

The image shows the cover of a spiral-bound notebook with a light brown, textured paper. The spiral binding is on the left side. The text is centered on the cover in a bold, dark blue serif font.

Transaction Guidelines/Procedures

Summer 2009

**Hourly Students
Graduate Students**

Topics of Discussion

Welcome to the Kansas State University Summer 2009 Transactions Guidelines & Procedures for Hourly Students & Graduate Students.

In this session Hourly Student Processing and Graduate Student Processing for Summer 2009 will be discussed.

We will also show you some of the summer effective dates and submission due dates that pertain to hourly students and graduate students. Other processing dates, for example last day to enter time & leave, can be found in the HRIS Schedule, our monthly processing schedule. In addition, we routinely publish Payroll & Employment Dates which includes beginning and ending dates of each semester, academic year and fiscal year dates.

These are resources that we encourage you to use and hopefully will make processing a little easier.

2009 Summer Effective & Submission Due Dates

The following table indicates the effective dates and submission due dates for processing summer transactions for hourly students and graduate students.

***Submission Due Dates – Those employees for whom transactions are received after the due date may experience incorrect or delayed paychecks. To facilitate processing, transactions should be submitted as soon as possible for all summer pay periods.**

2009 Summer Effective Dates & Submission Due Dates

Due Date	Type of Action
May 16	End of 9-month appointments
May 17	Hourly Student Summer Appointments may begin
May 17	Summer and/or Summer School appointments may begin for Faculty or Graduate Students
May 22*	Completed transactions due in Human Resources (HR) for the May 17 – May 30 pay period (June 12 paycheck)
June 5*	Completed transactions due in HR for the May 31 – June 13 pay period (June 26 paycheck)
June 13	End of 12-month fiscal year appointments Last day of FY 2009
June 14	KSU Minimum Wage Increase to 7.25/hour
June 14	First day of FY 2010 FY 2010 funding in effect 12-month appointment or reappointment
June 19*	Completed transactions due in HR for the June 14– June 27 pay period (July 10 paycheck)
July 2*	Completed transactions due in HR for the June 28 – July 11 pay period (July 24 paycheck)
July 17*	Completed transactions due in HR for the July 12 – July 25 pay period (August 7 paycheck)
July 31*	Completed transactions due in HR for the July 26 – August 8 pay period (August 21 paycheck)
August 9	Beginning of first pay period of 9-month academic year 9-month appointment or reappointment
August 14*	Completed transactions due in HR for the August 9 – August 22 pay period (September 4 paycheck)

Hourly Student Processing – Summer 2009

Employment Eligibility Requirements:

For Hourly students to be eligible for employment during the summer one of the following requirements must be met:

- **Enrolled in at least one credit hour during the summer,**
- **Enrolled in at least six hours the past spring semester, includes May graduates**
- **Pre-enrolled in the upcoming Fall semester in no fewer than 6 hours**
- **Admitted to study in the upcoming Fall semester**

Students with F1 or J1 visa may only be employed during the summer semester if they have been enrolled in no fewer than 6 credit hours in the previous spring semester or are enrolled in any number of hours in the summer semester

Hourly Student Processing – Summer 2009

Employment Dates for new hires and rehires

Summer Employment:

**May 17, 2009 through
August 23, 2009**

Fall Employment:

**August 9, 2009, if officially
enrolled in six credit hours for fall**

Hourly Student Processing – Summer 2009

Appointing Student

- ☑ Hourly Student Data Sheet (PER-40) should be completed for an hourly student being appointed or rehired.

- ☑ In addition supporting documents are usually required, for example W-4 Form, K-4 Form, Form I-9, etc. For a complete list of documents required for a new hire or rehire refer to the transaction check list for hourly student employees
<http://www.k-state.edu/hr/ped/hrlychecklist.html>.

- ☑ For a rehire, please verify that both the student's address and the direct deposit information (if applicable) in HRIS are up-to-date. When a student terminates, this information is not deleted from HRIS unless the employee has been terminated on all employment records for more than a year.

Hourly Student Processing – Summer 2009

Appointing Student con't

- ☑ For international students an hourly student On-Campus Work Permit is required for new employees. Personnel Specialists should electronically request the work permit through the International Student Center. Further information on work permits can be found <http://www.k-state.edu/hr/ped/workpermit.htm>
- ☑ Employee Oath must be completed and notarized for all new hires. For rehires the Employee Oath is not required.

Hourly Student Processing – Summer 2009

Separations

Hourly students must be terminated no later than May 16, 2009, if they will not be working during the summer. However, if they will be returning to the same position for the fall semester, they may be allowed to remain on the department's payroll as long as another KSU department or State of Kansas agency does not hire them during the summer.

To process student terminations, departments have access to enter an Appointment End Date. See instructions at

<http://www.k-state.edu/hr/hris/hris-reports-other.html>

Click on "Appointment End Date". Terminations may also be processed by submitting an individual Hourly Student Data Sheet (PER-40) or blanket listings indicating Employee Name, Employee ID, Record #, Position # and effective date of termination.

Graduate Student Processing – Summer 2009

Under this session we will cover graduate student appointments and rehires. Important payroll dates as well as Summer School/Summer appointments and Separations.

