

Student Hiring Processes

Effective January 1, 2017

In our efforts for continued improvements, the Offices of Budget Services, Career Services, and Human Resources have redesigned the student employment process. The goal is to clarify hiring requirements, improve accuracy of hiring data submitted, and create efficiencies in tracking and workflow.

Student Hiring Parameters:

- Students must be enrolled for at least 6 credit hours in the semester they are hired and work to be hired as a Student Assistant.
- The standard student employment period is the academic year (fall and spring semesters).
- A separate employment term is applied for the summer semester. Federal Work Study jobs are not available during the summer.
- Student Assistants and Federal Work Study employees may not work more than 20 hours per week in all jobs combined during academic semesters enrolled as a Student Assistant or Federal Work Study employee.
- Student job descriptions and postings are maintained in the People Admin system.
- Student hiring paperwork is processed through the electronic PAR system, Core Integrator.
- Students enrolled in graduate-level courses may be hired in Student Assistant positions.
- Career Services' responsibilities include posting the jobs, reviewing the salaries, and verifying enrollment in the current semester and the number of current jobs.
- Auto-term rows are added in the payroll system during the hiring set-up process to coincide with the first day of the next payroll cycle after graduation occurs (see specifics below).

All questions related to student employment should be addressed to Career Services or by visiting their website: <http://www.westga.edu/studentemployment>

Hiring for Fall and Spring Semesters:

Students will be hired in a Student Assistant (BCAT = 900; pay group 54T) or Federal Work Study position (BCAT = 901; pay group 54W).

After the student job has been posted through Career Services (<https://www.westga.edu/student-services/careerservices/student-employment/posting-positions.php>), candidates interviewed, and selection made:

1. Complete hiring proposal in People Admin through Career Services.
2. Once hiring proposal is approved, supervisor meets with student to establish work schedule and start date.
3. Submit ePAR. Paper PARs will be forwarded to Career Services after department or unit approvals are received.
4. Send student to Human Resources (Aycock Hall, 1st floor) to complete New Hire paperwork. Student must provide supervisor with a signed Work Authorization form proving they completed their paperwork.
5. Review the university's student hiring process for additional supervisor responsibilities at: <https://www.westga.edu/student-services/careerservices/student-employment/>

6. When the ePAR is processed in payroll, an auto-term row is added on the first day of the next payroll cycle after Spring semester graduation.
7. If an earlier termination date is desired, please note this in the ePAR Summary section.
8. Students may work the remaining days in December after graduation as a “Student Assistant” or “Federal Work Study” if they did **not** graduate in December. They may also work up to 40 hrs per week during this time.

Hiring for Summer Semester:

A. If the student is enrolled in one or more summer sessions, they may be hired in a Student Assistant position: BCAT = 900; Pay Group 54T. Federal work study employment is not offered during the summer semester.

After the student job has been posted, candidates interviewed, and selection made:

1. Complete hiring proposal in People Admin.
2. Once hiring proposal is approved, supervisor meets with student to establish work schedule and start date.
3. Submit ePAR. Paper PARs will be forwarded to Career Services after department or unit approvals are received.
4. Send student to Human Resources (Aycock Hall, 1st floor) to complete New Hire paperwork. Student must provide supervisor with a signed Work Authorization form proving they completed their paperwork.
5. Review the university’s student hiring process for additional supervisor responsibilities at: <https://www.westga.edu/student-services/careerservices/student-employment/>
6. When the ePAR is processed in payroll, an auto-term row is added on the first day of the next payroll cycle after Summer semester graduation.

B. If the student is NOT enrolled in one or more summer session AND will be enrolled in the fall semester, they may be hired in a Student Summer Temporary position.

- There is no limit on the number of hours worked per week.
- Deductions for Medicare and GA Defined will be assessed against their gross pay.
- BCAT = 900; Pay Group 54C

After the student job has been posted, candidates interviewed, and selection made:

1. Complete hiring proposal in People Admin.
2. Once hiring proposal is approved, supervisor meets with student to establish work schedule and start date.
3. Submit ePAR. Paper PARs will be forwarded to Career Services after department or unit approvals are received.
4. Send student to Human Resources (Aycock Hall, 1st floor) to complete New Hire paperwork. Student must provide supervisor with a signed Work Authorization form proving they completed their paperwork.
5. Review the university’s student hiring process for additional supervisor responsibilities at: <https://www.westga.edu/student-services/careerservices/student-employment/>
6. Career Services reviews the PAR to verify the student is enrolled in fall and not during the summer.

7. When the ePAR is processed in payroll, an auto-term row is added on the first day of the next payroll cycle after summer semester graduation.

Please note:

- Positions for Orientation Leaders and SRAP follow the same procedures.
- Hiring process for Graduate Assistants managed through Graduate School.