

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 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 only have 1 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.



On Campus Student Employment Fair

Dress for Success!

THUR.,
AUGUST 23

1:00 -
3:00 PM

JSAC
BALLROOM

Come to Meet Hiring
Campus Departments!

Bring Copies of
your Resume!



This Student Employment Fair is brought to you by
Career Services & Office of Student Financial Aid.

- 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 TITLE**
- **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

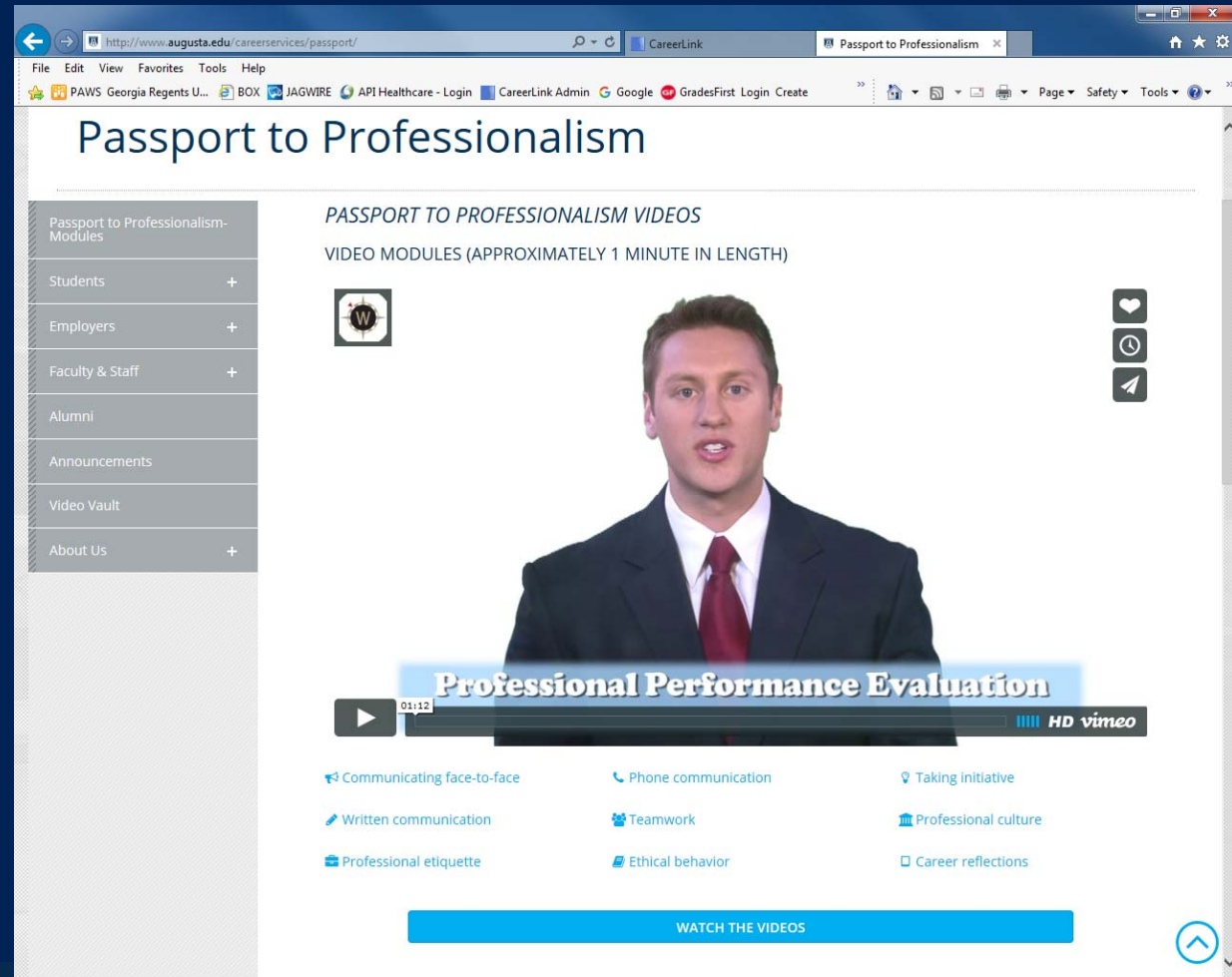


Additional Support Resources for Training Students

<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



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.
- *****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

The screenshot shows the Augusta University website's 'New Hire Information' page. The header includes the Augusta University logo and navigation links for various campus groups. A breadcrumb trail indicates the current location: Home / Human Resources / University HR Services / University Benefits / New Hire Information. A left-hand menu lists HR-related links, with 'New Hire Information' highlighted. The main content area is titled 'New Hire Information' and includes a 'Department Information' section with links for hiring different types of employees: Students, Regular part-time non-benefits eligible employees, Non-Paid Affiliate Hires, and Temporary Hires. Below this is a section for 'INSTRUCTIONS ON HOW TO SUBMIT TRANSACTIONS.' followed by 'New Employee Information', which provides assistance for new hires and lists 'NEW HIRE PACKETS' for various employee categories, each with a download icon.

AUGUSTA UNIVERSITY

CURRENT STUDENTS ALUMNI & FRIENDS FACULTY & STAFF MILITARY PATIENTS **RESOURCES**

Admissions / Academics / About / Student Life / Athletics / Research / Health / Giving

Home / Human Resources / University HR Services / University Benefits / New Hire Information

New Hire Information

HR Home
University HR Services
University Benefits +
New Hire Information
Peoplesoft HR
Calendars

Department Information

Click on the following links for instructions on how to hire the following types of employees:

- Students
- Regular part-time non-benefits eligible employees
- Non-Paid Affiliate Hires
- Temporary Hires

INSTRUCTIONS ON HOW TO SUBMIT TRANSACTIONS.

New Employee Information

Below is information to assist you as you join Augusta University.

NEW HIRE PACKETS:

- Benefits Eligible packet (Faculty & Staff)
- Benefits Eligible packet (Resident)
- Non-Benefits Eligible (Faculty, Staff & Resident)
- Student packet
- Non-paid Affiliate packet
- Rehired Retiree packet
- Temporary packet

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

