STUDENT WORKERS HIRING POLICY

Students are to seek employment through the Office of Human Resources. Departments interested in hiring student assistants must submit a written request to the Office of Human Resources. If this request is approved, departments must submit a student authorization to hire form and job description to the Office of Human Resources. Departments should not commit to a salary without approval from the Office of Human Resources. The department must contact the student once he/she has been selected and instruct him/her to report to the Office of Human Resources to complete the hiring process.

Departments interested in hiring federal work study student must contact the Financial Aid Office.

Departments interested in hiring graduate assistants must contact the Graduate Admissions Office.

All Students are required to present their original Social Security Card to be copied and kept on file. International Students are required to submit proper documentation to establish either Identity or Employment Eligibility (i.e. I-20, I-94, N-550 etc.). Failure to submit proper documentation will result in forfeit of student worker position.

Kean University policy prohibits students from holding more than one position/title on campus simultaneously.

Student Assistants can work a maximum of 20 hours per week.
Work Study Students can work a maximum of 20 hours per week.
Graduate Assistants can work a maximum of 15 to 20 hours per week.

Students must take appropriate breaks and indicate them on their time sheets. Students are not authorized to and will not be compensated for more than seven (7) hours of work in one day. The work schedule should be based on the 1/2 hour. A Total of 6 hours of work or more require a 1 hour break and a total of 4 hours of work or more require a 1/2 hour break. Example: 6 hours and 30 minutes require a 1 hour break. The employee will be compensated for 5 hours and 30 minutes. 4 hours and 30 minutes require a 1/2 hour break. The employee will be compensated at 4 hours.

Students are not permitted to work until the department has received an authorization email or letter from the Office of Human Resources. A processing time of 1 to 2 pay periods (2 to 4 weeks) can be expected from the date all required paperwork is submitted to the Office of Human Resources. During the start of the fall and spring semesters, departments are encouraged to submit paperwork early in anticipation of heavier volume. The Office of Human Resources will require addition processing time during these periods.
STUDENT WORKERS PAY RATES

The Office of Human Resources has established three levels of compensation for students. These are based on the skills, knowledge, problem solving ability and accountability of the student assistant position. These levels are to be used as guidelines to help determine an appropriate rate for your student workers.

**Level I** - Students at this level should be able to perform basic clerical functions such as typing, answering the telephone, taking messages, sending faxes, making copies, hand deliveries of mail on campus. ($8.25 - $8.50)

**Level II** - Students at this level should have intermediate computer skills. The student should be familiar with the Microsoft Office Software package. Students working at this level should be able to complete tasks that require word-processing, database maintenance or construction, creating slide presentations. These students should also be able to use independent judgment in more than one specialized area, ($8.75 - $9.25)

**Level III** - Students at this level correspond to assignments requiring paraprofessional knowledge and ability. Students should utilize various skills, technical training, and the extensive use of independent judgment and/or creativity. ($9.50 - $10.00) Requires approval by the Department Director.

A detailed job description must be attached to the Authorization to Hire Form. All rates indicated on the authorization to hire forms are requested by the department/program. In order to ensure uniformity, the Office of Human Resources will make the final determination regarding hourly rates for student employees based on the job descriptions provided. Hiring departments/programs should not make commitments regarding hourly rates prior to receiving approval from the Office of Human Resources.
WORK STUDY STUDENT HIRING PROCEDURE

THE FEDERAL WORK STUDY PROCESS (FWS)

Step 1. Student must file Free Application Federal Student Aid (FAFSA) form yearly.

Step 2. Student comes to Financial Aid Office and obtains the Federal College Work- Study Student Application after filling it out it is handed back to the FWS Coordinator.

Step 3. Student interviews with FWS Coordinator who matches the student with a department. Student also is given a three part Student Employment Job Referral Sheet, which is completed by the student and the Department Supervisor. The information on this sheet reflects the total work-study award for the year (which can be adjusted based on the student’s financial aid and the name of the department). Student is then sent to interview with the department head. Whether or not they are hired, they must return the Job Referral Form to the Federal Work-Study Coordinator. When hired, they are to complete the Authorization to Hire Form, and the Employment Agreement Form.

Step 4. Student then takes the original Authorization to Hire form, and the Employment Agreement form to the Office of Human of Resources, located on the second floor of the Administration Building.

Step 5. Student is then asked to complete and submit the Federal I-9 and W-4 Forms along with their Social Security card and two other forms of documentation. For all five types of these documents, the originals are needed. By Federal Law the Office of Human Resources is required to verify and copy original documents. The Department the student has chosen to work for is then emailed with confirmation.

When documentation is missing or incomplete, a missing information email/letter is sent to the student giving them two weeks to respond. If the student does not respond within the two week period they are terminated.

A Payroll Authorization Notice (PAN) is then submitted to Payroll via the Office of Human Resources. It is imperative that all work study students are properly processed by the Office of Human Resources in order to ensure accurate and timely compensation.

• Students are paid every two weeks throughout the calendar year and are given a Student Payment Schedule every December.

• Payroll will not pay above the 20 hour limit unless the office of Human Resources authorize the additional hours.
GRADUATE STUDENT HIRING PROCEDURES

In order to ensure the uniformity of the hiring process for Graduate Students, the following procedures have been established effective immediately:

• The Office of Graduate Admissions fills out the Graduate Authorization to Hire Form and sends it to the Office of Human Resources for processing.

• Please be advised that salary assignment for the Graduate Students as established by the Office of Graduate Admissions is currently $8.25 per hour.

• After approval, the Office of Graduate Admissions will notify the employee and the department in writing to inform them of their assignment.

• Once the student is placed in an assignment, The Office of Graduate Admissions should then instruct the employee to come to Human Resources within 3 working days of his/her hire date to complete the W-4, and 1-9 forms.

Please instruct the student to bring a copy of his/her Social Security Card with him/her to Human Resources. If the card is not readily available or it is lost, the process will be halted until the card is available. Students who do not come to Human Resources within the allotted time frame, who have not produced a valid social security card, or who have begun working before the department is notified may be subject to immediate termination.

When documentation is missing or incomplete, a missing information email/letter is sent to the student giving them two weeks to respond. If the student does not respond within the two week period they are terminated.

At the end of each spring semester, all Graduate Students will be terminated. Each department will be required to complete a new Authorization to Hire Form and submit it to Human Resources as described above for the next academic year.