

FAQs for Student Employers

1. How much should I pay my student employee?

Minimum wage is currently set at \$7.25 per hour, which is the minimum allowable to pay. Undergraduate students generally range from \$7.25 - \$11.00 and graduate students range from \$20.67 - \$25.00 for graduate, research, and teaching assistantships. The average pay is about \$9 as of 2021.

2. How do I hire a student employee?

Check with your budget manager or supervisor to see if your department has funding for a student employee. If not, consider a FWS student (see below). You may be able to find a student who has FWS funds available. 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 extending an offer, complete a Student Employment Approval forms (SEAF) found on the Forms tab in MyCharleston. Graduate student hire forms are located on the Graduate School website under Assistantship Information. The GAEAF forms are routed through the Graduate Office before being sent to Student Employment for authorization.

3. How are students paid?

Most undergraduate and grad students are paid hourly. A hire form requires a budget index number, department, timesheet approver, number of hours per week, pay, and start and end dates.

4. 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 or award. How do I pay them?

Students who work under the direction of a college employee, regardless of the terminology used, are usually defined as student employees by the IRS and must be set up as student employees **prior** to the onset of their work, research, etc begin date. Exceptions are rare and any question should be addressed to the Student Employment Coordinator or Grants Coordinator before work begins.

5. What is a Federal Work Study vs. a Non Work Study student?

A **federal work study student (FWS)** receives federal financial aid that allows them to work and be paid for it. FWS funding pays 75% of the wage and the department pays the remaining 25%. Financial Aid notifies students who are qualified to accept award. A **non-work study student's (NWS)** pay is paid entirely by the department funds.

6. How long does the hire process take?

All student employees are subject to employment policies of the College and must complete new hire orientation and documents before becoming an employee. Hire forms should always be input **7-10 days or more before the anticipated Begin Date**. If a student has **not worked for the College prior**, Student Employment will send the student an email (with a copy to the hiring manager) instructing the student how to proceed. Required hire documents include original forms of identification. After the student has completed documents and orientation, an **“authorization to work” email** is sent to the student and copied to the hire manager which contains the **approved start date**. Students do not need to complete paperwork or orientation for subsequent jobs.

7. 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. Students may only have one (1) FWS position at a time. If a student decides to use their federal work study with a different department, 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) and may not exceed 20 hours per week.**

8. How many hours may a student work per week?

Non-work study students may work up to 40 hours per week between one or more jobs, but we discourage student employees working 40 hours per week. If hours go over 40 between Sat. and Sat., the office with the overage will pay time and a half. International students are limited to 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). Federal-work study students should not work beyond 20 hours in their FWS positions and only during Fall and Spring.

9. Where do I access the forms I need to hire a student?

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.

10. Does a student have to be enrolled during the summer to work?

No. students do not have to be enrolled during summer to work on campus during the summer; **however, students must have been enrolled be enrolled for the following fall semester at the time of hire**

11. How can I extend, change, or my student's current position?

Create an SEAF Update/Change form 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 and a new SEAF hire form will be required after one year.

12. My student is graduating and I want to retain her/him— what do I need to do?

If your student has applied for graduation and graduates on schedule, the assignment should end the day before graduation. Student Employment will notify you to terminate the position if it goes beyond graduation as they have to terminate all graduating students.

If student plans to enroll for a summer or other class beyond graduation, complete an SEAF Update form on MyCharleston Forms tab to change the end date of the original position.

13. What if I want to hire or retain a student who has already graduated or is not planning to enroll for the following semester?

When an individual is not enrolled, they may be 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.

14. Is there a minimum amount of hours a student must be enrolled in order to work on campus?

Yes. A student must be enrolled in at least **1 credit hour** to be hired as a student employee on campus.

15. Who is responsible for tracking students' earnings?

It is the responsibility of the **employer/supervisor** to track a student's earnings. This is especially important for departments with a federal work study student employee. When federal work study funds are exhausted, the department will be responsible for 100% of the student employee's earnings.

16. How do I know when a student employee has exhausted their federal work study (FWS) funds?

As the supervisor, you will be tracking the earnings, so you will know before the student has earned the entire amount of their award. You will also receive an email notification letting you know. You will need to terminate the FWS job and create a NWS hire form if you wish to continue employing the student.

17. 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**. The Career Center Student Employment team member will further verify the award before inputting the hire document and contact the manager if funds are not available.

18. How do I learn more about student employment?

Go to the Career Center website and find On-Campus Employment. careercenter@cofc.edu.