

Understanding the JCU Summer Student Hiring Process

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Objectives

- Discuss how Student Employment supports our Mission
- Notify you of the Important Dates
- Explain the Approval Process
- Understand Student Eligibility
- Discuss Funding & Compensation Issues
- Review the Forms Required
- Demonstrate how to submit an Electronic Personnel Action Form (EPAF)
- Setting up Student Employees for Success

Supporting the Mission

Student employment, both in summer and during the academic year, is essential to supporting the John Carroll University Mission.

Balancing “The Student Experience” with basic operational needs.

Important Dates to Remember

- The Summer Hire Process begins **March 1, 2016**
- Summer Students are permitted to work **May 8, 2016 – August 27, 2016**

Approval Process

Justification Questions

- Why is the hire necessary?
- What would be the impact if the hire was not approved?

Authorization Required

- Appropriate Dean
- Divisional Vice President
- Budget

Student Eligibility

- Eligible student employees must be registered for the 2016 Fall Semester.
- Student employees working with minors are required to complete a [Background Investigation Release Form](#) prior to starting summer employment.
- Refer to the [Minors on Campus](#) resource page on the Human Resources website.

Funding & Compensation

Amount Requested

- Target
- Actual Expenditure vs. Budgeted Amounts for 2015-2016
- FLSA Issues in Compensation

Funding & Compensation

Hourly Rates:

- \$8.10 for new students
- \$8.35 for returning students
- Each student must complete a timecard to get paid

Stipends:

- Paid a set amount over a set period of time
- Timecards are not required to be completed to get paid

Exceptions:

- Any exceptions must be approved in advance by Rich Mausser, Vice President for Administration/CFO

Forms Required

Program Forms Required

- Department Request Form
- Summer Hire Calculation Worksheet
- New Student Hire Form
- Returning Student Hire Form
- Student Employee Performance Evaluation (optional)

Employment Forms Required

- I-9
- Federal & State Tax Forms
- Direct Deposit (bank routing/account number)

Forms Required

- New student employees cannot work if required forms have not been completed.
- Forms can be found on the [HR Summer Hiring Process webpage](#).
- **Pay will not be generated until these forms have been completed.**

Electronic Personal Action Form (EPAF)

Summer hires will be entered via Banner Self-Service by supervisors. This will create a job record that will pay the employee.

- Information needed to enter an EPAF:
 - Name of student
 - Position Number (provided by Human Resources)
 - Rate or stipend amount
 - Dates of employment
- [Demo](#) of entering an EPAF

Setting up Student Employees for Success

Professional Dress

Set Reasonable Expectations

Provide Regular Feedback

- Attendance
- Performance
- Behavior

Create a Meaningful Experience

Orientation - Culture

Training – KSA's

Evaluation

Thank you for all you do to make
John Carroll University
a **great place to work!**