Summer Undergraduate Student Hiring Process

1. Will the student be working outside the United States?
   - NO
   - Submit a ServiceNow request for an International Assignment Assessment
   - 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
   - After academic term pay period ends, hire/transfer to Tech Temp position

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

5. Is the student a U.S. Resident for tax purposes?**
   - NO
   - Use default pay group 03T (student is not subject to FICA and GDCP)
   - 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