Student Hire Training 2019

- Career Services
- Financial Aid
- International Programs
- Human Resources
# Student Hire Training

## Agenda

### Career Services
- Basic Student Hire Process
- Submitting a Student Hire Form
- Completing an ePAF
- Getting Students Paid

### Financial Aid
- FWS Requests
- Advertising Positions
- FWS Hiring Process
- Monitoring

### International Programs
- On-campus jobs
- Off-campus jobs

### Human Resources
- Access
- Background Checks
- Direct Deposit Assistance
- DOL Guidelines & Hourly Pay
- Forms
- Graduate Students
- ACA Eligibility
THE BASIC STUDENT HIRE PROCESS

1. Hiring Department submits Student Hire Form
2. Student and/or supervisor receive “further action” email
3. Student completes required paperwork
4. Confirmation email sent once complete
5. ePAF submitted, processed, approved
6. Student appears in ITAMS and begins work
WHY SUBMIT A STUDENT HIRE FORM?

• Ensures students don’t “fall through the cracks”
• Generates alerts
  • Financial Aid (FWS hires)
  • HR (background checks)
  • International Programs (international student hires)
• Tracks student employment numbers for annual reporting
COMPLETING AN EPAF

- Hire Dates
- Student Job Codes
- Hours per Week (actual not ballparked)
- Account Codes
  - 51400 (non FWS)
  - 51422 (FWS)
- Required Forms
  - ACA
  - International Tax Form
GETTING STUDENTS PAID ON TIME

Departments should

• Never let students work until paperwork is complete
• Closely monitor ePAFs
• Ensure students sign-up for direct deposit
  • Not through SSC
• Train students on ITAMS
  • Submit timesheets on time
• Educate students on *when* to expect a paycheck
Financial Aid

- FWS Requests
- Advertising Positions
- FWS Hiring Process
  1. Check FWS eligibility with me.
  2. If eligible, I will load the FWS award (maximum amount is $2500 for the year – this is dependent upon need).
  3. Complete new hire paperwork & then complete the hire in PeopleSoft.
  4. I will review before sending to payroll in Columbia. (I'll check fund codes, pay, etc.)
- Monitoring
International Programs

- Students may engage in on campus employment without prior authorization from P/DSO. Limit is 20hrs a week during academic year.

- Prior to working off campus students are required to obtain authorization from the Office of International Programs. Types of off campus authorization is Curricular Practical Training (CPT), Optional Practical Training (OPT), or Economic Hardship. See OIPs website for more information on employment for international students.
Human Resources

- Access to complete Student Hires in PeopleSoft
- Background Checks - Only required for those working with minors and/or money
- Direct Deposit Assistance – [click here]
- DOL Guidelines & Hourly Pay
  - Students should be hired as hourly employees. For exceptions, please contact HR prior to submitting the hire.
- Forms
  - [Student Change Request Form] – no retro dates allowed
  - [Student Hire Request Form] – only for Manual Hires
- Hiring Graduate Students
- ACA Eligibility
Helpful Resources

Additional Resources

- PeopleSoft eLearning Help
  Click here!

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Thank you for attending the Student Hire Training

Questions???