Student Employment
Hire/Rehire/Additional Assignment

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Selecting the Employee
The first stage in processing a student employee is to select the student. When processing a student employee you must use the student’s APID. The system verifies hiring eligibility against student information.

If the student has other assignments, those assignments appear at the bottom of the window.

The Employment Status box has been added on all student forms to provide you with enrollment/registration information. This will help you determine if a student is eligible for student employment during that particular time period or semester.

To process a student form
1. Click on Unit Administrator > Administrative Services > Students: Hire/Rehire/Additional Assignment.
2. Enter the APID.
3. Enter the Start Date.
4. Click the Search Employee button.
5. Click the Create Position button.

Creating the Position
Student positions are created whenever a process is initiated, as part of a continuous process. A position is always created, whether for a hire, rehire, or additional assignment. You will be asked a set of questions to determine the appropriate student employment titles to display.

Position Header
The first step in creating the position is to enter the organizational unit. The system then prompts you with a series of Yes/No questions. Your responses to these questions drive additional questions. The end result is a set of student job titles that correspond to your responses.
- **Will you be paying this employee a LUMP Sum?** Also known as project pay, this means you pay the student on a lump sum basis rather than hourly.
- **Is this an Internship?** Indicates whether or not this position is an internship. Internships may be paid or unpaid.
- **Is this internship paid?** If you respond No to the first question, indicating you are not paying this employee a lump sum, and Yes to the second question indicating that this is an internship, this third question appears asking whether or not this is a paid internship.
- **Select the job title from the drop down box.** A link to the student job descriptions is also provided for reference. The system populates the minimum and maximum pay rates.
- **Position Description.** This box will appear when the employee will be paid a lump sum. This section should be utilized to describe the job duties and legitimate paying the employee a lump sum versus an hourly rate.
- **Click the Next Step Supervisor button.**

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**Position Overview**

The last step in creating the position is the Position Overview. Review the position information for accuracy, clicking the tabs to view each subject. You may change editable fields as needed. Once you have determined the position is correct, click the button to proceed to the next stage.

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**Supervisor**

Search for and select the Supervisor Position number. If there is more than one entry for the person, choose the entry whose dates correspond to the hiring dates. Click the Position Overview button when finished.
The button name displays the appropriate process based on the person’s status with the university:

- **Hire**, if the person is new to the university or brand new to the HR/Payroll system.
- **Re-Hire Employee**, if the person was previously employed by the university but has had a break in service.
- **Add Assignment**, if the person is currently employed by the university.

The new form opens in the same window. The form title reflects the process, for example; Rehire.

**Saving the Form**

If at any point you wish to save the form and finish it later, click the **Save Draft** button at the top of the window. When you close the window, the system saves a draft of the form to your HR/Payroll Inbox. At any time you can click the link in the Inbox to open the form and complete it.

**Placing the Employee in the Position**

You move through the steps in the process using buttons at the top of the screen.

- Click the **Next** button to validate the information on the screen and advance to the next step. Any errors must be corrected before moving forward. Because options presented are based on information previously entered, you are less likely to encounter errors.
- Click the **Previous** button to go back to the previous screen.

You can also:

- Click any step in the **Navigation Bar** to go directly to that section of the form.

  ![Navigation Bar](image)

  - Go directly to the final summary step and enter all the information on one screen.

However, these options bypass the validation that occurs when clicking the **Next** button. All validation occurs after you click the **Check** button and you receive all error messages in one long list.

Here are some additional tips for completing the form:

- Use the Tab key on the keyboard to move from field to field.
- Where you see a search button, you can press the F4 key to open the search window, rather than clicking on the button.
- Fields may appear cut off if the window is not fully open or not set to 100%.
Personal Details
Data is populated here either from SAP for students who have been previously employed by the University or from the Student Information System for students who have not previously been employed. Some fields can be edited. **Verify that the name matches the name on the Social Security Number card.** For international students who do not have an SSN, an SSN is generated by replacing the A in their APID with two zeroes (00) and removing the last digit from the APID.

All student employees, regardless of citizenship, must have a completed Form I-9 on file. This form must be completed within three days of the employment date and the original sent to central HR.

**To enter Personal Details**
1. Complete the Personal Details for the employee.
2. Click the **Next** button.

Organizational Assignment
The position information shown here is for an hourly student employee and cannot be edited. If any information listed here is incorrect, you must start again from the beginning. Click the **Next** button when you are ready to continue.
The position information shown here is for a student being paid on a lump sum, or project pay. The field you can edit is the Description of Duties which must include a detail of the job duties as well as why the hours can’t be tracked.

**Planned Working Time**

The system displays the applicable work schedule rule and employment percent. These fields are not editable. Click the **Next** button when you are ready to continue.

**Pay and Cost Distribution**

At least one pay and cost distribution row must have an end date of 12/31/9999. You may also enter additional accounts with end dates, such as contract and grant accounts.

