FAQs for Student Employers

1. **May I hire a student and how are students hired?** Check with your budget manager or supervisor to see if your department has funding for a student employee or a federal work study student employee. We encourage posting all available positions on our job posting website and requesting resumes and cover letters from applicants, as this further develops their career readiness skills. After selecting a candidate and extending an offer, the hiring supervisor completes an SEAF hire application. Student Employment Approval Forms for undergraduate positions are found on the Forms tab in MyCharleston; Graduate Assistant hire forms are located on the Graduate School website under Assistantship Information.

2. **How are students paid?** Most undergraduate and grad students are paid hourly. A hire form requires budget index number, timesheet location of person approving the timesheets, number of hours per week, and start and end date.

3. **How do I approve my student’s hours?** Students should complete and submit their timesheets on the 16th and 1st of each month. If you are the approver, you will see their timesheet appear under your timesheet in MyCharleston. You should review it and approve it by 18th and 3rd of each month for payroll to generate pay.

4. **How much should I pay my student employee?** Undergraduate students generally range from $7.25 - $11.00 and graduate students range from $20.67 - $25.00 for graduate, research, and teaching assistantships. Pay is based upon responsibilities.

5. **My student is helping with research, playing at an event we are hosting, has been selected for a stipend, fellowship program for summer or other upcoming work. How do I pay them?** Students who work under the direction of a college employee, regardless of the terminology used, are defined as student employees by the IRS and must be set up as student employees prior to the onset of their work/research, begin date. Exceptions are rare. Questions should be addressed to Student Employment Coordinator before work begins.

6. **What is a Federal Work Study vs. a Non Work Study student?** A federal work study student receives federal financial aid that allows them to work and be paid. FWS funding pays 75% of the wage and the department pays the remaining 25%. Non-work Study pay is paid entirely by the Department. If Foundation funds are used, a completed, signed foundation form is required.

7. **How long does the hire process take?** All student employees are subject to employment policies of the College policy and must have eligibility verified through Student Employment before starting. The hire form should be input 7-10 days or more before the anticipated Begin Date. If a student has not worked for the College before, Student Employment will send the student an email (and copy the Dept. Contact) instructing them to attend an upcoming new hire orientation. At orientation, required hire documents are gathered and an authorization to hire email is sent to the hire manager and student when complete. Students do not need to complete an orientation if they have worked for the College before – Student Employment will determine.

8. **Can a student have a non-work study and Federal Work study job at the same time?** Yes, a student can have a position on campus that uses their federal work study funds and also have a position on campus that does not use federal work study funds. However, students may only have one (1) FWS position at a time. If a student decides to change FWS funds from one employer to another, the student must inform their current supervisor before starting the new federal work study position. Federal work study student positions have specific begin and end dates (found on Student Employment website).

9. **How many hours may a student work per week?** We strongly discourage student employee positions
going beyond 20 hours per week. Federal work study (FWS) positions are restricted to 20 per week. International students may not work more than 20 hours per week during the academic school year and may not work more than 40 hours per week during periods of non-enrollment (winter and summer break).

10. Where do I access the forms I need to hire a student? See #3 above. Undergraduate forms are electronic and found on MyForms of MyCharleston. Graduate Assistantship forms are not electronic and are found on Assistantship Information on the Graduate School website: http://gradschool.cofc.edu/funding-opportunities/assistantships.php

11. Does a student have to be enrolled during the summer to work? No; however, students must be registered for classes for Summer or the following Fall to work as a student employee during the summer months.

12. How can I extend, change, or my student's current position? Create a Change/Term form on MyForms on MyCharleston. Be sure to include the Effective Date you wish for the change to take place and any comments that will clarify your request. Keep in mind that one position, even after extension, may not go beyond 365 days.

13. My student is graduating – what do I need to do? Create a termination form if your student’s original hire form end day was after graduation. In some cases, they will automatically be terminated following graduation. If they plan to enroll for a summer or other class beyond graduation, notify the student employment group immediately to extend the position, so the student will not be termed. Student Employment will need to verify their enrollment.

14. What if I want to hire or retain a student who has already graduated or is not planning to enroll for the following semester? Non-enrolled students are hired as temporary employees through Human Resources. If they enroll for or return to classes, the hire manager should notify Human Resources to terminate their employment as a temporary employee and a hire form should be completed to re-hire them as a student hire. Note: It is in your best interest to plan ahead when you want to initiate such a process with Human Resources, as the student will immediately be terminated upon graduation or withdrawing.

15. Is there a minimum amount of hours a student must be enrolled in order to work on campus? A student must be enrolled in at least 1 credit hour to be hired as a student employee on campus. Less than part-time enrollment affects the taxes.

16. What do I do when a student graduates and I want to continue their employment? Once a student graduates, they are no longer eligible to be a student employee. Therefore, you must contact Human Resources to initiate a temporary job assignment for the graduating student.

17. Who is responsible for tracking students’ earnings? It is the responsibility of the employer/supervisor to track a student’s earnings. For FWS, when federal work study funds are exhausted, the department will be responsible for 100% of the student employee’s earnings.

18. How do I know when a student employee has exhausted their federal work study (FWS) funds? You will receive an emailed notification when a student is close to or has exhausted the FWS funds.

19. How do I know if a potential employee has Federal Work Study (FWS)? Ask the student to make a copy of his RPAWARD screen to show they have been granted and accepted a FWS award. Student Employment will also verify the award before inputting the hire document and contact the manager if funds are not available.

20. How do I learn more about student employment? Go to our Student Employment Website or contact us via careercenter@cofc.edu.