

# 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 roughly 800 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 is now available
- Summer Students are permitted to work  
**May 19, 2019 – August 24, 2019**

# Student Eligibility

- Eligible student employees must be registered for the 2019 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
- Stipends will require justification

## Hourly Rates:

- \$8.55 for BOTH new and returning students
- Each student must complete a timecard to get paid

Note: All timecards are electronic and submitted through Banner Web

# 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
- Stipends will require justification

## 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**