



Standard Administrative Procedure (SAP)

33.99.08.L0.01 Procedures for Student Employment Hiring

First Approved: **February 18, 2014** *(formerly Rule 33.99.08.L1, SAP 33.99.08.L1.01, and SAP 33.99.08.L1.02)*
Revised: **January 11, 2018**
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Procedure Statement and Reason for Procedure

The purpose of this SAP is to establish the Office of Financial Aid (OFA) as the office responsible for the oversight of the Student Employment Program (SEP) at Texas A&M International University (TAMIU). The oversight responsibilities includes hiring all student positions, developing and communicating student employment requirements, outlining responsibilities of OFA and hiring departments, summarizing work study (WS) program requirements, and ensuring student employees understand their right to file a grievance/appeal.

Procedures and Responsibilities

1. GENERAL

- 1.1 General administration of student employment within TAMIU is the responsibility of OFA. OFA shall serve as the main unit for student employees at TAMIU in coordination with the Office of Human Resources (HR) and the Office of Budget, Payroll, and Fiscal Analysis (BPFA). If a student is interested in on-campus employment, it is up to the student to apply for the position(s) of interest. The provisions of this SAP do not apply to the following positions:
- a) Graduate assistant teaching or non-teaching positions
 - b) Graduate assistant research positions
 - c) Non-student employment positions that are processed through HR
 - d) Contract positions

2. EMPLOYMENT PROVISIONS

- 2.1 Student employees are prohibited from working during regularly scheduled class time(s).
- 2.2 Student employees do not need to be enrolled during the summer to maintain student employee status as long as they are pre-registered for the following fall term and sign a statement promising to meet registration requirements.
- 2.3 International student employees will be offered employment in accordance with Texas A&M University System (TAMUS) policy and federal regulations. Federal regulations related to student employment are complex and may change frequently. Hiring departments should consult with OFA and the Office of International Engagement for current requirements and regulations pertaining to the hiring of international students.

3. ELIGIBILITY CRITERIA

The TAMIU SEP has the right to discontinue employment if student employees do not meet and/or maintain the registration and/or grade point average (GPA) requirements as follows.

- 3.1 Student Employee Positions (Non-Need Based):
 - a) Student must be enrolled at least half-time (6 semester credit hours) during the fall and spring semesters in a degree-granting course of study. A student may be exempted from the enrollment requirement if the student is in the final semester of study (i.e., semester of graduation) and demonstrates completion of graduation requirements.
 - b) International students must meet the federal immigration guidelines of 12 semester credit hours for undergraduates and 9 semester credit hours for graduates to be eligible and to maintain employment.
 - c) During the summer term, student must have enrolled during the spring semester and/or be admitted and pre-registered for the fall semester. Additionally, the student will be required to sign a statement promising to meet registration requirements the following fall term.
 - d) Student must have and maintain an overall minimum institutional GPA of 2.0/4.0 for undergraduates and 3.0/4.0 for graduates.
- 3.2 Work Study (WS) Positions (Need Based):
 - a) Student must be enrolled at least half-time (6 semester credit hours) during the fall and spring semesters in a degree-granting course of study. A student may be exempted from the enrollment requirement if the student is in the final semester of study (i.e., semester of graduation) and demonstrates completion of graduation requirements.
 - b) Student must be a U.S. citizen or an eligible non-citizen (permanent U.S. resident with a Permanent Resident Card I-551).
 - c) Student must demonstrate financial need by submitting a FAFSA or TASFA application.
 - d) Student must have and maintain an overall minimum institutional GPA of 2.0/4.0 for undergraduates and 3.0/4.0 for graduates.
 - e) Student cannot be in "default" or "delinquent" on any loan plan with the State or

Federal government.

- f) Student must have a current and complete file with OFA.
- g) Student must meet all other requirements as stated in the Satisfactory Academic Progress Policy (SAPP). Refer to the most current SAPP on the [OFA webpage](#).

4. RESPONSIBILITIES

4.1 Office of Financial Aid shall:

- a) Assist supervisors in the process of hiring and separating student employees.
- b) Receive and process requests from supervisors who wish to hire student employees.
- c) Provide supervisors with annual SEP training which shall include information relating to TAMIU guidelines, changes, and/or updates.
- d) Provide information at TAMIU's New Student Employee Orientation regarding guidelines and other information required for new student employees.
- e) Provide verification of WS eligibility.
- f) Serve as a resource to assist students seeking part-time student employment.

4.2 Hiring Departments shall:

- a) Ensure employees hired under student employee title codes meet the definition of a student employee.
- b) Generate the appropriate business process in Workday (the HR information system) when:
 - student is hired;
 - student is to be promoted, transferred, or given a pay increase;
 - changes are made to the job title, department or work unit, account number, or job classification; or
 - student separates from employment for any reason. (NOTE: Letters of resignation and Exit Processing Forms should be submitted by the student to the hiring supervisor and routed to OFA. The Exit Processing Form is available from the [HR webpage](#) under the FORMS tab. Letters of termination with appropriate documentation and Exit Processing Forms should be submitted by the hiring supervisor to OFA. Hiring supervisors must contact HR for procedures prior to any disciplinary action and/or termination).
- c) Post job vacancies in [Dusty Works](#).
- d) Ensure that student employees promptly complete all required trainings.
- e) Ensure the title and title code used are based on the actual job duties of the position.
- f) Ensure that the student employee does not work past the end date specified on the final Workday business process.
- g) Supervise the student.
- h) Establish for the student employee a work schedule that does not conflict with the student employee's class schedule.

5. REQUESTING NEW POSITIONS

The following steps must be taken by departments when requesting a new student employee position.

