Hiring Process for a Wage Student Employee:

1. Offer is made to potential student employee.

2. Hiring department completes a Personnel Action Form (PAF) to hire the student. The PAF is given to potential student employee. They will need to come by our office to complete the Tax Packet before they can begin working. **The student cannot start work until ALL paperwork has been submitted to HR.**
   a. The student will need to bring two forms of original ID (Examples: Driver’s license, Social Security Card, Birth Certificate, Passport). Keep in mind that must be the original forms of ID (We cannot accept copies of these IDs) and that both documents have the exact same name on them.
   b. The student will also need to provide either a voided check or a document from their bank that has their routing and account numbers on it.

3. If the student has not worked for the university in over a year, they will need to complete the above mentioned paperwork. If it has been less than one year since they worked for the university, HR will need to review their documents and additional information may be needed.

Reminders for hiring a wage student employee:

- Students cannot work more than 20 hours per week, which includes breaks and summer. If the student is working more than one job, collectively their hours cannot exceed 20.
- Departments only pay worker’s compensation percent of fringes on student employees, as they are exempt from FICA taxes based on full time enrollment.
- During the fall and spring semester, all student employees must be enrolled in classes for 12 or more hours in order to be employed on campus.
- All paperwork that is received late will affect the student’s start date.
- Students are paid biweekly. [Biweekly Pay Date Calendar](#)
- Student earnings are charged to the wage line of the budget.
- Students are not eligible for unemployment compensation.