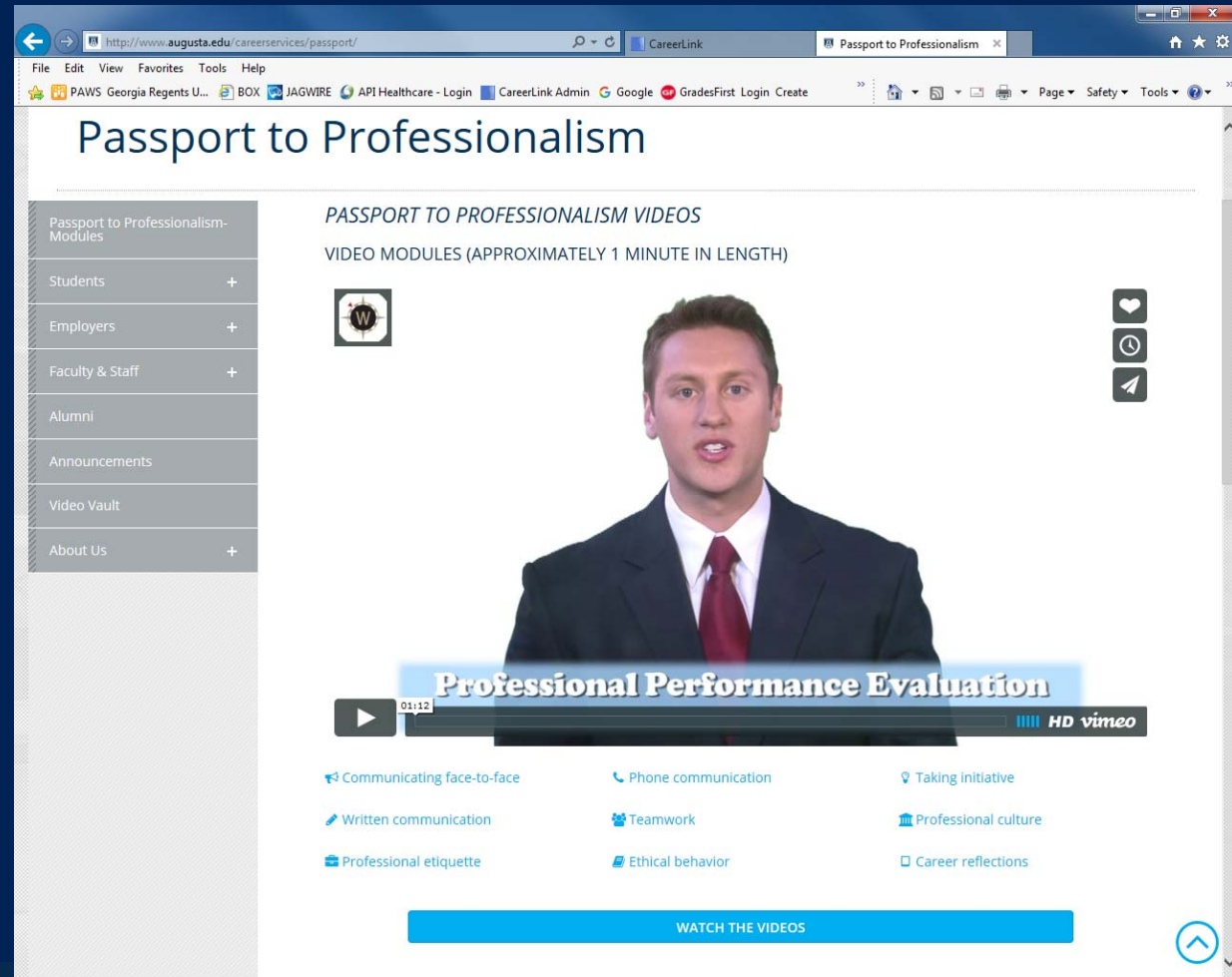
Additional Support Resources for Training Students

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

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

    – 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. 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 lab.

- Supervisor will forward (original) background form to the appropriate HR Coordinator and provide HR Coordinator with a potential hire date (by email). The supervisors name should be listed as the Department Contact on the background form.

- HR Coordinator will contact Student to set up in-processing appointment.

- HR Coordinator will notify Supervisor when student is cleared and inform the supervisor of the schedule in-processing appointment.

- 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.

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    Please note that 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.

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:

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**.

Terminating a Student Worker cont.

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
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 / Monet Robinson/ monrobinson@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