**Summer Undergraduate Student Hiring Process**

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

2. **Will the student be enrolled in the fall semester?**
   - **YES**: Student remains in pay group 03T for remainder of pay period during which academic term ends
   - **NO**: After academic term pay period ends, hire/transfer to Tech Temp position

3. **Current employee who will work fewer than 5 extra weeks?**
   - **YES**: Remain in pay group 03T (5 week IRS grace period)
   - **NO**: If foreign national student, confirm immigration documents extend beyond semester end date

4. **Is the student registered for half time+ credit load* for summer?**
   - **YES**: Half-time+ students can work up to 20 hours/week in default pay group 03T
   - **NO**: Use MSS to extend termination date through summer

5. **Is the student a U.S. Resident for tax purposes?**
   - **YES**: Use default pay group 03T (student is not subject to FICA and GDCP)
   - **NO**: Use MSS to extend termination date through summer

6. **Is student currently a Student Assistant?**
   - **YES**: Use MSS – Request Add/Change Position to create or modify a position with pay group 03C***
   - **NO**: Use Direct Hire form to hire student into new position

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

**Non-Resident Alien (NRA) F-1 students are not subject to FICA or GDCP; Check GLACIER summary page.

***Indicate in comments that student is temporarily taking a reduced course load and is ineligible for student exemptions.
Summer Graduate Student Hiring Process

1. Will the student be working outside the United States? **YES**
   - Global HR must determine if student is eligible to work
   - Submit a ServiceNow request for an international Assignment Assessment

2. Will the student be enrolled in the fall semester? **YES**
   - 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

3. Is this a current employee who will work fewer than 5 extra weeks? **YES**
   - Confirm funding allows for employment extension
   - Remain in current pay group (5 week IRS grace period)
   - If foreign national student, confirm immigration documents extend beyond semester end date

4. Is the student registered for half time+ credit load* for summer? **YES**
   - Half-time+ students can work up to 20 hours/week in default pay group 03T and 03G
   - Use MSS to extend termination date through summer
   - At end of summer, rehire student as GRA/GTA/GA in pay group 03G

5. Is the student currently a GRA, GTA, or GA? **YES**
   - Use MSS – Request Add/Change Position to change pay group to 03C **
   - At end of summer, change pay group back to 03T

6. Is student currently a Student Assistant? **YES**
   - Include comment: Student is temporarily taking a reduced course load and ineligible for student exemptions

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

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

**IF student is Non-Resident Alien (NRA) for taxes, pay group will be 03T. NRA students are not subject to FICA or GDCP; check GLACIER summary page.