Standard Administrative Procedure

33.99.08.L1.01 Procedure for Hiring Student Workers

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Next scheduled review date: as needed

Standard Administrative Procedure Statement

The purpose of this SAP is to establish procedures for advertising and hiring student workers under the Office of Financial Aid Student Employment Program.

Definitions

For the purpose of this SAP, the term “OFA” refers to the Office of Financial Aid, term “SES” refers to Student Employment Specialist.

Procedures and Responsibilities

A. RESPONSIBILITIES OF HIRING SUPERVISOR – REQUESTING NEW POSITIONS:

The following steps must be taken when requesting new positions.

1. Create a memo indicating justification for position, requested title and the department account number funding the position.

2. Obtain memo approval from appropriate department heads and the Office of Budget/Payroll and Fiscal Analysis or the Office of Grants and Contracts (if a grant position).

3. Attach a student personnel requisition to the memo.

4. Create job vacancy in Dusty Works.

B. RESPONSIBILITIES OF HIRING SUPERVISOR - ADVERTISING:

The following steps must be taken by the supervisor when advertising.

1. Submit a Student Personnel Requisition to OFA with department and position information.

2. To advertise the vacancy, create or “copy job” in Dusty Works using user’s profile.
   a. If job vacancy is copied, edit and update with current information.
b. If job vacancy is created, job description and responsibilities can be obtained from the Office of Human Resources website pay plan for Student Employment.

C. RESPONSIBILITIES OF STUDENT EMPLOYMENT SPECIALIST:

1. Student Employment Specialist will verify student personnel requisition for accuracy,
   i. Title of Position,
   ii. Department ADLOC and account number,
   iii. Verify that position is an allocated position with the Budget/Payroll Office,
   iv. Assign department a job vacancy number,
   v. Approve student personnel requisition submitted by the requesting department,
   vi. Forward student personnel requisition to Comptroller’s Office for verification and approval of department funds,
   vii. Once student personnel requisition is approved by Comptroller’s Office, verify information in Dusty Works,
   viii. Enter the department job vacancy number into Dusty Works,
   ix. Enter dates for advertisement (a minimum of 5 business days unless otherwise noted by department on student personnel requisition),
   x. Approve Dusty Works job vacancy to advertise.

D. RESPONSIBILITIES OF HIRING SUPERVISOR - HIRING:

1. Hiring supervisor will review applications, select and conduct interviews.

2. Hiring supervisor will have student applicant fill out a criminal background authorization form during the interview process.

3. Generate an EPA (Electronic Personnel Action) via Canopy for student selected.
   a. Under justification section include the following:
      1. Who the employee is replacing (ex. Replacement for John Doe),
      2. Dusty Works job ID number,
      3. Percentage the employee will be working (ex. 49% or 30%),
      4. Hours employee may work per week (ex. 19 hrs. or 15 hrs.).

4. Attach to EPA or hand-deliver to the OFA the applicant’s criminal background authorization form.

5. Attach to EPA or hand-deliver to the OFA the referral for interview form for the applicant and those that were interviewed but not hired.

E. RESPONSIBILITIES OF STUDENT EMPLOYMENT SPECIALIST:

1. SES receives EPA via Canopy with criminal background authorization form and referral for interview form either attached or hand-delivered.

2. SES checks EPA for accuracy,
   a. Title Code and title position,
   b. ADLOC Number,
c. Justification section (replacing previous employee name, percent effort, and Dusty Works job vacancy number).

3. SES will check Dusty Works job vacancy number and print applicant’s student employment application.

4. SES will verify that student meets the Student Employment Program requirements for a student worker (non-need based) using the student information system (BANNER).

5. SES will document all items received in an excel spreadsheet with date received and name of applicant selected.

6. SES will generate a Background Check Authorization Form and Cover Memorandum attach it to the applicant’s criminal background authorization form and hand deliver to University Police Department who will work with the Office of Human Resources regarding results.

7. SES will contact student and offer employment once criminal background check clearance is received from the Office of Human Resources.

8. SES will notify hiring department supervisor via email the start date of the student.

9. SES will process new hire orientation for student on either a Monday or Thursday.

10. SES is responsible for collecting and submitting the following documents to the Office of Human Resources for the new hire:

1. IRS Form W-4,
3. TAMIU Employee Personal Data,
4. TAMIU Statement of Previous Texas State Employment,
5. The Texas A&M University System, Notice to Employees of Worker’s Compensation Insurance,
6. Acknowledgement of Receipt of Required Information for New Employees,
7. Student Employment Requirements Office of Financial Aid, Notice to New Student and Work Study Workers,
8. TAMIU Direct Deposit Authorization,
9. Electronic W-2 Authorization,
10. Proof of Selective Service Registration for all male employees between the ages of 18 and 25 (obtained through the selective service web site www.sss.gov).

System Policy 33.99.08 Student Employment

Office of Financial Aid  (956)326-2225 or (956)326-2165