

Student Employment Q & A:

To view the student employment policy, please go to:

http://hr.ua.edu/empl_rel/policy-manual/student-employment.html

POSTING JOBS:

Please view the quick guide for assistance posting jobs:

<http://hr.ua.edu/documents/Quick%20Guide%20for%20Creating%20and%20Posting%20a%20Student%20Assistant%20Requisition.pdf>

Where do I post my Undergraduate Student Assistant and my “hourly” Graduate Student Assistant jobs?

- <http://jobs.ua.edu/hr> (click “Student Recruitment” on left side of screen)
- If you don't have a user account click on create user account on the left side of the screen.
- We **do not** post monthly paid Graduate Assistantships on the student site. We post only hourly Graduate Assistant positions. For Graduate Assistantships with tuition assistance please go to: <http://www.career.ua.edu/crimsoncareers.html>.

What types of student jobs can I post on the site?

- Undergraduate Student Assistant (not work study)
- Graduate Student Assistant (must be an hourly paid position with no benefits)
- We **do not** post monthly paid Graduate Assistantships on the student site. We post only hourly Graduate Assistant positions. For Graduate jobs with tuition assistance please go to: <http://www.career.ua.edu/crimsoncareers.html>.

Where do I get a position number?

- Undergraduate Student Assistants – it will be an “S” number. Usually your budget person will know this number and it is found in Banner. You can also call Allison Jeffreys at 348-0866 to request an “S” number.
- Graduate Student Assistants – each Graduate Student Assistant will need to be assigned their own individual position number. This number usually starts with “9” or can be pooled position number starting with a “P”. If you don't already have one in Banner, call Allison Jeffreys at 348-0866.
 - Policy Guidelines for Graduate Student Position Numbers: http://hr.ua.edu/manager_resources/documents/GuidelinesforGraduateStudentPositionNumbers.pdf

Who can I call if I have a question about posting a job or student employment?

- Student Assistant Employment Numbers:
 - Student Employment Line: 205-348-4354
 - Brandi Moses Recruitment Coordinator: 205-348-8213

STUDENT ASSISTANT ELIGIBILITY:

How many hours each semester do students have to be enrolled to qualify to work?

- **Undergraduate Students** – half time enrollment (6 hours)
- **Seniors in final semester** – no minimum enrollment
- **Graduate Students** – graduate school enrollment (4.5 hours)
- **International Students** – full time enrollment (12 hours)
- **Incoming Freshmen/Transfer Students** – can work summer terms as Undergraduate Student Assistants as long as they are at minimum enrolled in classes in the fall (6 hours) and have a CWID number. (See note below about working before they enroll).
- **Incoming Graduate Students** – can work summer terms as Undergraduate Student Assistants as long as they were enrolled as an undergraduate student in the spring semester and are enrolled in graduate school for fall. Once fall semester begins, they need to switch to a Graduate Student position, be accepted into UA's graduate school program, and be assigned to a position number.

Can a student work a Student Assistant job if they won't be enrolled in the fall (due to graduating) or don't have a CWID number yet?

- Yes, however, they cannot be employed as an Undergraduate Student Assistant or Graduate Student Assistant. If a department needs an individual to start work early in the summer prior to their enrollment date for the fall semester OR needs a student that is graduating to continue working to finish up a project during the summer (this position would not last more than 90 days), contact your HR Partner for assistance.

Do Students have to be enrolled in summer classes to work a student position?

- No. A student can work a student assistant position as long as they were enrolled in the spring semester and will be enrolled in the fall semester.

Can a department hire a Work Study student as an Undergraduate Student Assistant for the summer?

- Yes, as long as they were enrolled in the spring semester and will be enrolled in the fall semester. You will need to assign them to an "S" position number. Your budget person will know this number (it is located in banner) or you can call Allison Jeffreys (8-0866) to receive one. Fill out a PA for the student with this number and send it to Human Resources.

Do students in their final semester have to meet the half-time requirement?

- A student in the final semester required to complete the requirements for obtaining a degree, certificate, or other educational credentials offered by the institution, shall be deemed to meet the half-time threshold, regardless of the number of credit hours.

HOURS WORKED:

How many hours can a student work?

- International Students: a maximum of 20 hours during fall and spring, no limits during breaks, holidays, and summer terms.
- All other students: there is no maximum, however no more than 25 hours a week is recommended.
- If a student works 40 hours or more they are not eligible for the FICA exemption (see Payroll/Benefits Information below)

Can a student work more than one student job?

- Yes. As long as the hiring departments are both aware and they adhere to the Student Employment Policy (Section 2). Departments must pay time and a half for anything exceeding 40 hours per week.

PAYROLL/BENEFITS INFORMATION:

How do Undergraduate Student Assistants get paid? How much?

- Bi-weekly
- Through direct deposit
- Each job may pay differently depending on the department funding, job responsibilities, and other factors. We are required to at least pay minimum wage, \$6.55/hr. This will increase to \$7.25/hr on the pay period beginning July 12, 2009.
- Departments must pay time and a half for anything exceeding 40 hours per week.

Are Undergraduate Student Assistants eligible for benefits?

- No

How do Graduate Student Assistants get paid? How much?

- They can be paid monthly or hourly depending on the assignment. Refer to the graduate school website: or contact John Chambers at 348-8282.

Are Graduate Student Assistants eligible for benefits?

- Yes, some graduate student positions do have benefits. For any questions, please contact John Chambers at 348-8282.

What forms should be completed by student employees?

- I-9 Form (**within 3 days of employment**)
- W-4 and A-4 Form
- Direct Deposit

Are students eligible for FICA exemption?

- To be eligible for the student FICA exemption, the student must be enrolled at least half-time and attending classes.

What is the student FICA exemption?

- Students that meet the eligibility requirements as defined by the IRS will not have FICA deducted from their paychecks (social security and Medicare).

Can students work 40 hours and still be eligible for the FICA exemption?

- Students working a normal work schedule of 40 hours per week or more are not eligible for the FICA exemption.

Who do I contact if a student has an on the job injury?

- Follow UA's OJI policy: http://www.hr.ua.edu/empl_rel/policy-manual/oji-policy.htm
- Contact Risk Management at 348-4535.

TERMINATIONS:

Can a student be terminated?

- Yes. A student employee may be terminated due to lack of work, lack of funding, unsatisfactory performance, misconduct, or violation of University rules.
- Employment At Will Policy: http://www.hr.ua.edu/empl_rel/policy-manual/employment-at-will.htm