

Understanding the JCU Summer Student Hiring Process

Human Resources

North
Coast 99

HONORING 99 GREAT WORKPLACES
FOR TOP TALENT IN NORTHEAST OHIO

John Carroll
UNIVERSITY

Objectives

- Supporting our Mission
- Important Dates
- Approval Process
- Student Eligibility
- Funding & Compensation
- Review OnBase Forms

Supporting our Mission

- JCU employs over 700 students every year
- Their experience should help prepare them with training and valuable skills to help them be successful in their careers
- Summer student hires are employees and should be treated as such
 - Orientation, training, feedback
 - Expectation to be on time and look and act professionally
- Balance “The Student Experience” with basic operational needs.

Important Dates to Remember

- The Summer Hire Process begins **April 1, 2018**
- Summer Students are permitted to work **May 20, 2018 – August 25, 2018**

Student Eligibility

- Eligible student employees must be registered for the 2018 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

- FLSA Issues in Compensation
 - Summer Student Employees are considered non-exempt and get paid on an hourly basis

Hourly Rates:

- \$8.30 for new students
- \$8.40 for returning students to your department
- Each student must complete a timecard to get paid

Funding & Compensation

Stipends:

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

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 for NEW Student Employees

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

Forms Required

- Student employees **cannot work** and **will not be paid** unless the approval process and required forms have been completed.
- The Department Request Form can be found via Banner Self-Service
- Once the Request Form has been approved, you will be emailed a link to the Student Hire Form

On Base Demonstration

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