Graduate Student Processing – Summer 2009

Important payroll dates for graduate student transactions for the summer

- ☞ Summer 2009 – May 17, 2009 to Aug 23, 2009
- ☞ Fiscal Yr 2009 – June 15, 2008 – June 13, 2009
- ☞ Fiscal Yr 2010 – June 14, 2009 – June 11, 2010
- ☞ Academic Yr 2009-10 – August 9, 2009 – May 15, 2010

The exact beginning and ending dates of each semester and how these dates relate to student employment are routinely published by Human Resources and are available at [Payroll and Employment Dates](#).

Graduate Student Processing - Summer 2009

Employment Eligibility Requirements:

For Graduate Students to be eligible for employment during the summer they must be:

- **Enrolled in three semester credit hours during the summer**

OR

- **have been enrolled in at least six credit hours the previous spring semester.**

Graduate Student Processing – Summer 2009

New Appointments/Rehires

For new appointments a Graduate Student Appointment Form (PER-41) needs to be completed along with supporting documents.

Supporting documents include W-4 Form, K-4 Form, Form I-9, etc. For a complete list of documents to be included with a new hire or rehire please access <http://www.k-state.edu/hr/ped/hrlychecklist.html>

For rehires with a break of more than one day a Graduate Student Appointment Form (PER-41) needs to be completed. Supporting documents only required if there has been a change.

For rehires with no break in service a Change or Separation Form (PER-39) is to be completed or you may change the Appointment End Date on line. If the appointment end date is updated on line you do not need to submit paperwork to HR, unless some other change is needed, for example a pay rate change.

Graduate Student Processing – Summer 2009

New Appointments/Rehires con't

Please verify that both the student's address and the direct deposit information (if applicable) in HRIS are up-to-date. When a student terminates, this information is not deleted from HRIS unless the employee has been terminated on all employment records for more than one year

Graduate Student Processing – Summer 2009

New Appointments/Rehires con't

Spoken English Assessment (PER-20)

For new Graduate Teaching Assistants (GTA's) the Spoken English Assessment section on the PER-41 needs to be completed.

For GTA's whose first language is not English a PER-20 must be submitted. TSE or SPEAK score is required as well as names and signatures of three individuals of whom one must be a student.

For those who have a score of less than 50 a PER 20A, GTA Spoken English Remediation Course/Program Approval Request form is required. This form is to be submitted to the English Language Program for review and recommendation of remediation before remitting to HR.

Graduate Student Processing – Summer 2009

New Appointments/Rehires con't

On Campus Work Permit (if applicable) –

For international students a graduate student on campus work permit will be required for new employees. Personnel Specialists should request this electronically through the International Student Center. Further information on how to obtain a work permit can be found at

<http://www.k-state.edu/hr/ped/workpermit.htm>

The graduate student work permit is usually good for the length of their assistantship. A new work permit is required if the existing one is expired. Just a reminder, a work permit is required for each department in which a student is employed. During the summer months there are a few cases in which a graduate student is transferred to an hourly student position within the same department. This usually requires a submission of an hourly student work permit. However, during the summer only, a work permit would not be required if a graduate appointment switches to an hourly student within the same department unless the graduate student work permit had expired.

Graduate Student Processing – Summer 2009

Summer School Appointments – GTA's

Individual Graduate Student Appointment Forms (PER-41) are not required for summer school appointments if the person held a graduate student appointment during the preceding spring semester. The information provided by the colleges will be forwarded to HR for processing into HRIS.

Individual appointment forms will only need to be submitted on new Graduate Teaching Assistants.

Graduate Student Processing- Summer 2009

Summer Appointments – GRA's

For summer appointments on graduate students HR will accept blanket listings. However, you will need to submit separate listings for those with Job title changes versus those without Job title changes. An example of a job title change will be those who were GTA's (graduate teaching assistants) and for the summer they are being appointed as GRA's (graduate research assistant).

Graduate Student Processing

Blanket Listings Without Title Changes

- Department ID
- Department Name
- Employee ID
- Record #
- Employee Name
- Position #
- FTE
- Effective Date
- End Date
- Biweekly Compensation Rate
- Signatures

← Blanket listings without Job Title changes should have the following information included.

Graduate Student Processing

Blanket Listings With Title Changes

- Department ID
- Department Name
- Employee ID
- Record #
- Employee Name
- Position #
- Job Code
- FTE
- Effective Date
- End Date
- Biweekly Compensation Rate
- Signatures

← Blanket listings with Job Title changes should have the following information included.

Graduate Student Processing – Summer 2009

Separations

To terminate a graduate student a Change and Separation Form (PER-39) should be submitted if the end of appointment date is different than indicated at time of appointment. You would indicate the Action “Termination” (TER) and Reason “End of Temporary Appt” (ETM).

As another option you may enter an Appointment End Date on line. If you process on line no paperwork is required in HR. Normally you must have the end date updated before 6:00 p.m. the Thursday before the pay period ends.

Questions?

Questions may be referred to your Human Resources Hourly Student and Graduate Student Liaison found at

<http://www.k-state.edu/hr/pedstudliaison.htm>