

# Hiring Process for a Wage Student Employee:

1. Offer is made to potential student employee.
2. The hiring department completes an Electronic Personnel Action Form (PAF) to hire the student. Instructions can be found through the Electronic PAF canvas training shell.
3. Once the Electronic PAF has been approved at all levels and routed to University Human Resources the student worker will receive an e-mail to schedule an appointment with the HR office to complete the new hire paperwork before they can begin working. **The student cannot start work until ALL paperwork has been submitted to HR.**
  - a. The potential employee will need to bring two forms of original ID (Examples: Driver's license, Social Security Card, Birth Certificate, Passport). Keep in mind that the forms of ID must be the original (We cannot accept copies of these IDs) and that both documents must have the exact same name on them.
  - b. The student will also need to provide either a voided check or a document from their bank that has their routing and account numbers on it.
4. Once all paperwork has been completed the individual who entered the EPAF and the supervisor will receive a clearance notification via e-mail which will include the first date the student worker may begin working.

## Reminders for hiring a wage student employee:

- Students cannot work more than 20 hours per week, which includes breaks and summer. If the student is working more than one job, collectively their hours cannot exceed 20.
- Departments only pay worker's compensation percent of fringes on student employees, as they are exempt from FICA taxes based on full time enrollment.
- During the fall and spring semester, all student employees must be enrolled in classes for 12 or more hours to be employed on campus.
- All paperwork that is received late **will** affect the student's start date.
- Students are paid biweekly. [Types of Payroll/Pay Dates | Internalportal | The University of Southern Mississippi \(usm.edu\)](#)
- Student earnings are charged to the wage line of the budget.
- Students are not eligible for unemployment compensation.
- Student workers can only begin employment on Mondays.