

Faculty Guidelines for Hiring Student Employees

These guidelines attempt to cover frequently asked questions and frequently broken rules. These guidelines do not cover all the rules for hiring student employees. For complete guidelines, please consult the PSU, OUS, and Dept. of Ed. Rules.

Department Student Employee Coordinator

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Duties: Hires, makes changes, and terminates student employees; liaison between faculty employers and Human Resources and Financial Aid Departments; routes job postings; collects, approves, and maintains monthly timesheet records; handles other student employee issues as needed.

Definitions

Work-study: A need-based federal award. FWSP pays 90% of student wage and employer pays 10%. Students have a set amount that they can earn in a term and once that amount is used, the student will be transferred to regular wage. The student must present a Certificate of Eligibility from the Financial Aid office to me each year to apply work-study funds.

Regular Wage: Employer pays 100% of the student wage.

Enrollment Eligibility: Undergraduates must be registered at PSU for at least 6 credits and Graduate Students must be registered for at least 5 credits. A student is allowed one term in which they can be below enrollment (generally used in summer term).

Minors: There are a lot of rules for the hiring of minors, so if you are considering hiring anyone under 18 years old, talk to me well in advance so we can clear everything with HR.

Non-PSU Student Employee: If your job can only be filled by a student from another institution, there are times when this is possible. Special permission must be obtained BEFORE the student is hired by writing a memo to the Vice Provost of Student Affairs explaining why you would like to hire this student instead of a PSU student. Only after permission is granted may the student begin work.

The Process of Being a Student Employer

Step 1: Position Description

I have a position description form that can be filled out and filed in the department. This is required for all positions! You must also determine an hourly wage for the position.

The hourly pay scale is as follows (from the PSU Student Employment Handbook):

- **Student Employee Level 1:** Performs routine, non-complex work of a vocational nature. May require a brief orientation period. Work is characterized by standardized methods or processes. **\$6.50-\$8.50**
- **Student Employee Level 2:** Performs specialized work of a vocational nature. Requires knowledge and application of specific work procedures in the conduct of work. Also requires some developed skills such as operation of office equipment, composition, small equipment or machinery operations, or interaction with the public. **\$6.50-\$9.50**
- **Student Employee Level 3:** Performs technical/para-professional work requiring a combination of basic scientific or technical knowledge and manual skills. The work is usually guided by applicable work principals and standardized techniques. May work with little supervision. **\$6.50-\$10.50**
- **Student Employee Level 4:** Performs professional level work requiring training of a professional nature. Work is analytical, technical, and/or highly skilled. **\$9.00-\$12.50**

Step 2: Advertising

Student Job Announcements can be posted on the Human Resources site. This is not a requirement. You may also want to advertise in the Vanguard or by hanging up flyers.

Step 3: Hiring

Once you have found the perfect student for your job, they will have the joy of filling out paperwork.

- First, send them to Human Resources (3rd floor of the University Services Building) with their original Social Security card.
- Once they have a green sticker on their ID card verifying that they are eligible with HR to work, they can come to me in SB2 262. I will need to see the green sticker and I can then fill out the hire/change form. They should not be working until that paperwork is submitted!
- If you are not going to accompany the student when they come to see me, please let me know before they arrive at my desk which index will be charged, their job title, and their hourly wage (see pay and timesheets).

Step 4: Working

Students cannot work more than 40 hours per week or 120 hours per pay period (16th-15th). State law requires that at least a 10 minute break be given for every four-hour work period. At least a 30 minute “uninterrupted” lunch break must be provided for a shift of 6 hours or more.

Step 5: Timesheets

Timesheets begin on the 16th of the month and go through the 15th. The student will need to log into the PSU Information System to fill out their timesheet (it is recommended to do this every working day for accuracy). The student will be submitting the timesheet online by 8am on the 16th and it will be approved in the Department, so supervisors need to help their employees fill out and sign the “Hourly Timesheet Verification” form and get it to me by 12pm on the 16th. The timesheet will not be approved without supervisor signature, so make sure to get these in on time.

Step 6: Terminate Employment

Although we hate to see our student employees leave, when they do, we need to formally terminate employment (even when they graduate). This simply means, letting me know their final working day so I can send a notice to HR and close their employment file with the department.

(Even if they are going to be gone for only one pay period, we should terminate and rehire when they return or they will still have an active timesheet for that pay period. For a brief non-employment period, they will only have to fill out the rehire form with me when they return.)

Thanks for your help and cooperation!