**Summer Graduate Student Hiring Process**

1. **Will the student be working outside the United States?**
   - **NO**
     - Global HR must determine if student is eligible to work
     - Submit a ServiceNow request for an ‘International Assignment Assessment’
   - **YES**
     - Global HR must determine if student is eligible to work

2. **Will the student be enrolled in the fall semester?**
   - **NO**
     - Student can remain in pay group 03T/03G for remainder of pay period that includes semester end date
     - To employ beyond semester pay period, must hire/transfer to Tech Temp position
   - **YES**
     - Confirm funding allows for employment extension

3. **Is this a current employee who will work fewer than 5 extra weeks?**
   - **NO**
     - Student remains in current pay group (5 week IRS grace period)
   - **YES**
     - Half-time+ students can work up to 20 hours/week in default pay group 03T and 03G
     - Use MSS – Extend termination date through summer
     - If foreign national student, confirm immigration documents extend beyond semester end date

4. **Is the student registered for half time+ credit hours* for summer?**
   - **NO**
   - **YES**
     - Working <20 hours per week: Use default pay group 03T for Non-Resident Alien (NRA)
     - Use MSS – Request Add/Change Position to create or modify a SA position with pay group 03C
     - OR
     - Working >20 hours per week (up to 40 hours): Use pay group 03C
     - Use Direct Hire Form (DHF) to hire student in new position
     - Add comment: Student is temporarily taking a reduced course load and ineligible for student exemptions
     - At end of summer, transfer student to a GRA, GTA, or GA Monthly position in pay group 03G

5. **Is the student a U.S. Resident for tax purposes?**
   - **NO**
   - **YES**
     - Use MSS – Request Add/Change Position to create or modify a SA position with pay group 03C

6. **Is the student currently a GRA, GTA, or GA Monthly?**
   - **NO**
   - **YES**
     - Use MSS – Request Add/Change Position to create or modify a SA position with pay group 03C

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*Half-time Credit Load Minimums:*
- Graduate Student: 3 credit hours

**Default Pay Groups:**
- Student Assistant: 03T
- GRA/GTA/GA: 03G