## Types of Hourly Student Employees

- **S09997** - Regular Part-Time Student Assistant
- **S09996** - Federal Work Study Student Assistant
- **S09992** - Federal Work Study Community Service

**Stipend**
- Third Party On-Campus Vendor
- Teaching/Research/Graduate Assistant

## Student Employee Regulations

- Clear criminal background check before offer letter
- Eligibility: 2.0 GPA or above, age restrictions, credit hour minimums
- I9s processed through Dept of Homeland Security (like HR processes staff/faculty). Early starts of work can yield immigration and tax consequences and/or institutional fines.

## Recruitment

**Post position in Handshake**

Details needed: expected hours/week, job duties, pay/hour, qualifications, and location or modality of work.

Help the student envision working in your department.

Pay tiers can be found on Student Employment website.

**Interview**

Departmental discretion.

Can utilize free, one-way interview platform InterviewStream to help narrow your finalists. SE facilitates the InterviewStream setup.

**Select finalist(s)**

Once decided, solidify your intent to hire with the Hiring Proposal e-form. *Ensure start and end dates on the Hiring Proposal are not the same date and fall within the same fiscal year. Payroll cannot process 1 day work assignments.*

## Onboarding

**Criminal Background check**

*Departmental contact is cc’d.*

Depending on number of previous addresses, can take 1-10 business days.

Sent directly to candidate from HireRight.

**Offer Email**

*Departmental contact & supervisor are cc’d.*

Student either accepts or rejects opportunity.

Student schedules onboarding appointment with SE.

**Onboarding**

DHS portal via Equifax for Form I9 completion.

Forms: Day One, Personal Data, Selective Service.

Identifying documents: must be original (no copies) and unexpired.

*Departmental contact & supervisor cc’d upon successful completion.*

## Post Onboarding Completion

**Department:**

- Time and labor administrator will need to enroll a time manager for new student employee.
- Schedule shift and necessary training. Your employee can start as soon as you receive the Onboarding Complete email.

Student Employment requires and facilitates a paid 1.5 hour SE orientation within first 30 days of work.

## Quantity of Work Maximums:

- 20 hours/week during the Fall and Spring semesters (first day of classes to Saturday after last day of finals).
- 40 hours/week Fall Break, Winter Break, and Spring Break (work week begins Sundays)
- Work hours + UTD course credit hours <= 40 hours/week during Summer