Will the student be working outside the United States?

YES -> Global HR must determine if student is eligible to work

NO -> Submit a ServiceNow request for an international Assignment Assessment

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

YES -> Confirm funding allows for employment extension

Is this a current employee who will work fewer than 5 extra weeks?

NO -> Half-time+ students can work up to 20 hours/week in default pay group 03T and 03G

YES -> Use MSS to extend termination date through summer

Is the student registered for half time+ credit load* for summer?

NO -> If foreign national student, confirm immigration documents extend beyond semester end date

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

Is the student currently a GRA, GTA, or GA?

NO -> Include comment: Student is temporarily taking a reduced course load and ineligible for student exemptions

YES -> Use Direct Hire form to hire student in new position

Is student currently a Student Assistant?

NO -> At end of summer, change pay group back to 03T

YES -> At end of summer, rehire student as GRA/GTA/GA in pay group 03G

*Half-time Credit Load Minimums:
Graduate 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.