



STUDENT EMPLOYMENT Hiring Manual

The Northern Kentucky University Student Employment Hiring Manual was developed to improve and maintain communication between Student Employment and all university departments that hire student employees. This manual will guide you through the policies and procedures governing the NKU Student Employment Program.

Questions? Contact:

stuemployment@nku.edu

STUDENT EMPLOYMENT SUPERVISOR MANUAL

Students are **NOT eligible to work** until their paperwork is fully processed in SAP. If the student is not set up in SAP, they will not have the ability to enter time worked; and will delay the student being put on payroll to receive a paycheck. ****STUDENTS ARE NOT ALLOWED TO WORK DURING THEIR CLASS TIME****

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Types of Work Study

Northern Kentucky University administers the Federal and Institutional work study programs in accordance with the laws, federal and state regulations and instructions issued by or on behalf of the U.S. Department of Education and the U.S. Department of Labor, as well as our own institutional policies.

Federal Work Study (FWS) program provides many departments on campus with funds to hire student workers with financial need. In order for the department to use this type of money, the students must qualify for and be awarded need based FWS aid. It is important to for a student to complete their Free Application for Federal Student Aid (FAFSA) early and indicate that they are interested in receiving Federal Work Study. Once processed, students can check their financial aid to see if they were awarded FWS funds.

Institutional Work Study (IWS) is used when departments on campus hire students and use institutional funds to pay their salaries. These positions are based on the availability of funds in each department and do not depend on any financial need.

Student Requirements

Determining a Student's Work Study Status:

The type of Work Study that a student is eligible for can be verified by the Office of Financial Assistance. Students who are not aware of their Work Study Status can contact the Office of Student Financial Assistance.

Enrollment:

NKU policy dictates that student workers must be enrolled for at least six (6) credit hours during the fall and spring semester. Students do not have to be enrolled in classes during the summer to maintain summer employment for a department, but must have been enrolled in the previous spring or intend to enroll for the upcoming fall.

US citizens are allowed to work a maximum of 25 hours a week during the Academic year and a maximum of 35 hours a week during the summer, spring and winter breaks.

During official school breaks, students may work on campus up to 35 hours per week if they intend to return the following semester. The official breaks are summer break, spring break, winter break as defined by the academic calendar.

International Students:

International students (F-1 status holders) are allowed to work up to a maximum of 20 hours a week during the academic year and must be enrolled in a minimum of twelve (12) hours during the fall and spring semester. Students may work up to 35 hours a week during the summer, spring and winter breaks. Students do not have to be enrolled in classes during the summer to maintain summer employment for a department, but must have been enrolled in the previous spring or intend to enroll for the upcoming fall.

Additional information on international student employment:

<https://inside.nku.edu/internationalstudents/immigration-information/f-1-immigration-information/student-employment.html>

Satisfactory Academic Progress Policy:

All FWS students must be meeting SAP- 2.0 GPA in 67% of their classes (determined by year) to remain in their FWS status. Please contact the Financial Aid office for additional questions on SAP.

Exams and Graduating Students:

A student employee is not able to work during a scheduled class or exam time period. A graduating student is able to work until the last Friday of exam week.

SUPERVISOR HIRING PROCEDURES

Creating Postings in People Admin: In order to post a position, you must be set up as a student hiring manager. If you do not have this access, please contact marks@nku.edu.

Hiring Using People Admin Applicant Tracking

Create a Job Posting: - For instructions, [click here](#). Go to <https://jobs.nku.edu/hr> to create a job posting.

Once the posting is created, HR will post/activate the posting.

Recruiting & Selection: Once you acquire a list of applicants, you can go ahead with conducting interviews and select your candidate. You do not need prior approval to start the interview process.

- **Once you select a student to hire, change the application status to "recommend for hire".**
- **PAR:** You will then enter the student's name into [TeamDynamix](#) to continue with the hiring process.
Note: PAR - The TeamDynamix Form replaces the paper "PAR" and is what kicks off the hiring process.

New Hire Paperwork: The new hire paperwork (data sheet and deposit form) is initiated in TeamDynamix. The paperwork is sent directly to the student to complete.

Background Check & I9 Form: The background check and I9 processes are initiated in TeamDynamix. The student will be sent separate email requests to complete the background check and Section 1 of the I9 form.

I-9 Verifications: Students are to bring their IDs to the HR office for the I-9 Verification.

Once the student's paperwork has been fully processed, you will receive a notification.

Hiring Not Using People Admin Applicant Tracking

- 1) Enter the student's name and information into [TeamDynamix](#).
- 2) **New Hire Paperwork:** The new hire paperwork is initiated in TeamDynamix. Students receive a link to complete the paperwork.

Hiring Not Using People Admin Applicant Tracking (continued)

- 3) **Background Check & I9 Form:** The background check and I9 process will be initiated in TeamDynamix. The student will be sent an email request to complete the background check and Section 1 of the I9 form.
- 4) **I-9 Verifications:** Students are to bring their IDs to the HR office for the I-9 Verification.

Once the student's paperwork has been fully processed, you will receive a notification.

PAR Details

Position Number

- Ties the student to a department, cost center, IWS/FWS etc.
- Can be obtained by communicating with your department budget officer or can be found on Labor Distribution or PBC reports.

Hours per Week - The number of hours per week (along with hourly rate) gives the encumbrance for a student:

- $PBC\ calculation = Hourly\ rate \times FTE \times \#\ of\ pay\ periods\ left\ in\ the\ fiscal\ year$
- The liquidation is based on the estimates NOT actual payroll
- Encumbrances will stop at the students PAR "End Date". See below for more information.
- Retroactive hires will get picked up for PBC from their entry into the system forward

The End Date on the PAR must be accurate.

- This end date should be the students last expected day of employment.
- Students will not be authorized to work past the listed end date.
- Students will not receive pay for any hours entered after the listed end date, unless a new Form is submitted to extend end date.

Encumbrances - For questions regarding the encumbrance calculations, including how the PAR data is incorporated into the calculation, please contact the Senior Analyst of Budget and HR Integration in the office of financial services.

Grant/Cost Overrides – If there is a grant or cost center override, it is important to provide the grant number and cost center. In addition, it is mandatory to provide a begin and end date of the grant cost center override on the PAR. This may or may not be different from the students end of employment date. For questions regarding grants or cost overrides please contact the Senior Analyst of Budget and HR Integration in the office of financial services.

Separating a Student's Employment:

If employment is severed with a student, please complete the separation process electronically via [MyNKU Manager Self-Service](#) link.