FAQs for Student Employers

How do I hire a student? After selecting a candidate and extending an offer, the hiring supervisor completes a student employment application hire form (SEAF) found on the Forms tab in MyCharleston. Graduate Assistant hire forms are located on the Graduate School website under Assistantship Information. You will need budget index number, student ID number, pay amount, hours per week and Hiring Supervisor name.

How are students paid? Students are paid hourly, twice a month through Payroll. Their pay is directly deposited to a bank account or onto a bank debit card.

How do I approve my student’s hours? Students complete and submit timesheets on the 16th and 1st of each month for the prior two-week period. Approvers will see student timesheets in their MyCharleston employee tabs. Supervisors should approve by 18th and 3rd of each month for payroll to generate the pay.

How much should I pay my student employee? Undergraduate students range from $7.25 - $15.00 and graduate students range from $20.67 - $25.00 for graduate, research, and teaching assistantships. Pay is based on job skill level required and responsibilities. Check supervisor resources for table of student employee pay.

How do we pay students helping with research, playing at an event we are hosting, or from a grant or fellowship program? Most students who work under the control and direction of a college employee, regardless of funding and terminology used, are defined as student employees by the IRS and should be set up as student employees prior to commencing any work. If you are unsure, contact Student Employment, the Research and Grants Administration Office or Controller’s office.

What is the difference between a Federal Work-Study and 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 by a department, a completed, signed foundation form is required.

How long does the hire process take? The hire form should be input 10-14 days or more before the Begin Date. Student employees are subject to employment policies (policy link). They must attend a New Student Employee Orientation and have eligibility verified through Student Employment before starting. At NSEO, required documents are gathered and once successfully processed, an authorization to start email is sent to the hire manager and student. Students do not need to complete an orientation if they have worked for the College before. Student Employment will determine if the student is a prior employee. 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 a new hire orientation.

Can a student have a Non-Work Study and a 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 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. Federal Work-Study positions have specific begin and end dates (found on Student Employment website).

How many hours may a student work per week? On-campus student positions are intended to be part-time and may be from 1 – 30 hours per week. Federal Work-Study (FWS) positions are restricted to at most 20 hours 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).

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
Does a student have to be enrolled during the summer to work? No; however, students must be registered for classes for prior Spring and the upcoming Fall to work as a student employee during the summer months.

How can I extend, change, or terminate my student’s current position? You can create a Student Employee Update 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. Note: One position, even after extension, may not go beyond 365 days.

My student is graduating – what do I need to do? Collect any keys or college property. Delete any accesses the employee had with a Helpdesk request. Create a Student Employee Update form only if the student’s original hire date was after graduation. Note: You do not need to submit an Update form for termination if your student’s original hire end date was on or before their graduation date. If unsure, check with Student Employment.

What do I do when a student graduates and I want to continue their employment? Once a student graduates, they cease being a student and are no longer eligible to be a student employee. They can be hired as a temporary employee through Human Resources and you should notify Human Resources to start the temporary hire paperwork.

What if I want to hire or retain a student who has already graduated but is planning to enroll for summer or the following semester? If they are enrolled for Summer or upcoming Fall classes, they may continue to work as a student employee. Check with Student Employment to ensure their employee status is not terminated. Note: Plan ahead when you want to keep a graduate after graduation because you know he/she is taking summer or fall classes. Contact Student Employment ASAP.

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 during the academic year will affect the taxes. Students will pay Medicare and SS during summer breaks and periods of enrollment less than half–time during academic year.

How do I know if a student has Federal Work-Study (FWS)? Ask the student to make a copy of his RPAWARD screen to show that he/she has 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.

Who is responsible for tracking students’ earnings? It is the responsibility of the supervisor to track a student’s earnings. For FWS assignments, the department is responsible for 100% of the student employee’s earnings when Federal Work-Study funds are exhausted.

How do I know when a student employee has exhausted their Federal Work-Study (FWS) funds? You will receive an email notification when a student is close to or has exhausted the FWS funds.

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