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
   - 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

2. Will the student be enrolled in the fall semester?
   - Yes: Confirm funding allows for employment extension
   - No: Student can remain in pay group 03T/03G for remainder of pay period
     If foreign national student, confirm immigration documents extend beyond semester end date

3. Is this a current employee who will work fewer than 5 extra weeks?
   - Yes: Half-time+ students can work up to 20 hours/week in default pay group 03T and 03G
   - No: To employ beyond semester pay period, must hire/transfer to Tech Temp Position
     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: Use MSS to extend termination date through summer
   - No: Use Direct Hire form to hire student in new position
     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**
   - No: Include comment: Student is temporarily taking a reduced course load and ineligible for student exemptions
     At end of summer, change pay group back to 03T

6. Is student currently a Student Assistant?
   - Yes: Use MSS – Request Add/Change Position to change pay group to 03C**
   - No: Include comment: Student is temporarily taking a reduced course load and ineligible for student exemptions
     At end of summer, change pay group back to 03T

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.