Summer Undergraduate Student Hiring Process

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

2. Will the student be enrolled in the fall semester?
   - NO: Student remains in pay group 03T for remainder of pay period that includes semester end date
   - YES: To employ beyond semester pay period, must hire/transfer to Tech Temp position

3. Is this a current employee who will work fewer than 5 extra weeks?
   - NO: Student remains in pay group 03T (5 week IRS grace period)
   - YES: 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: Half-time+ students can work up to 20 hours/week in default pay group 03T
   - YES: Use MSS – Extend termination date through summer

5. Is the student a U.S. Resident for tax purposes?
   - NO: Working <20 hours per week: Use default pay group 03T for Non-Resident Alien (NRA)
     - OR: Working >20 hours per week (up to 40 hours): Use pay group 03C
   - YES: Use MSS – Request Add/Change Position to change pay group to 03C

6. Is the student currently a Student Assistant?
   - NO: Add comment: Student is temporarily taking a reduced course load and ineligible for student exemptions
   - YES: At end of summer, change pay group back to 03T

*Half-time Credit Load Minimums:
Undergraduate Student: 6 credit hours

Add comment: Student is temporarily taking a reduced course load and ineligible for student exemptions

At end of summer, change pay group to 03T

Use Direct Hire Form (DHF) to hire student into new position

Add comment: Student is temporarily taking a reduced course load and ineligible for student exemptions

At end of summer, change pay group to 03T

Use MSS – Request Add/Change Position to create or modify a SA position with pay group 03C