To enter pay and cost distribution information

1. Do one of the following:
   - If paid hourly, enter the hourly rate in the box provided.
   - If paid a lump sum, enter the lump sum amount in the box provided.
2. Search for and select a **Fund**. If you have created a Personal Value List, you may have to press F4 to override your personal values. If you type the account number, press Enter after typing it to default the other required accounting information.
3. If necessary, search for and select other funding elements. If a WBS Element (sub-account) does not appear in a row after the account number is entered this means that there is more than one option for that account. If no sub-account is entered, WBS Element defaults to “No Sub-Account.”
4. Repeat the above steps for each additional funding line. To add more rows, click the **Add Row** button and repeat the above steps. To remove a row, click the **Remove Row** button.
5. Click the **Next** button when finished entering permissible accounts.
Additional Information

Depending on the answers to Additional Information questions, additional detail may be required. If the applicant has relatives working in the same department, the Conflict of Interest form must be faxed to the number on the form. The Attachments screen has a link to the Conflict of Interest form. Conflict of interest still applies only when the student is supervised by a full time employee.

To enter Additional Information
1. Answer each question.
2. If prompted, provide any requested additional detail.
3. Click the Next button.

Internships

When hiring a student to an internship, an additional Internship section appears in the form. Input the End Date and hit enter. The Midpoint Evaluation Date will automatically default based on the End Date inputted. Check the policy boxes to indicate compliance with internship policies and procedures. A description regarding the duties associated with the internship is also required. If the student’s email address is not in the HR/Payroll system, this field will be a required field and you will need to enter the students email address in the box provided. The Supervisor’s email address comes from the supervisor chosen during the position create process so this information will not be editable.
Attachments
Any required attachments are listed at the top of the form with a checkbox next to each item required. Important Links at the bottom of the screen provide links to policies and procedures that may apply, and to forms that can be attached and submitted. Review this information as needed.

You may attach a SS card but this information will be masked for approvers. The attachment is only viewable by the initiator and HR. Please remember that HR does not approve student hire forms, so if you plan on attaching a form, please notify HR. Otherwise, you may continue to send those copies of the SSN card via campus mail.

To enter comments and attach documents
1. Upload the required attachments indicated.
2. Enter any comments in the New Comments field.
3. Click the Next button.

To upload an attachment
1. Select the attachment being uploaded from the Attachment Type drop-down list.
2. Click the Browse button to locate and select the attachment.
3. Click the Upload button to attach the file.
4. If desired, check the box for the attachment.

Repeat this process for each additional attachment.

Summary Form
A summary of all information is displayed for final review and error checking. Review the completed form, making any needed changes to the information.

Click the Check button to have the system perform a final check of the information. Correct any remaining errors.
At this point you can generate a PDF by clicking the Generate PDF button. The PDF version of the form opens in a new window, and can be saved or printed.

As the form routes for approvals, approvers are able to view the form as a PDF by clicking the Generate PDF button.

**Review Form and Confirmation**

You are now ready to send the form for approval.

Click the **Send** button to route the completed form for approval. Upon successful submission, the HR/payroll system displays a process reference number.

The form then enters workflow. The form routes for all unit approvals, and then updates the HR/Payroll system if approvals beyond the unit level are not required. If approvals beyond the unit level are required, the form routes appropriately.

- Internships route to Career Services for approval, who then approves it to update the HR/Payroll system. No manual entry is done.
- Students paid on a lump sum basis route to central HR for approval. Central HR reviews the form, and then approves it to update the HR/Payroll system. No manual entry is done by central HR.
- Students paid on an MSGP account during the summer will route to the Provost office for approval.

As the form routes for approvals, approvers are able to view the form via the Summary Screen or as a PDF by clicking the Generate PDF button.

Attachments are an important part of the hiring process. To ensure that all appropriate attachments are available to all approvers, approvers cannot add or remove attachments. If attachments must be changed, the approver should reject the form back to the initiator.

**Appendix A: Student Employee Work Hour Policies**

The HR/Payroll system strictly enforces student employee work hour policies of 29 hours per week (20 for international students), regardless of the number of positions worked and/or graduate assistantships. For example, if a student works 20 hours Sunday through Wednesday for MSU Stores; that student can only work a maximum of 9 hours Thursday through Saturday for MSU Concessions. During finals week, semester breaks and during the summer, all students are limited to 40 hours per week. The 20/29 hour limit applies during the academic year (fall and spring semesters).

Students receive two warnings when violating the 29 hour rule before being automatically terminated from employment on the third offense. Students that are terminated for this offense cannot be rehired into any hourly position at MSU for six weeks.
These forms will also restrict the addition of student jobs if the employee has met their max percentage if dually employed as a graduate assistant. An error message will be displayed at the beginning of the hiring process; Student has reached max number of hours eligible to work; student cannot be hired.