

**2012**

**HOURLY STUDENT  
&  
GRADUATE STUDENT**

**SUMMER TRANSACTION  
GUIDELINES**

# ***WELCOME TO OUR PRESENTATION!***

Welcome to the “Summer 2012 Transaction Guidelines & Procedures for Hourly Students & Graduate Students” on-line presentation. This presentation is designed at assisting personnel specialists as you complete transaction forms for hourly and graduate student employees.

In the pages that follow, you will find the summer effective dates and submission due dates that pertain to employment. Other processing dates, for example last day to enter time & leave, are found in the HRIS Schedule, our monthly processing schedule. In addition, we routinely publish Payroll & Employment Dates which include beginning and ending dates of each semester, academic year and fiscal year.

We have also provided the policies regarding summer employment for students, as well as instructions on how to complete forms. We hope this information will assist you as your prepare your transactions!

## 2012 SUMMER EFFECTIVE & SUBMISSION DUE DATES

The table on the following page outlines the effective dates and submission due dates for submitting summer transactions to the Division of Human Resources.

Take special note of the 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.

# 2012 SUMMER EFFECTIVE DATES & SUBMISSION DUE DATES

Due Date	Type of Action
May 12	End of 9-month appointments
May 13	Hourly Student Summer Appointments may begin
May 13	Summer and/or Summer School appointments may begin for Faculty or Graduate Students
May 20*	Completed transactions due in Human Resources (HR) for the May 13 – May 26 pay period (June 8 paycheck)
June 1*	Completed transactions due in HR for the May 27 – June 9 pay period (June 22 paycheck)
June 9	End of 12-month fiscal year appointments Last day of FY 2012
June 10	First day of FY 2013 FY 2013 funding in effect FY 2013 pay increases, if applicable 12-month appointment or reappointment contract start date 12-month rank changes
June 15*	Completed transactions due in HR for the June 10 - June 23 pay period (July 6 paycheck)
June 29*	Completed transactions due in HR for the June 24 – July 7 pay period (July 20 paycheck)
July 13*	Completed transactions due in HR for the July 8 – July 21 pay period (August 3 paycheck)
July 27	Completed transactions due in HR for the July 22 – August 4 pay period (August 17 paycheck)
August 5	Beginning of first pay period of 9-month academic year 9-month appointment or reappointment
August 10*	Completed transactions due in HR for the August 5 – August 18 pay period (August 31 paycheck)

# HOURLY STUDENT TRANSACTIONS

## HOURLY STUDENTS

### Employment Eligibility Requirements:

For a student to be eligible for hourly student 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
- Pre-enrolled in the upcoming fall semester in no fewer than six hours
- Admitted to study in the upcoming fall semester

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

## **HOURLY STUDENTS (CONTINUED)**

Employment Dates for new hires and rehires:

Summer Employment -

May 13, 2012 through August 18, 2012

Fall Employment -

August 5, 2012 though December 15, 2012

Note: A student who graduates in May is allowed to continue their hourly student appointment until August 18, 2012.

# HOURLY STUDENT HIRES & REHIRES

## WHAT IS NEEDED TO HIRE OR REHIRE AN HOURLY STUDENT?

- ☑ Hourly Student Data Sheet (PER-40) should be completed for an hourly student being appointed or rehired.
- ☑ In addition, supporting documents are required; for example, the K-4 Form, Form I-9, Substance Abuse, etc. For a complete list of documents required for a new hire or rehire, refer to the transaction checklist 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.
- ☑ If you are rehiring an hourly student with a break in service of more than 30 days, be sure to complete an I-9 for the employee. If the previous I-9 is less than three years old, we only need Section 3 of the form completed. If more than three years old, we need a completely new I-9.

## HOURLY STUDENT HIRES & REHIRES (CONTINUED)

- ☑ For international students, an hourly student On-Campus Work Permit is required. Personnel Specialists may electronically request the work permit through the International Student & Scholar Services. Further information on work permits may be found at: <http://www.k-state.edu/hr/ped/workpermit.htm>
- ☑ The Employee Oath **must** be completed signed for all new hires.

