

Student Assistant Appointments 2005-2006 Academic Year

It is time to reappoint Student Assistants, Work Study Students and Non-resident Alien student workers into class codes 1870, 1871 and 1868's respectively. Appointment of returning or new hires for August 2005 may begin no earlier than August 2, 2005 which is the start of the pay period for August 2005. As earlier indicated, the Bridge Student Assistants will be terminated effective 8/2/2005 automatically due to CIS support. All 1868 students with expiring ending dates will also be terminated.

[Student handout information](#) contains information for students which references work status and exemption for Social Security. Departments are urged to refer students and distribute this information to student employees. See items 6 & 7 below for the current interpretation on limits for student workers which is covered in the handout.

To insure that students are paid without problems in class codes 1870, 1871 and 1868, the Payroll Office has a list of cautions:

1. [Rate Changes](#) should only be made with effective dates at the beginning of the pay period or hire date with no changes occurring with effective dates during the month. As an example, all rate changes should only contain the following dates, noting those months which start with the 2nd day of the calendar month:
 - 8/2/2005**
 - 9/1/2005
 - 10/1/2005
 - 11/1/2005
 - 12/1/2005
 - 1/1/2006
 - 2/1/2006
 - 3/2/2006**
 - 4/1/2006
 - 5/2/2006**
 - 6/1/2006
2. [New employees](#), entered as hires are required to sign all payroll appointment documents on the first day of employment but no later than the 3rd day from the hire date. Failure to adhere to this requirement could subject department to penalties. Month end process to enter hours for pay into the PeopleSoft "Pay Sheets" will be hampered by late appointments and late processing on new students.
3. [Rehire transactions](#) which follow any prior appointment in the same department should be sequenced behind the same record number. This will preserve the employment history so that it is contained on one record.

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4. Any **non-resident alien student** must report to the International Students Office to start the appointment process before ending with the Payroll Services Office. **These students MUST repeat the visit to the Payroll/International Students Office annually.** Just as all students must have Social Security numbers, they must also have valid visas which allow employment on campus. If departments are unsure of student visa information, it is suggested that you receive confirmation that the student has passed both processes in International Students Office and the Payroll Services Office. Appoint all non-resident alien students into the 1868 class code position.

5. **Appointments for the 2005-6 Academic Year covers only a 10 month period** starting with August 2, 2005 and ends 5/31/2006. Intentions to retain students during the summer are a different process which requires a subsequent appointment to a Bridge Student Assistant at year-end. Departments are notified annually of the Bridge Student Assistant process.

6. Department employees responsible for completing **Pay Sheets (on-line)** to pay student employees should be aware of the bottleneck which occurs in Payroll when all departments are working to get hours into the Pay Sheets for new employees. **It is highly suggested to prepare in advance and enter all student hires on the date of hire and insure that students have reported to the Payroll Office. Entry of new employee sign-ups requires a minimum of 1 day before the new employee is ready to receive hours on the Pay Sheets.** The PeopleSoft database is always available to have hires and rehires entered. Only the Pay Sheets have a limited period to enter hours for pay. See schedule for Pay Sheets:

Month	Pay Sheet Opens	Pay Sheet Closes
Jul, 2005	7/25/2005	8/4/2005
Aug, 2005	8/26/2005	9/2/2005
Sep, 2005	9/23/2005	10/5/2005
Oct, 2005	10/24/2005	11/3/2005
Nov, 2005	11/25/2005	12/5/2005
Dec, 2005	12/21/2005	1/4/2006
Jan, 2006	1/23/2006	2/6/2006
Feb, 2006	2/24/2006	3/6/2006
Mar, 2006	3/24/2006	4/5/2006
Apr, 2006	4/21/2006	5/4/2006
May, 2006	5/22/2006	6/6/2006

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7. Student employees are to be restricted to no greater than 20 hours within any week starting Sunday and running through Saturday. During the 2005-6 A.Y. the Payroll Office will be reviewing all student submitted hours which exceed the limitation of 88 hours/month. The [2005-6 calendar](#) has been modified to show the start of the days designated as instruction days and is marked by an "I" in the upper left hand corner of the cell. In brief, the "between dates" which limit student to 20 hours/week have been listed:

Fall = Aug 22, 2005 through Dec 7, 2005

And

Spr = Jan 18, 2006 through May 10, 2006

8. During the school year, excluding the instructional days, employees paid as student employees in the 1870, 1871 and 1868 are limited to no greater than 40 hours/week between Sunday-Saturday week between the following dates:

Dec 8, 2005 through January 17, 2006

April 9, 2006 through April 14, 2006

May 11-May 31, 2006

With the above example, dates shown do not reflect a full 7 day week and should be prorated using a 4 hr day for the 20 hr/week limitation and 8 hr/day for the 40 hr week limitation—using a Monday-Friday work schedule.

The example:

Week starting Thursday, December 8, 2005 should limit a student to no more than 28 hrs. (12/4/2005-12/10/2005)

Calculation = 3 days @ 4 hrs/day (12/5-7/2005) +

2 days @ 8 hrs/day (12/8-9/2005) =

28 hours would be the MAXIMUM for week.