

## 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), on or before their first day of work.
- 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 15<sup>th</sup> 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 [YEAR]  Law [YEAR]  PhD [YEAR]

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)

**Start/End Dates**  
 (ALWAYS REQUIRED)

Requested Start date: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ End date: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
[month] [day] [year] [month] [day] [year]

<b>HR Confirmed Start</b> _____ / _____ / _____ HR office use only
--

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

Hourly Rate: \$ \_\_\_\_\_ Encumber Total: \$ \_\_\_\_\_  
[grant only]  
 ↓(ONLY USED FOR CHANGE OF HOURLY RATE)↓  
 Date of Change: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

<b>New Hire Checklist</b> <input type="checkbox"/> I-9 Form <input type="checkbox"/> W4 Tax Form <input type="checkbox"/> DC Tax Form (D4 or D4A) <input type="checkbox"/> MD/VA Tax Form* <small>*(if applicable)</small> <input type="checkbox"/> Direct Deposit Form
---

**Transfer To / Change of Funding**  
 (ONLY COMPLETE IF THE ABOVE BOX FOR TRANSFER/CHANGE OF FUNDING IS MARKED)

Position title: \_\_\_\_\_ Date of Change: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
 Position Number: \_\_\_\_\_ Fund: \_\_\_\_\_ Org: \_\_\_\_\_ Account: \_\_\_\_\_  
[8 digits] [2 digits] [6 digits] [4 digits]

**SIGNATURES**

Proposed by: _____ <small>Chair/Department Head Date</small>	Endorsed by: _____ <small>Dean [academic departments only] Date</small>
Approved by: _____ <small>Human Resources Officer Date</small>	Approved by: _____ <small>Principal Investigator [grants only] Date</small>
Approved by: _____ <small>Budget Administration Date</small>	Approved by: _____ <small>Sponsored Accounting [grants only] Date</small>
Provost: _____ <small>[academic departments only] Date</small>	