

Non-work Study Student Hiring Process

Please follow the below steps to hire non-work study student employees to work for your area. Student employees must not begin working until you have received an email from the Office of Human Resources indicating that the student has been authorized to begin working. All paperwork must be completed and approved prior to the employee's start date.

- 1). Review your department's nVision Budget report for information on the budget available to hire student employees in your area. If you have any questions about your budget, please contact the University's Budget office.
- 2). Once the student employee has been selected, complete and submit the Student Employee Data Form for approval (through normal approval path), using a **requested** start date. An assignment end date must be included on the form. For assignments during the Academic Year, the end date should be no later than 5/15. If the student will continue working during the summer, a reinstatement Student EDF should be submitted prior to the summer.
- 3). After the student has accepted the position, the student must complete their Form I-9 (with HR or a certified I-9 Ambassador)
- 4). Students must complete Payroll tax and direct deposit forms, and submit to the Payroll office.
- 5). Student EDF will be reviewed in HR and Budget. Once approved, HR will notify the department that the student is authorized to begin working, and will confirm the approved start date.

Reminders:

- University Staff or Faculty must complete the Student EDF, a student must not complete their own paperwork
- Student employees may work no more than **19 hours/week and no more than 999 hours per calendar year**. These limits are an accumulated total in all jobs that a student holds at CUA.
- Hours **must** be submitted on your department's recap time-sheet **on time** for each semi-monthly pay period (ending on the 15th and last day of the month) in which the student works.
- International Student employees should inform Payroll of their VISA Status and apply for possible US Tax Treaty exemption status - on their first Day/week of work to ensure they have the proper taxation to begin their time with CUA. Every 1st week of January, all need to submit new Tax Treaty forms.
- Departments must not allow student employees to work without receiving authorization from HR.
- Departments that need "specialized" services from students such as photography, music and so on for special events must "hire" them in advance via the HR process.

student EMPLOYEE DATA FORM (sEDF)

THE CATHOLIC UNIVERSITY OF AMERICA

Completed by: _____ on (date) _____

From School/Department: _____ Extension: _____

Full Name of Student: _____ CUA Student ID # _____

Year: First Year Sophomore Junior Senior Graduate Student

Please indicate which action is being made, and fill in applicable information.

New Assignment Reinstatement Separation Transfer/Change of Funding Change of hourly rate

Assignment Data – New/Reinstate

(ALWAYS REQUIRED)

Position title: _____

Position Number: _____ Fund: _____ Org: _____ Account: _____ Project ID _____
[8 digits] [2 digits] [6 digits] [4 digits] [grant only]

Anticipated work hours per week: _____ (19 hrs/wk max total for ALL student positions from August to May – up to 999 hours/year)

Next Assignment Data – Transfer/Change of Funding only

(ONLY COMPLETE IF NECESSARY)

Position title: _____ Date of Change: ____ / ____ / ____

Position Number: _____ Fund: _____ Org: _____ Account: _____
[8 digits] [2 digits] [6 digits] [4 digits]

Start/End Dates

(ALWAYS REQUIRED)

Requested Start date: ____ / ____ / ____ End date: ____ / ____ / ____
[month] [day] [year] [month] [day] [year]

HR Confirmed Start

____ / ____ / ____
HR office use only

Hourly Rate

(REQUIRED FOR NEW ASSIGNMENT / REINSTATEMENT / CHANGE OF HOURLY RATE)

Hourly Rate: \$ _____ Encumber Total: \$ _____
[grant only]

Prior Hourly Wage

(ONLY COMPLETE FOR CHANGE OF HOURLY RATE):

Hourly Rate: \$ _____ Date of Change: ____ / ____ / ____

New Hire Checklist

- I-9 Form
- W4 Tax Form
- DC Tax Form (D4 or D4A)
- MD/VA Tax Form*
*(if applicable)
- Direct Deposit Form

REQUIRED

Proposed by: _____
Chair/Department Head Date

Approved by: _____
Human Resources Officer Date

Approved by: _____
Budget Administration Date

Provost: _____
only applies to academic departments Date

OPTIONAL

Endorsed by: _____
Dean Date

Approved by: _____
Principal Investigator Date

Approved by: _____
Sponsored Accounting Date

Submit to the Office of Human Resources at least 14 days before the effective date of the action unless action is immediate and unplanned.