Guidelines for Hiring JCU Student Summer Employees

Student employment contributes to many essential services the University provides. In an effort to increase efficiencies in the summer student hiring process, we implemented an automated approval system in Spring 2017.

Below are some general guidelines and information regarding the electronic approval process to help you with hiring student summer positions. As always, if you have any questions, please contact Leslie Beck at lbeck@jcu.edu.

GENERAL GUIDELINES:

- Students are permitted to work from May 19, 2019 through August 24, 2019.

- All student summer employees **must** be registered for the 2019 Fall Semester at John Carroll University.

- New student employees **cannot perform work until all of the following required documentation has been completed**:
  - I-9 Employment Eligibility Verification;
  - Federal & State Tax Forms; and
  - Direct deposit form.
  - Student employees working with minors are required to complete a Background Investigation Release. (Please refer to the Minors on Campus Policy).
  - Foreign Nationals are required to complete the Foreign National Information Form.

- The wage rate is $8.55 per hour for **first time** student employees or student employees who are not returning to the same department.

- Employees returning to the **same** department as last year will be paid $8.55 per hour.

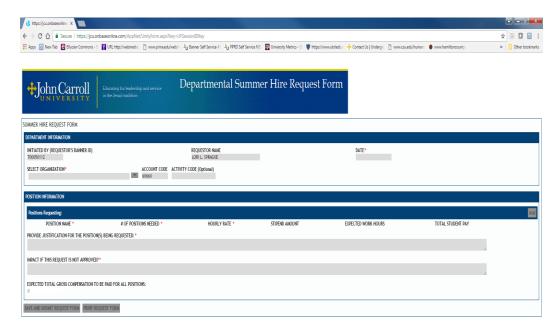- Any rate beyond $8.55 needs to be justified on the Student Summer Hire Request form.

ELECTRONIC APPROVAL PROCESS:

STEP 1: Initiate Student Summer Hire Request Form:

- You will need to know the following information after you access the Student Summer Hire Request Form:
  - The organization code that will be charged to pay the wages of your summer hires;
  - The approved budgeted amount for all summer student employees
    - The number of students you are requesting to be hired
  - Which positions will be paid an hourly rate and which positions will be paid a
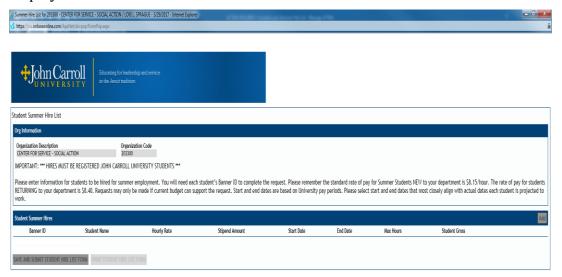
stipend (stipends must be justified).

- To complete the Student Summer Hire Request Form go to Banner Web and select **Employee Services/Student Summer Hire Menu/Student Summer Hire Request Form**. The following screen will be displayed:

- Your Banner ID, name and the current date will be **automatically populated for you**.

- Enter the **Position Name** and the **# of Positions Needed** for summer employment.

- Different hourly rates should be entered on separate lines. Positions paid by a stipend should also be entered as a separate line.

- If you enter an hourly rate greater than $8.55 a field will appear requesting the reason for the increased rate.   Please complete this field.

- Enter the number of **Expected Work Hours** *per student* (i.e. if you have three positions who will work 400 hours each enter **400**)**.** The **Total Student Pay** field will automatically calculate the total amount (# of positions needed **X** Expected Work Hours **X** Hourly Rate).   If it's a stipend the **Total Student Pay** will calculate the # of positions **X** stipend amount.

- **If you need additional positions use the Add button to add rows.**

- Complete the **Provide Justification for the Position(s) Being Requested** field.

- Complete the **Impact If This Request is Not Approved** field.

- After you populate the Summer Student Hire Request form with all of the above information click on the **SAVE AND SUBMIT REQUEST FORM**. This automatically routes the form to the Organization Reviewer (typically department head).   If you are in the Academic Division the Organization Reviewer is the Executive Director of Academic Finance. You will receive an email confirmation after the form has been successfully submitted and routed. Once it's approved at that level it will be routed to the Director of Budget & Financial Analysis for approval.

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STEP 2: Complete Summer Hire List Form:

- Once budget approves the Student Summer Hire Request Form, you will receive an email with a link requesting you to complete the Summer Hire List Form.

- You will need to know the following information *for each student worker* to complete the Student Summer Hire List form:

  - The Banner ID for each summer hire;

  - The Hourly Rate (or Stipend Amount) each summer hire will be paid;

  - The Pay Period Start Date that summer hire will start work;

  - The Pay Period End Date that summer hire will complete work;

  - The Expected Work Hours that summer hire will be working

- Once you click on the link and logon to OnBase the following screen will be displayed:

- Enter the Banner ID of each student you would like to hire. The **Student Name** field will automatically populate.

- Enter the rate each student will be paid in accordance with the established standard rates. (**Reminder:** *The wage rate for 2019 for **both new and returning students is $8.55).***

- Select the **Start Date** and **End Date** from the drop down list. **These dates reflect the pay period start and end dates for summer workers. If you have a student worker starting mid-week, please select the appropriate start date for that week.**

- Enter the total number of hours the student will work in the **Max Hours** field.

- The **Student Gross** field will automatically be calculated (Hourly Rate **X** Max Hours). If the student is being paid by a stipend the entered stipend amount will default to the **Student Gross** field. **NOTE: if the Gross Pay exceeds the previously approved amount from the Student Summer Hire Request Form a Warning message will appear. If you submit the form with the higher amount the form will be routed to budget for approval.**

- **If you have additional students use the Add button to add rows.**

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- Once the above information has been submitted, click the **SAVE AND SUBMIT STUDENT HIRE LIST FORM** button on the bottom of the form and the information will be sent to Payroll for processing.

STEP 3: Final Indication that Summer Hires have been Approved

- You will receive an email indicating when the approval process is complete.

- Students who have been previously employed by John Carroll University will receive a confirmation email indicating their summer employment has been approved and that they need to contact their direct supervisor for details of their employment.

- Students who have NOT previously been employed by John Carroll University will receive an email indicating that they are required to complete the following new hire paperwork **PRIOR** to their start date:
  - I-9 Employment Eligibility Verification
  - Federal tax form
  - State tax form
  - Direct deposit form.

- Student employees working with minors will be required to fill out a [Background Investigation Release](#).

- Foreign Nationals are also required to complete the [Foreign National Information Form](#).

- **STUDENTS WILL NOT BE PEMITTED TO WORK UNTIL ALL REQUIRED EMPLOYMENT PAPERWORK IS SUCCESSFULLY COMPLETED.**

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