## HOURLY STUDENTS (CONTINUED)

Instructions on how to complete the Form I-9 are found on the HR web page:

<http://www.k-state.edu/hr/ped/compl-9.html>

Instructions on how to complete the Hourly Student Data Sheet (PER-40) are found on the HR web page:

<http://www.k-state.edu/hr/ped/compper40.htm>

## HOURLY STUDENT SEPARATIONS

Hourly students must be terminated no later than May 12, 2012, if they will not be working during the summer. However, if they will be returning to the same position for the fall semester, they are allowed to remain on the department's payroll as long as another 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>

Terminations may also be processed by submitting an individual Hourly Student Data Sheet (PER-40).

# GRADUATE STUDENT TRANSACTIONS

## **GRADUATE STUDENTS**

### Employment Eligibility Requirements:

For Graduate Students to be eligible for employment during the summer, one of the following requirements must be met:

- Enrolled in at least three semester credit hours during the summer; OR
- Enrolled in at least six credit hours the previous spring semester

## **GRADUATE STUDENTS (CONTINUED)**

Important payroll dates for graduate student summer employment!

Summer Employment:

May 13, 2012 to August 18, 2012

Fall Employment:

August 5, 2012 to December 15, 2012

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](#).

**Note: A graduate student who graduates in May should be moved to an hourly student appointment for the summer.**

# **GRADUATE STUDENT HIRES/REHIRES**

## WHAT IS NEEDED TO HIRE OR REHIRE A GRADUATE STUDENT?

- ✓ A Graduate Student Appointment Form (PER-41) should be completed for a graduate student being hired or rehired.
- ✓ In addition, supporting documents are required; for example the K-4 Form, Form I-9, Substance Abuse, etc. For a complete list of documents to be included with a new hire or rehire, refer to the transaction checklist for graduate student employees.

<http://www.k-state.edu/hr/ped/hrlychecklist.html>

- ✓ For a rehire, please verify that both the students 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 longer than a year.

## GRADUATE STUDENT HIRES/REHIRES (CONTINUED)

- ✓ 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 employee is still active. 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).
- ✓ If you are rehiring an hourly student with a break in service of more than 30 days, be sure to complete an I-9 for the employee. If the previous I-9 is less than three years old, we just need Section 3 of the form completed. If more than three years old, we need a completely new I-9.

## GRADUATE STUDENTS (CONTINUED)

Instructions on how to complete the Form I-9 are found on the HR web page:

<http://www.k-state.edu/hr/ped/compl-9.html>

Instructions on how to complete the Graduate Student Appointment Form (PER-41) are found on the HR web page:

<http://www.k-state.edu/hr/ped/compper41.htm>

## **GRADUATE STUDENTS (CONTINUED)**

### Spoken English Assessment (PER-20) :

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

For GTA's whose first language is not English, a Faculty and GTA Spoken English Competency Assessment Sheet (PER-20) must be submitted. A TSE or SPEAK score is required with the names and signatures of three individuals – one of whom must be a student.

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

## **GRADUATE STUDENTS (CONTINUED)**

### **On Campus Work Permit (if applicable):**

An on-campus work permit will be required for new graduate student employees who are international students. Personnel specialists request this form electronically through the International Student and Scholar Services. Further information on how to obtain a work permit may be found at:

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

The graduate student work permit is usually good for the length of the individual's 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. Also, there are a few cases during the summer 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 STUDENTS (CONTINUED)**

Summer School Appointments – Graduate Teaching Assistants:

Information for summer school is entered in HRIS by the major administrative units/dean's offices for each college. From this data, HR will key graduate student summer school information in HRIS. These employees will remain on the same record number they were on prior to summer school.

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

## **GRADUATE STUDENTS (CONTINUED)**

Summer Appointments – Graduate Research Assistants:

For summer appointments on graduate students, please submit a Change or Separation Form (PER-39) to continue their appointment. GRA's are not entered in the summer pages in HRIS. These employees will remain on the same record number they were on prior to the summer appointment.

For those with job title changes (example: GTA going to GRA for summer), please submit a PER-39 also.

## **GRADUATE STUDENT (CONTINUED)**

### 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. 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 enter the date on-line, no paperwork is required for Human Resources. Normally, you must have the end date updated before 6:00 p.m. the Thursday before the pay period ends.

Thank you for viewing our presentation. We hope the information provided has been helpful. Further information may be found on the Division of Human Resources web site under the “Transaction Guidelines” section.

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

# QUESTIONS?

Questions regarding Hourly Student and Graduate Student transactions should be referred to a Division of Human Resources liaison.

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