

# Student Hire Process Workshop

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AUGUSTA UNIVERSITY

# 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](mailto: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!

Come to Meet Hiring  
Campus Departments!

Bring Copies of  
your Resume!



AUGUSTA  
UNIVERSITY

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

THUR.,  
AUGUST 23  
1:00 -  
3:00PM  
JSAC  
BALLROOM

- **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](http://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](mailto:jecarroll@augusta.edu)**

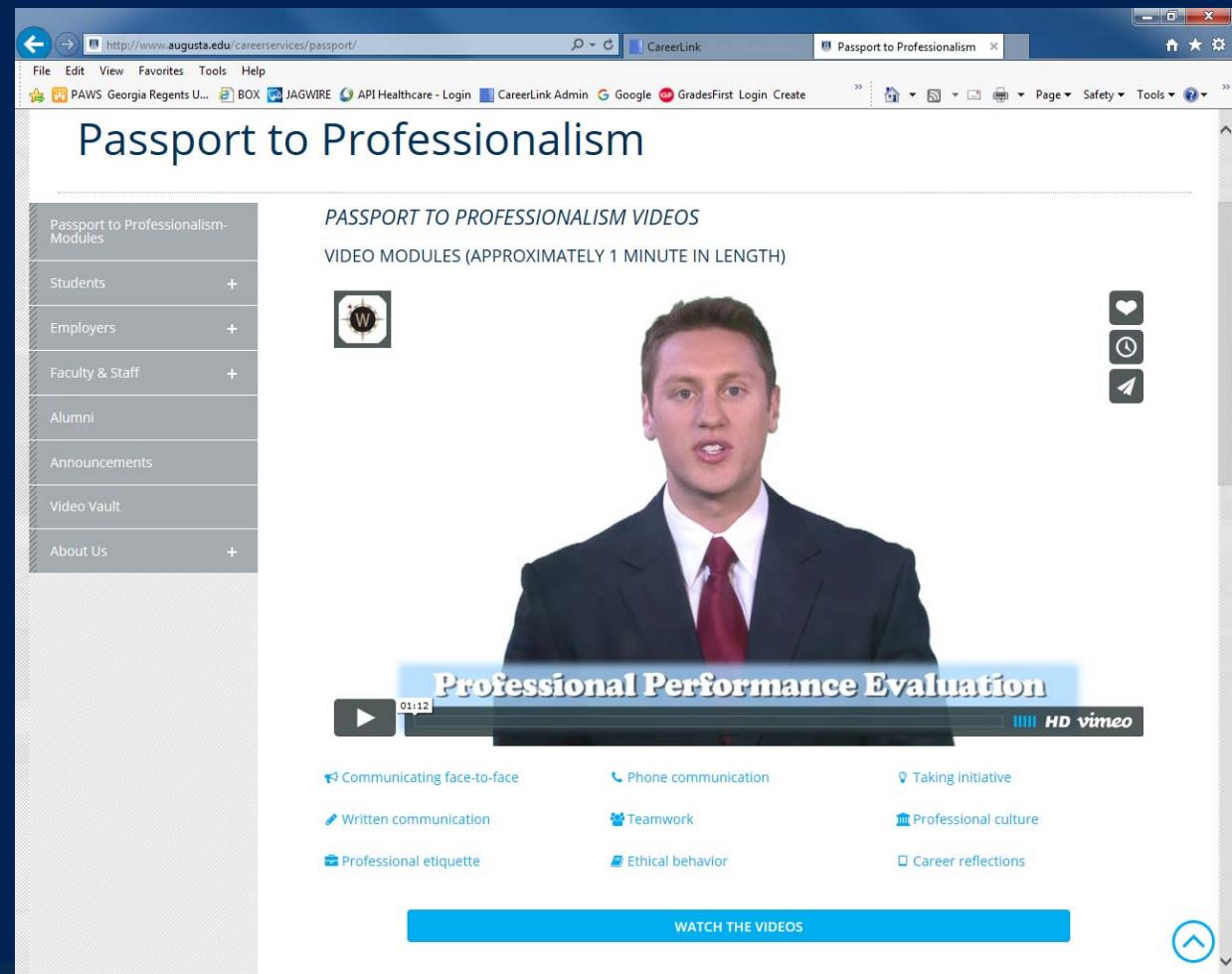


# Additional Support Resources for Training Students

<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



The screenshot shows a web browser window for the 'Passport to Professionalism' website. The URL in the address bar is <http://www.augusta.edu/careerservices/passport/>. The page title is 'Passport to Professionalism'. On the left, a sidebar lists 'Passport to Professionalism Modules' including Students, Employers, Faculty & Staff, Alumni, Announcements, Video Vault, and About Us. The main content area is titled 'PASSPORT TO PROFESSIONALISM VIDEOS' and 'VIDEO MODULES (APPROXIMATELY 1 MINUTE IN LENGTH)'. A video player is displayed, showing a man in a suit speaking. The video title is 'Professional Performance Evaluation'. Below the video, there are nine thumbnail links: 'Communicating face-to-face', 'Phone communication', 'Taking initiative', 'Written communication', 'Teamwork', 'Professional culture', 'Professional etiquette', 'Ethical behavior', and 'Career reflections'. A blue button at the bottom right says 'WATCH THE VIDEOS'.

