Ready to Hire a Student, Now What?
Steps to Hire a Student Worker

• Complete a **revised** Student Job Assignment Form (SJA)
• Go to HR Website [http://ucmo.edu/hr/](http://ucmo.edu/hr/). On left of screen under Human Resources click on **Information for Employees** then **Forms**.
• Fill out form completely.

• Ask the student if they have another job on campus. Students can only work a maximum of 20 hours weekly (all jobs combined).

• Students need to be paid on an hourly rate.

• There is a difference between a supervisor and a timesheet approver.

• After the SJA is completed and signatures obtained, forward to Human Resources for processing.
How Do You Know if Student is University Funded (UF) or Federal Work Study (FWS)?

- Ask the student. They should be able to check My Central and see if they have any Federal Work Study allocation.

- Or you can call Mary Kelledes (ext. 4066) in Student Financial Services. She can check and see if any Federal Work Study has been awarded or is in the process of being awarded.
Do I need to fill out a Student Job Assignment each semester if I plan on rehiring a student?

• For Federal Work Study student requests an SJA can be completed combining Fall and Spring, however a separate SJA needs to be done for the summer.

• For University Funded student requests, an SJA can be done for an entire academic year.
# How Many Enrollment Hours are Required for Student Workers?

<table>
<thead>
<tr>
<th></th>
<th>Undergraduate</th>
<th>Graduate</th>
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</thead>
<tbody>
<tr>
<td>Work Study</td>
<td>Work Study = 12 hrs (6 hrs summer)</td>
<td>Work Study = 9 hrs (4 hrs summer)</td>
</tr>
<tr>
<td>University Funded</td>
<td>University Funded = 6 hrs (1 hr summer)</td>
<td>University Funded = 4 hrs (1 hr summer)</td>
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</table>

If student is not enrolled for the semester, you can hire them as a temporary employee. Fill out the Staff Vacancy Form on the HR Website instead of the Student Job Assignment. Be sure and indicate that the employee is a student not enrolled for the semester in the comments section of the form.
When to Send Students to HR?

• If the student has never worked for the university or has had a break in service, the student is required to come to Human Resources to complete I-9 paperwork.

• You need to enter their information into the HR Identity Database found at http://www.ucmo.edu/hr/identitydocuments/

• The next slide shows the criteria on whether a rehire needs to complete a new I-9. Only applies to students, temps/adjuncts.

• If you have any questions, you can call HR at ext. 4255 to confirm if the student is required to do I-9 paperwork.
<table>
<thead>
<tr>
<th>Description</th>
<th>Complete a New I-9?</th>
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<tbody>
<tr>
<td>Works the entire fall and spring semester; does not work summer but back in the fall</td>
<td>no; considered to have no break in service</td>
</tr>
<tr>
<td>Works the entire spring semester; does not work summer but back in fall</td>
<td>no; considered to have no break in service</td>
</tr>
<tr>
<td>Works the entire fall semester; does not work spring semester and comes back and works summer and then ongoing</td>
<td>yes; considered to have break in service</td>
</tr>
<tr>
<td>Works spring semester; does not work the summer or fall</td>
<td>yes; considered to have break in service</td>
</tr>
<tr>
<td>Works fall semester; does not work again until next fall semester</td>
<td>yes; considered to have break in service</td>
</tr>
<tr>
<td>Works summer; comes back in fall</td>
<td>no; considered to have no break in service</td>
</tr>
<tr>
<td>Works summer; does not work either fall or spring</td>
<td>yes; considered to have break in service</td>
</tr>
</tbody>
</table>
What’s so Special about the I-9 Form

• By Federal law all newly hired employees must complete this form.

• It’s required to verify their identity and eligibility to work. If audited by the Department of Homeland Security, your department could incur those fees for not sending the employee in a timely manner.

• We also have to comply with state law as it relates to E-verify and have to document in the federal system why the person did not complete the form on or before their first day of employment.
  – Do you know what the #1 excuse we hear from the employee as to why they didn’t come to HR on or before their hire date? The answer – “The department didn’t tell me to go to HR.”

• Send students who are required to fill out I-9 paperwork to Human Resources on or before their first day of employment.

• Rehires need to come to HR if they have any changes to their direct deposit, W-4, home address or emergency contact.
What about International Students?

• International students who do not have their social security card still need to come into HR and get their I-9 paperwork started on or before their first day of employment.

• You will provide the student with a letter of employment (Suzanne Beck in International Center can provide you a template.)

• The student will take this letter to the International Center and pick up a second letter, then file for their SS card. This process can take up to 2 weeks, but the student can continue to work as long as they’re actively obtaining their SS card and as long as they have already come to HR.
What about International Students?

• Upon initial hire and annually thereafter, international student employees must schedule an appointment in Payroll Services. If this is not done in a timely manner, it can cause a delay in the student being paid.

• Items needed:
  – I-94 Form (Date of Entry)
  – I-20 Form (Work Permit)
  – VISA
  – Passport
  – Social Security Card
What if I request Federal Work Study but it’s not granted?

• If you request Federal Work Study but the student is not eligible, the student can be processed as a University Funded worker.

• With University Funded, the department will fully fund the job.

• HR will email you to confirm that you would like to switch the student to University Funded. It is important that you contact us through email on how you want to proceed.
• **It is your department’s responsibility to monitor hours worked** and email Payroll (Ellen Sewell or Kim Marcum) when FWS is close to being exhausted. They will instruct you to submit a new job that is University Funded and to submit a request to terminate the Work Study job.

• Mary Kelledes from Student Financial Services is working on notifying departments when their work study student is close to exhausting their allotment.

• If you’ve hired a University Funded student worker (and the job record has already been processed by HR) and it is discovered later that the student is now eligible for Federal Work Study, you need to request a new student job.
If you want to give a student worker a wage increase, complete the **Wage Increase Request** found on the Student Financial Services website ([http://ucmo.edu/sfs/](http://ucmo.edu/sfs/)) under forms and attach to the Student Job Assignment.

- Plan this in advance so retro pay is not required.
- Send both forms to HR for processing.
How do I cancel a request for hiring a student?

- If you decided to cancel a request for hiring a student, you need to contact Human Resources (Kenda Jones or Marilyn Ford) via email.

- This only applies to students who don’t have any work hours to report.

- If a student did work, they need to get paid for hours worked. Contact Kim Marcum or Ellen Sewell in Payroll.