- a) Generate a memo requesting the position the title of position, justification for the position, and the department account number for funding.
- b) Obtain memo approval from the appropriate department heads and BPFA or the Office of Grants and Contracts if requesting a grant position.
- c) Attach to the memo a Student Personnel Requisition (available on the [OFA webpage](#)).
- d) Create the job vacancy in [Dusty Works](#).

6. ADVERTISING

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

- a) Submit a Student Personnel Requisition (available on the [OFA webpage](#)) to OFA with department and position information. For a new position, the job description and responsibilities can be obtained from the [HR webpage](#) under the PAY PLAN tab. For an existing vacancy, create or “copy job” in [Dusty Works](#). If the job vacancy is copied, edit with the updated information.

6.2 The following steps must be taken by OFA’s Student Employment Coordinator (SEC) for advertising.

- a) Review, verify, and approve the Student Personnel Requisition submitted by the department.
- b) Forward Student Personnel Requisition to the Comptroller’s Office +for verification and approval of department funds.
- c) Assign a job vacancy number and enter it into Dusty Works.
- d) Enter dates for advertisement (a minimum of 5 business days unless otherwise noted by department on Student Personnel Requisition).
- e) Approve Dusty Works job vacancy to advertise.

7. HIRING

7.1 The following steps must be taken by the hiring supervisor.

- a) Review applications, select a pool, and conduct interviews.
- b) Ensure applicant(s) complete a Background Check Authorization Form with DPS Form during the interview process. The Background Check Authorization Form with DPS Form is available from the from the [HR webpage](#) under the FORMS tab.
- c) Generate a business process in Workday for student selected and under the justification section, include the following:
 - who the employee is replacing (ex: Replacement for John Doe)
 - the Dusty Works job vacancy number
 - percentage the student employee will be working (ex: 49% or 30%)
 - hours the student employee may work per week (ex: 19 hours or 15 hours)
- d) Submit (as hard copy or electronically) to OFA the selected applicant’s Background Check Authorization Form with DPS Form.
- e) Submit (as hard copy or electronically) to OFA the Referral for Interview Form(s) for the selected applicant and for those who were interviewed but not hired.

- 7.2 The following steps must be taken by OFA's SEC when hiring a new student.
- a) Check the Workday business process for accuracy.
 - b) Receive Background Check Authorization Form with DPS Form and Referral for Interview Form(s).
 - c) Check Dusty Works job vacancy number and print applicant's student employment application.
 - d) Verify that student meets the SEP requirements using the student information system (BANNER).
 - e) Document all items received in a spreadsheet with date received and name of applicant selected.
 - f) Generate a Background Check Authorization Form and Cover Memorandum, attach it to the applicant's Background Check Authorization Form with DPS Form, and hand-deliver to the University Police Department who will work with HR regarding the results.
 - g) Contact the student and offer employment once background check clearance is received from HR.
 - h) Send email notification to the hiring department supervisor of the start date of the student employee.
 - i) Under the guidance of and in collaboration with HR, conduct new hire orientation for student employee(s).

8. PAY PLAN AND BENEFITS

- 8.1 All student employees will be paid in accordance with the Student Employment Pay Scale available on the [HR webpage](#) under the PAY PLAN tab.
- 8.2 Student employees do not qualify for vacation, sick leave, emergency leave, or holiday pay nor are they eligible for group insurance benefits unless they work the required number of hours. Student employees are covered under the provisions of Workers' Compensation Insurance and Social Security. Payroll deductions for Social Security and taxes will be made by BPPFA as appropriate.

9. WORK STUDY (WS)

- 9.1 Students who have met eligibility criteria may be awarded Federal or Texas college WS funding as part of a financial aid package by OFA.
- 9.2 WS students may not exceed their cost of attendance budget with their work study allocation.

10. GRIEVANCES OR APPEALS

- 10.1 TAMIU student employees have the right to file a grievance regarding complaints, disagreements, or differences with their supervisor and/or coworkers. Student employees also have the right to appeal employment-related decisions. Such grievances or appeals must be filed in accordance with [System Regulation 32.01.02, Complaint and Appeal Process for Non-faculty Employees](#).

- 10.2 TAMIU student employees who experience, observe, or are informed of alleged or suspected illegal discrimination, sexual harassment, and/or retaliation are responsible for reporting that information in accordance with [System Regulation 08.01.01, Civil Rights Complaints](#).
 - 10.3 Student employees may seek direction from OFA regarding the grievance and appeal processes.
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Related Statutes, Policies, Regulations, or Rules

[System Regulation 33.99.08, Student Employment](#)

Definitions

Student Employee:

A student who is enrolled at TAMIU, working part-time on or off campus, and is processed through OFA under the student employment title codes established by HR. The term “student employee” refers to employees in the following titles as well.

Student Worker, Student Worker Special, Student Assistant, Student Research Assistant, Student Data & Information Assistant, Student Manager:

The hiring department pays 100% of the student’s wages plus applicable fringe benefits (FICA, Workers’ Compensation, Unemployment Insurance, etc.)

Work Study (WS):

The student must meet federal/state requirements to participate in these programs and TAMIU’s SAPP (refer to the most current SAPP on the [OFA webpage](#)). After selection, the student is awarded a Federal or State College WS position through OFA. The student’s salary plus applicable fringe benefits (FICA, Workers’ Compensation, Unemployment Insurance, etc.) are funded through a combination of federal and institutional funding or state and institutional funding. A student employed as a WS is classified as such as long as WS funds are being utilized. Students in this category may hold titles such as Federal College Work Study Student, State College Work Study Student, or Federal College Work Study-Community Service.

Contact Office

Office of Financial Aid, 956-326-2225 or 956-326-2165