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 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 20 hours per week (combined between departments)/1,300 hours in a 12 month period.
        - The two departments must both agree to this situation as the departments will need to communicate to sign off on the students time.

For more information – contact Benefits & Data Management at 706-721-3770.

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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.

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

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.

<u>You can select if the position is:</u>
Student Employment on Campus
<u>and/or</u>
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.
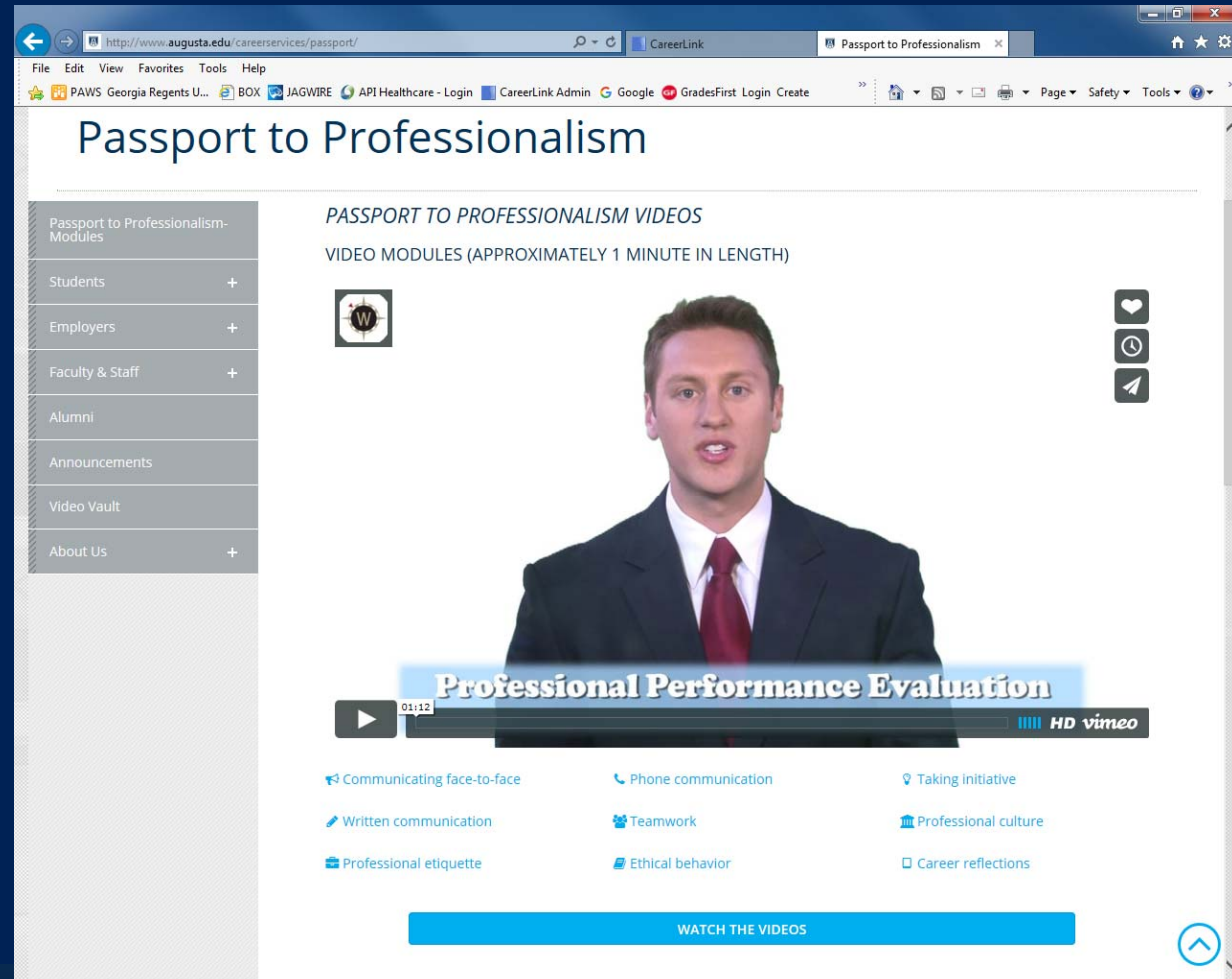
3. **Career Services will be moving to a new job posting platform fall semester called Handshake.** You will be able to access this new portal at the Career Services website.

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

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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 Monet Robinson in Financial Aid (monrobinson@augusta.edu)

2. Post your position at the student jobs portal 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.

    <u>In email please include:</u>
    - Projected hire date.
    - Whether or not the student will be working in a lab.
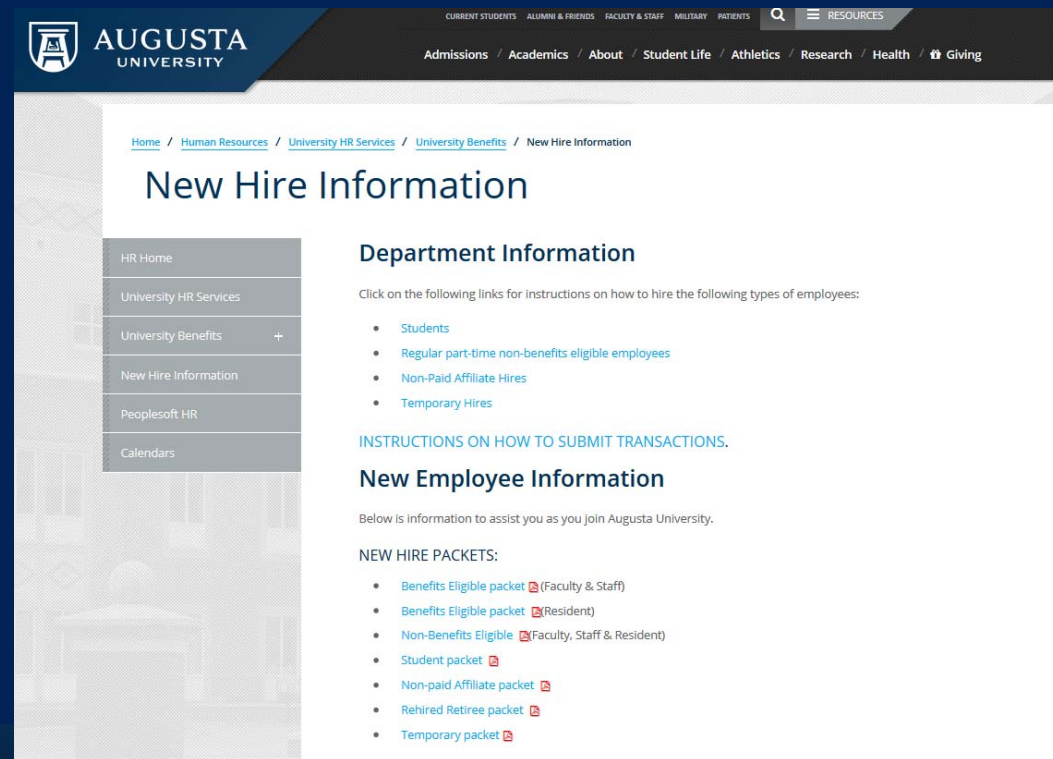
Student Hire Process cont.

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.

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
699 Broad Street, OR 8000, Augusta 30901

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