
Toolkit for Hiring Managers: Student Worker Hiring Process

Recruiting, interviewing, and selecting student worker positions (part-time, hourly, non-benefits eligible) is a completely separate process from hiring full-time and part-time benefits eligible employees, and hourly non-student employees administered through System Human Resources and the PeopleAdmin requisition system. However, the hiring manager does follow the same onboarding and ePAR procedures once the hiring selection has been made. Like all full-time and part-time UNT System employees, student employees are hired At-Will, which is an employment relationship of indefinite duration that may be terminated by either party, at any time, without cause or for any reason except one that is unlawful.

In general, the posting and selection process is determined by the hiring department and largely dependent upon budget availability and the specific needs of the department for part-time support staff. There are no job classifications or official job titles for student worker positions; however there are varying job codes which are determined by Campus HR. As a general term, such positions are referred to as “Student Workers,” although the individual departments may call the position a more applicable name, such as “Student Research Assistant,” “Administrative Clerk,” “Pre-Matriculation Instructor,” etc.

Initial Job Posting

Posting the Position

There are no set requirements for posting a part-time, hourly, non-benefits eligible student position, except for those positions funded through Federal Work Study (explained below). Many student positions are filled by referral and word of mouth. However, it is highly recommended that hiring managers take advantage of available resources for posting jobs, particularly campus job boards. These include:

- **Career Solutions (Grad Leaders)** – Administered by the Career Center (Student Affairs), this is the general, all-student and alumni job board and career event management system. All enrolled students are automatically activated in the system, and only those positions approved by the Career Center will be posted if it is deemed pertinent to our students’ career goals and academic disciplines (all internal campus positions will be approved). Hiring departments will need to activate an account (free of charge) and designate a contact person in order to post positions. The duration of the job posting is determined by the hiring department and may remain on the board indefinitely or until the position is filled.
 - **Hiring Manager/Employer login:**
<https://employer.gradleaders.com/UNTHSC/Employers/Login.aspx?jprid=4175>
- **Financial Aid/Work Study** – Federal Work Study (FWS) Program is based on financial need and enables graduate students to defray a portion of their education expenses with part-time work earnings. The FWS is part of and included in the students’ financial aid package. The student has to have completed a FAFSA and met with the Financial Aid Office to determine eligibility. They must be a UNTHSC student and a permanent/conditional resident or U.S. citizen. All positions considering Federal Work Study (FWS) applicants will be required to post the job description on the Work Study/Jobs for Students page through the Financial Aid Department: <https://www.unthsc.edu/studentjobs/post-a-job/>. Positions are generally posted for 60 days. More information regarding FWS may be found on the Financial Aid website at <https://www.unthsc.edu/students/financial-aid/work-study-programs-and-jobs/> or by contacting the Financial Aid Office at finaid@unthsc.edu. The FWS funding year begins July 1st and runs through June 30th annually.

Candidate Selection

Interviewing Top Candidates

The hiring department will determine their own selection criteria as well as interview methodology and scheduling based on internal needs and standards while aligning with the institution’s Mission and Values. For guidance,

Values-Based Hiring methodologies that have been adopted by the institution for selecting full-time faculty and staff may serve as a helpful resource: <http://www.unthsc.edu/values/values-based-hiring/>.

Selecting the Candidate

The hiring department will select the candidate based on their own predetermined criteria. No formal offer or reporting needs to go through Human Resources for approval; however it is advised to be very explicit when making the job offer to the student to include work hours and conditions, start date, and pay. Making the job offer with these details in writing is highly recommended. Campus HR provides an e-mail template that can be used for extending the offer which includes this plus onboarding information. Once the offer is accepted, the hiring manager will then need to direct the new student employee to complete online onboarding and provide Campus HR with the required documentation (see below)

Extending the Offer

- **Considerations**

Hourly Rate

All student workers will need to be paid at or above the federal minimum wage as set by the US Department of Labor (<https://www.dol.gov/general/topic/wages/minimumwage>). It is recommended that as departmental budgets allow, student positions should start at \$11 per hour or higher if feasible, and not to exceed \$20 per hour. The hourly rate may be determined by the department using such factors as the position's relative level of difficulty and technical skills required, as well as applicable prior experience attained by the candidate.

Work Week Limitations

Regardless of whether a student is paid directly out of departmental state or local funds, or through Federal Work Study, all student workers will be limited to work 19 hours per work week, with reasonable flexibility to accommodate class, exam, and project schedules. The 19 hour per week limit is cumulative if the student holds more than one job on campus (e.g., if the student works 15 hours per week in one department, they are limited to only working 4 hours per week in another position). Any student working over the sum total 19 hour limit will run the risk of being classified as a benefits-eligible employee. As an exception, student workers can work full-time (not to exceed 40 hours/week) during long breaks, such as spring break and summer while not enrolled in classes, but will need to reduce their hours when the semester begins or they will run the risk of being classified as benefits-eligible. **For clarification on work hour limitations and exceptions, please contact Campus HR.**

