

Understanding the JCU Summer Student Hiring Process

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North
Coast 99

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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 New OnBase Forms
- 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 **April 1, 2017**
- Summer Students are permitted to work **May 21, 2017 – August 26, 2017**

Approval Process

Justification Questions

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

Authorization Required

- Organization Review
- Budget Review

Student Eligibility

- Eligible student employees must be registered for the 2017 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

- Gross Amount Budgeted
 - Number of positions
 - Hourly Rate
 - Expected Number of Total Hours
- FLSA Issues in Compensation

Funding & Compensation

Hourly Rates:

- \$8.15 for new students
- \$8.40 for returning students to your department
- Each student must complete a timecard to get paid

Stipends:

- Paid a set amount for a specific task performed
- Timecards are not required to be completed to get paid

Exceptions:

- Any exceptions must be approved in advance

Forms Required

Program Forms Required

- Department Request Form via OnBase
- New and Returning Student Hire Form via OnBase

Employment Forms Required

- I-9
- Federal & State Tax Forms
- Direct Deposit (bank routing/account number)
- Foreign National Form if applicable

Forms Required

- Student employees cannot work unless the approval process and required forms have been completed.
- The Request Form can be found via Banner Self-Service
- The employee hire list form will be sent through an email that will allow access to OnBase
- **Pay will not be generated until these forms have been completed.**

On Base Demonstration

- **Summer Hire Request Form**
- **Summer Hire List Form**

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!**