

Student Employment – Hiring Manager FAQs

Postings

- 1) How do I post a position? **To post a position, go to <https://jobs.nku.edu/hr>. If you are not set up as a student hiring official, email marks@nku.edu.**
- 2) How can I re-open a posting? **To re-open a posting contact Ophelia Marks marks@nku.edu.**

Position Numbers

- 3) How can I find a position number? **Contact your department budget officer.**
- 4) How can I get a new position number set up? **Contact stuemployment@nku.edu**

FWS/IWS

- 5) How can I tell if a student is FWS eligible? **Ask the student or contact the [Office of Student Financial Assistance](#).**
- 6) Can a student's FWS eligibility change? **Yes. Students should contact the [Office of Student Financial Assistance](#).**
- 7) Can a student have more than one FWS funded job at a time? **Yes; however, total hours from all positions cannot exceed 25 hrs/wk (International students: max 20 hrs/wk) during the Academic year; max 35 hrs/wk during Summer, Spring break, and Winter break. In addition, earnings from the jobs will count toward the student's FWS limit listed on their award notification.**
- 8) Does a student need to be enrolled to earn FWS funds? **Yes. The minimum enrollment requirements for FWS eligibility are six credit hours for undergraduate students.**

Pay Rates/Hours Per Week

- 9) How much should I pay a student? **A student is paid at least minimum wage. However, departments determine the pay rate based on their budget. Please contact your department budget officer.**
- 10) Can I increase my student's pay rate? **To increase a student's pay rate, submit an electronic Status/Salary Change PAR through the Manager Self-Service.**
- 11) How many hours per week can my student employee work? **Total hours from all positions cannot exceed 25 hrs/wk (International students: max 20 hrs/wk) during the Academic year; max 35 hrs/wk during Summer, Spring break, and Winter break**

ESS

- 12) What do I do if I cannot see my students in ESS? **Contact [HR-Student Employment](#).**
- 13) What if my student cannot record hours in ESS? **Verify with [HR-Student Employment](#) to see if the student has been cleared to work.**
- 14) Student Time Approval: **Supervisors are to remind students to have their time entered by the time entry deadlines. See [Payroll Calendars](#) for entry deadline dates.**

Stipends

- 15) Where can I find information on stipends? **Information on stipends can be found in [Manager Self-Service](#) under HCM Processes – PARs section.**
- 16) Who do I contact for questions on stipends? **HR Student Employment stuemployment@nku.edu**

Injury Reporting

- 17) Who should I contact if a student is injured on campus? **[Complete an Incident Reporting Form](#)**