- **International students** working more than 19 hours a week can jeopardize their visa status. F-1 visa status is a complex and highly monitored process. For more information regarding international student status and work conditions, please contact the International Student and Scholar Services office: <https://www.unthsc.edu/students/international-student-and-scholar-services/employment/>
 - **Federal Work Study Students Working During Scheduled Class Time Is Prohibited.** In general, students are not permitted to work in FWS positions during scheduled class times. Exceptions are permitted if an individual class is cancelled, if the instructor has excused the student from attending for a particular day, and if the student is receiving credit for employment in an internship, externship, or community work study experience. Any such exemptions must be documented.
- **Student Worker – Offer Email Template** (see attached)

Onboarding

Onboarding Information – E-mail Template

Similar to hiring for fulltime benefits eligible positions, part-time student workers will be required to complete onboarding through Campus HR prior to their physical start date. Once the hiring selection is made, it is advisable for the hiring manager to contact Campus HR and request the link and other onboarding information to be provided for the student to begin, if not already included in the **offer e-mail** (the current student onboarding portal is located [HERE](#)). Please provide the student with the hiring Department ID, as they will need this information to login. The onboarding process will need to be completed before the student goes to Campus HR in EAD 280 to complete the required paperwork, including the verification of their I-9 documents.

- **International students** who do not have a social security number will need to contact the International Services Office upon hire for the information needed on how to apply for a social security number before going to the Social Security Administration office. Campus HR will also provide an Employment Verification Letter as part of the SSN application process. The SSN will be needed in order to login for onboarding (this may take up to three days to be issued). International students may technically begin working before the SSN is issued, however, they may not be paid until the number is on file. For more information, go to <https://www.ssa.gov/pubs/EN-05-10181.pdf> (see attached).

I-9

A list of the acceptable I-9 documents can be found at <https://www.uscis.gov/i-9-central/acceptable-documents>.

ePAR

Once Campus HR verifies required I-9 documents, the hiring department may then process the ePAR in order to get the new student employee onto payroll. Campus HR will notify the hiring manager once E-Verify confirms that the candidate is "Employment Authorized." **Note:** If the student is eligible for Federal Work-Study and the hiring department will be paying out of FWS funds, it will be required to attach the completed and signed (by student, hiring department, and Financial Aid) UNTHSC Work-Study Verification Form to the ePAR. This form will have to be renewed for each fiscal year on July 1.

Job Codes in ePAR

Please contact Campus HR to determine the appropriate job code to enter for each student employee. In general, the following job codes are the ones that are most commonly used for on campus student positions:

1720HR – Graduate Research Assistant Hourly

1740HR – Federal Work-Study Student Hourly

1790 – Student Assistant UNT HSC

1790HR – Student Assistant UNT HSC Hourly

1792 – Student Assistant-Other (can be used to hire a non-UNTHSC student worker)

Termination

As stated above, part-time hourly student employees are hired At-Will, which is an employment relationship of indefinite duration that may be terminated by either party, at any time, without cause or for any reason except one that is unlawful. For guidance on how to lawfully and appropriately terminate a student employee other than natural attrition such as graduation or end of project, please contact Campus HR. It should be noted that all student worker positions end immediately upon the student's degree being conferred by the Registrar's Office, **unless the student re-enrolls at UNTHSC**. When a student worker's employment ends, the department should submit an ePAR terminating the employment. The effective date should be the first work day or next scheduled shift for when they are no longer employed (e.g., the student's last day worked was 3/8/2017, so the effective date on the ePAR should be 3/9/2017; however, if they are terminated on Friday and work a M-F work week, the effective date is Monday, not Saturday).

Career Center Services

Please refer student workers to the Career Center for all career development needs, including assistance with CV and resume development, networking and social media presence, mock interviewing, job application strategies, and all other activities associated with job searching and career advancement. The Career Center also offers professional development training on an individual and group basis, including a Student Customer Service Training program called “Serve Others First,” as well as a professionalism and etiquette program called “Perfecting Professional Presence.” For more information please visit the Career Center website:

<https://www.unthsc.edu/students/career-center/>.

Departmental Contacts:

Campus HR (Onboarding and ePAR assistance)

- Alexandria Chavez, HR Assistant
Alexandria.Chavez@untsystem.edu | (817) 735-2690
EAD Suite 280

Career Center (Job Posting and Selection assistance)

- Nancy Eanes, Assistant Director of Career Center
Nancy.Eanes@unthsc.edu | (817) 735-0430
General Information: careercenter@unthsc.edu | (817) 735-5020
Student Service Center, Suite 200

Financial Aid (Federal Work Study eligibility and paperwork)

- Courtney Potts, Financial Aid Counselor
Courtney.Potts@unthsc.edu | (817) 735-2525
Student Service Center, Suite 150

International Services Office (SSN and Hourly Employment assistance)

- Rakia Johnson, Assistant Director of International Services Office
Rakia.Johnson@unthsc.edu | (817) 735-2005
Student Service Center, Suite 210