Midwestern State University
Human Resources
How to Hire a Student Assistant
# Rules to Follow

<table>
<thead>
<tr>
<th></th>
<th>Student Assistants</th>
<th>Clerical Graduate Assistants</th>
<th>Research Graduate Assistants</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Work hours</strong></td>
<td>Up to 20 hours per week</td>
<td>Up to 19 hours per week</td>
<td>Up to 19 hours per week</td>
</tr>
<tr>
<td><strong>Class hours</strong></td>
<td>Enrolled in at least 6 hours</td>
<td>Enrolled in at least 3 hours</td>
<td>Enrolled in at least 3 hours</td>
</tr>
<tr>
<td><strong>GPA requirements</strong></td>
<td>Maintain at least a 2.0 cumulative GPA</td>
<td>Maintain academic standards of the degree program</td>
<td>Maintain academic standards of the degree program</td>
</tr>
<tr>
<td><strong>Pay rate</strong></td>
<td>At least current minimum wage but not greater than the current minimum wage + $3.50</td>
<td>At least current minimum wage but not greater than the current minimum wage + $3.50</td>
<td>May be paid a monthly rate that is approved by Graduate Studies</td>
</tr>
<tr>
<td><strong>E Class</strong></td>
<td>S1/W1/W3/WG</td>
<td>G3</td>
<td>G1</td>
</tr>
<tr>
<td><strong>Status</strong></td>
<td>Non-exempt</td>
<td>Non-exempt</td>
<td>Exempt</td>
</tr>
</tbody>
</table>
Exceptions

• Exceptions to the academic requirements, rates of pay, and work hour provisions may be made if approved in writing by the senior administrator
  – A one semester exception to the academic requirements may be made with approval of the designated senior administrator
  – When a student worker possesses highly specialized skills or training, the designated senior administrator may, in extraordinary circumstances, authorize a greater rate of pay
  – An exception to the 20 hour workweek may be made by the designated senior administrator
    • No exceptions to this rule can be made for Foreign National Student Employees during the Fall and Spring semesters
Selective Service

• Males who are U.S. citizens between the ages of 18 and 25 MUST be registered with the Selective Service in order to be employed by MSU
College Work Study

• Use job EClass W1/W3/WG
• Use PC#s ending in WG
• Use minimum wage rate (or rate determined by department) and the CWS wage rate
  – If student reverts back to department funds rather than CWS funds, the department will not be charged the higher CWS wage
• Contact Financial Aid at 4214 with any questions
Steps for Department to Follow

• When hiring a new student employee, give he/she the [New Employee Instructions for Students, Temps, and Adjuncts](#)

• Instruct the student to report to Human Resources within three days

• Complete the [Electronic Personnel Action Form (EPAF)](#)
New Employee Instructions for Students

• Enter the student’s name
• Enter the date that the employee **first worked in paid status**
• Check Position type
• Enter Dept. & Acct. No.
• GPA
• Enrollment hours
• Enter the I-9 completion deadline date
  – 3 business (work) days from the first day of **actual work**
New Employee Instructions for Students (cont.)

• Inform student to take his/her documents to verify eligibility for work to HR by the deadline or they will be terminated

• Inform student of acceptable documents for the Form I-9 completion
In Human Resources, the employee will….

- Complete the **Form I-9**, Employment Eligibility Verification, and **Provide** acceptable Supporting Documents (*The Form I-9 instructions contain a full list of acceptable documents.*)
  - Appropriate documents may include one item from List A:
    - List A: US Passport, Foreign Passport w/ I-94 Insert, Permanent Resident Card
  - Or, one item from List B and one item from List C:
    - List B: Driver’s License, School picture ID
- **Provide** his/her original **Social Security Card** – He/She must show SS card to Human Resources even if he/she chooses not to use this card to complete the Form I-9. If he/she do not have a Social Security card yet, he/she need to bring the SS card to Human Resources as soon as he/she receives it. His/her name for payroll and student records will be **exactly as it appears** on his/her Social Security card.

- **Sign** and receive a copy of the **Data Security Agreement**.

- **Complete** the **W-4 Form**, Employee’s Withholding Allowance Certificate.

- **Receive** the **Packet of Legal Notices for All Employees**.

- **Complete** the Employee **Disability Declaration Form**, survey relase of Information Form, and **Background check Form**.
Remember…

• If the employee fails to report to Human Resources within three days of their start date, it **may result in termination.**
Electronic Personnel Action Form (EPAF)

• Complete a Hire Student Employee, HIREST EPAF

Instructions on how to complete a EPAF can be found here
Background Checks

• If the position is considered security sensitive, a background check is required.
• Send the employee to Human Resources to complete the background consent paperwork.
Changing Status

• If the student’s current position has changed, please submit a Rehire/Chg Hourly Student, STATU1 EPAF

• This is used for changing hours, salary, and dates

Instructions on how to complete a EPAF can be found here
Please keep in mind...

• A copy of the EPAF will remain in departments EPAF Originator Summary History tab. Any changes/corrections made will be in Comments

• Failure to submit all documents correctly and in a timely manner could result in a delay of your student’s paycheck
Rehiring a Student

• If a student is staying/returning to your department this fiscal year, a new EPAF will not need to be submitted.

• **Only** in the event of change of rate of pay or hours will a Rehire/Chg Hourly Student, STATU1 EPAF need to be submitted.

• No other documents need to be submitted.
Terminating a Student

- Complete a Terminate Non-Benefit Job, TERMNB EPAF once a student has left your department
- The expiration date on a EPAF does not indicate to HR or Payroll that employment has been terminated
If you have any other questions, please call Human Resources at 4221.