

# Hiring Process for a Work Study Student:

1. Offer is made to a potential student employee.
2. The hiring department contacts the Office of Financial Aid to confirm the student worker is eligible for study and has been awarded work-study. If they are not eligible and have not been awarded work-study they must be hired as a wage student worker.
3. 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.
4. 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.
5. 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 work-study 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.
- EPAF dates must coincide with the academic year. You can begin your work study student as early as 2 days before classes begin. The student must stop work on the date of commencement.
- When determining the number of hours, the student can work based on their award amount, you can use the following formula: Award amount for the semester ÷ rate of pay ÷ the number of weeks in the semester = total number of hours allowed. Should the student run out of funds, the department will have to either terminate the student or switch them to wages via a maintenance PAF.
- Students will know if they have been awarded work-study because it is posted to their SOAR account just like any other Financial Aid. When you are recruiting or interviewing your possible student hires, make sure to ask them if it has been posted to that account and what that amount is!
- Departments are charged only worker's compensation percent of fringes on student employees, as they are exempt from FICA taxes based on full-time enrollment.
- All student employees must be enrolled in classes for 12 or more hours in order to be employed as a work study student.
- All paperwork that is received late **will** affect the student's start date.
- Work study students are paid biweekly. [Types of Payroll/Pay Dates | Internalportal | The University of Southern Mississippi \(usm.edu\)](#)
- Students are not eligible for unemployment compensation.
- Student worker employment will be charged to the wage line of the budget.
- Student workers can only begin employment on Mondays.