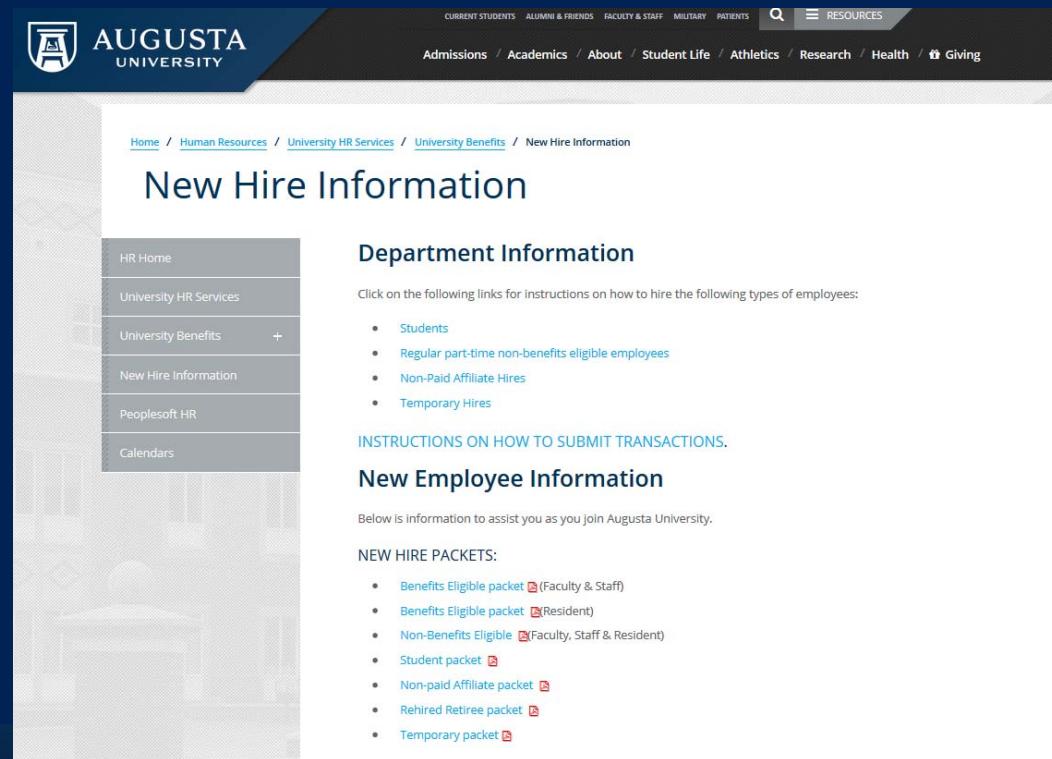
# Student Hire Process

- 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](http://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 supervisor's 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](http://www.augusta.edu/hr/university/university_benefits/newhireinformation.php)



The screenshot shows the Augusta University website with a dark blue header. The header includes the Augusta University logo, navigation links for CURRENT STUDENTS, ALUMNI & FRIENDS, FACULTY & STAFF, MILITARY, and PATIENTS, a search bar, and a resources menu. Below the header, a breadcrumb trail shows the path: Home / Human Resources / University HR Services / University Benefits / New Hire Information. The main content area is titled "New Hire Information". On the left, there is a sidebar with links: HR Home, University HR Services, University Benefits (which is expanded to show New Hire Information, Peoplesoft HR, and Calendars), and Calendars. The main content area has two sections: "Department Information" and "INSTRUCTIONS ON HOW TO SUBMIT TRANSACTIONS.". The "Department Information" section contains a list of links for hiring different types of employees. The "INSTRUCTIONS ON HOW TO SUBMIT TRANSACTIONS." section contains a heading "New Employee Information" and a link to information for new employees.

# 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](mailto: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](mailto:jgoley@augusta.edu)**

