



Policies and Procedures
for
Student Temporary
Hiring

Student Temporary Hiring Procedures

For Temporary Student Employees:

1. At least 21 days prior to the anticipated start date, when possible, the Hiring Manager prepares Temporary Personnel Action and Request for Temporary Recruitment forms to request a temporary appointment. (These forms are located on the Human Resources – HR Forms webpage.)

In order to avoid grant billing complications and processing delays, the paperwork for grant-funded positions should not extend past the end of the current grant term (typically September 30 of each year). If you do not know exactly when your grant ends, before you prepare your personnel action documents, please contact the Contracts & Grants Office located in Room 209, Eller Hall. Their telephone number is 336-750-2734.

2. After completion of the forms and acquisition of all required signatures, the student forms must be scanned and emailed to the Budget & Analysis Office at personnelaction@wssu.edu. Forms for grant-funded positions must be scanned and emailed to Contracts and Grants at grantspersonnelaction@wssu.edu.
3. The Budget Office/Contracts and Grants review the request for availability for funds and once approved, electronically forwards the request to the Human Resources Office for review and processing.
4. Human Resources will review the budget documents, check to ensure that the request does not exceed 12 consecutive months, validate salary requirements, and enter the employee/job information into the Banner/Payroll system.
5. Upon receipt of properly completed and approved budget documents, Human Resources will contact the proposed employee via email with the Temporary Appointment Acceptance Letter and any other required employee forms, e.g., tax withholding, direct deposit, and criminal background check release forms.

Note: Human Resources is willing to accept a completed criminal background check release form for an approved potential employee prior to receipt of approved budget documents in order to shorten the wait time for an employee to be authorized to begin working. **Under no circumstances should an employee begin working prior to authorization from Human Resources.**

6. After receipt of satisfactory criminal background check results, the supervisor will be notified by Human Resources that the employee has been authorized to begin work. Employees are not authorized to begin work prior to the receipt of both the budget documents and a satisfactory criminal background check.

Under no circumstances shall a supervisor/hiring manager allow a temporary employee to start work prior to authorization by Human Resources.

Work Study Temporary Positions

If applicable, students who have been awarded federal work study funds are notified of their award by the Financial Aid Office.

Once a student has been notified of and has accepted his/her award, they will meet with the Career Services Office for assistance in locating a job. Career Services provides the student's proposed supervisor with a Work Study Authorization form, which is their funding document.

When a work study student has secured a position for employment, the student's supervisor will fill in their portion of the Work Study Authorization form and scan and email the completed authorization form to fwsauthorization@wssu.edu. On or before the first day of beginning work, the student will complete and deliver all of the emailed forms to a Human Resources document intake session held each Wednesday between the hours of 2 – 4 p.m., in Room 113 Eller Hall. In the event the student is unable to attend a document intake session, forms may be delivered by the student to the HR main office in Room 209 Eller Hall, at any time between 8 a.m. and 5 p.m., Monday through Friday. **The work study student must have a job secured and their Work Study Authorization form completed and received via email before delivering their completed forms.**

After HR's receipt of all completed forms, the student will then be authorized to begin working.

THE FOLLOWING APPLIES TO ALL TEMPORARY EMPLOYEES:

1. All temporary student employees must complete a State application online on the WSSU Jobs website located at <https://jobs.wssu.edu>. They will need to select the generic student temp listing.
2. It is the policy of WSSU that employment shall be offered based upon the job-related qualifications of applicants using fair and competitive selection criteria.
3. Human Resources will verify the temporary employee's identity and eligibility for employment by requiring completion of the Federal I-9 form on the first day of work; temporary employees will also be required to complete tax-withholding forms (W-4 and NC-4), and direct deposit enrollment forms.
4. All temporary employees, with the exception of work study students, must have a criminal background check prior to beginning work and are not authorized to begin working prior to receipt of a satisfactory criminal background report. Criminal background checks are performed on at least an annual basis. The University reserves the right to conduct a criminal background check review for a

current employee if circumstances indicate criminal activity by this employee may have occurred.

5. Benefits: Temporary employees do not receive State benefits and are not eligible to participate in optional deduction programs, with the exception of the 403(b) retirement savings plan and ACA medical insurance coverage.

If interested in the 403(b) retirement savings plan, temporary employees may visit the following link(s):

http://www.northcarolina.edu/hr/403b_Universal_Availability_Notice_-_2014.pdf, [http://www.northcarolina.edu/403\(b\)](http://www.northcarolina.edu/403(b)), or contact the Human Resources Benefits Coordinator at 336-750-8727.

If it is determined by the HR Benefits Manager that a temporary employee meets the eligibility requirements for ACA medical insurance coverage, they will be contacted directly by the Benefits Manager.

6. Payment and Pay Dates for Bi-weekly Temps: Temporary employees who are paid by an hourly rate are paid on each bi-weekly Friday, for all hours worked through the end of the previous pay cycle. First paychecks for temporary employees will be mailed to the employee's home address. Subsequent paychecks will be direct deposited into the employee's designated bank account.
7. Payment and Pay Dates for Monthly Temps: Certain temporary employees are paid on a flat-rate, monthly basis. In that instance, the pay date would be on a once-a-month basis, with paychecks being deposited/mailed on the last business day of the month. First paychecks for temporary employees will be mailed to the employee's home address. Subsequent paychecks will be direct deposited into the employee's designated bank account. Flat-rate, monthly temporary employees are not required to submit a time sheet to the Payroll Department although it is recommended that supervisions keep a record of employees' time worked for departmental records.
8. Time sheets for bi-weekly temporary employees must be submitted electronically to the employee's supervisor no later than midnight of the first day (Monday) of the next two-week pay cycle. Supervisors must approve timesheets and submit them electronically to the Payroll Department no later than noon of the following day (Tuesday). The timesheet deadline dates are defined by the Payroll Department and are set forth on a schedule which can be found on the HR webpage: <http://www.wssu.edu/administration/human-resources/default.aspx>. **Failure to adhere to the timesheet submission deadlines by either the employee or the supervisor/timesheet approver could result in delayed or nonpayment until the next pay cycle.**

9. Temporary student employees are not authorized to work overtime and may not work more than forty (40) hours per week. Please note that work study and foreign national student employees are only allowed to work no more than twenty (20) hours per week. Unless performing duties that are critical to departmental operations and are **pre-approved in advance, in writing**, by the respective Vice Chancellor of that department, temporary employees are not allowed to work when the University is closed (the exception being critical operations such as public safety and facilities). A permanent employee must be present to supervise the temporary employee.

Regular student temporary employees are allowed to work, if they desire and are approved by their supervisor, when classes are not in session but the University is still open.

10. In the event that a temporary position needs to be extended beyond its original termination date, Steps 1-6 for student temps must be repeated in their entirety with the appropriate new start/termination dates indicated on the new paperwork.
11. The same procedure indicated in #10 of this section would apply for salary adjustments and/or fund code changes and the appropriate box should be checked to indicate the type of action needed.