

Summer Student Employment FAQ's

- ❖ *I am hiring a student worker for my department this summer or we plan on keeping our current student worker for the summer. What do I do?*

The table below will assist you in determining your student worker's employment classification and the required paperwork needed for summer employment.

This summer....	Payroll Authorization Form (PAF)	Required Paperwork	Classification
<p>Student worker is/will be enrolled in a credit-bearing summer term class at SMU (either session).</p> <p>Applies to undergraduate or graduate students.</p>	<p><u>Student Worker Payroll Authorization Form</u> (PAF)</p> <p>Send PAF to Payroll.</p>	<p>New student workers will complete <u>Student Worker Employment Packet</u>.</p> <p>No additional paperwork is needed for <i>continuing student workers</i>.</p>	<p>He or she is considered a student worker for summer.</p>
<p>Student worker is/will not be enrolled in a credit-bearing summer term class (either session) at SMU <i>but will be enrolled in classes in Fall 2015</i>.</p> <p>Applies to undergraduate or graduate students.</p>	<p><u>Temporary Staff Payroll Authorization Form</u> (PAF) for summer only.</p> <p>Send PAF to Human Resources.</p>	<p>Complete the <u>Temporary Staff Employment Packet</u>.</p> <p><i>A background check is not required for students returning to class by Fall 2015.</i></p>	<p>He or she is considered a temporary staff employee for summer.</p>
<p>Student worker graduates May 2015.</p> <p>Applies to undergraduate or graduate students.</p>	<p><u>Temporary Staff Payroll Authorization Form</u> (PAF).</p> <p>Send PAF to Human Resources.</p> <p><i>If the department wishes to employ the student worker past summer, a <u>Request to Hire a Temporary Staff Employee Form</u> may be required. Check with HR.</i></p>	<p>Complete the <u>Temporary Staff Employment Packet</u>.</p> <p><i>A background check is required.</i></p>	<p>He or she is considered a temporary staff employee.</p>
<p>New SMU Students for Fall 2015 and not enrolled in classes for summer.</p> <p>Applies to undergraduate or graduate students.</p>	<p><u>Temporary Staff Payroll Authorization Form</u> (PAF) for summer only.</p> <p>Send PAF to Human Resources.</p>	<p>Complete the <u>Temporary Staff Employment Packet</u>.</p> <p><i>A background check is required.</i></p>	<p>He or she is considered a temporary staff employee for summer.</p>
<p>Non-SMU student workers enrolled in classes at another institution/university or still in high school</p>	<p>He or she is considered a temporary staff employee. Please refer to the hiring temporary staff employee instructions on HR's website.</p>		
<p>International Student Workers: Use the appropriate PAF for his or her summer classification and continue to follow the instructions for hiring an international student worker provided on the International Students & Scholars Office's (ISSS) website.</p>			

Why is the classification of 'student worker' or 'temporary staff' so important?

- The student FICA exemption is automatically applied to student jobs; neither SMU nor the qualified student pays FICA. However, the IRS requires that certain conditions be met in order for the employee to be eligible for this provision.
- The benefits charge is different for students. Our federal grants require that SMU applies the established benefits charge to all employee classifications, and that employees are classified correctly.
- Student wages are excluded from unemployment reporting.

What is the federal minimum wage?

The minimum wage is \$7.25, effective 7/24/09.

Is a background check required when a student worker switches to temporary staff during the summer?

No, the Department of Human Resources has agreed to forgo the background check for existing students that will return to SMU for the Fall Term.

However if the student has graduated or has not begun his/her first semester yet, a background check is required.

When does the student need to complete Form I-9?

If the student stops working at SMU for more than one day **OR** If it is the first time the student is working at SMU.

- The department may contact Human Resources at 8-3311 to inquire about student's last day worked. *The department should not assume the student has a current I-9 without verifying with HR directly.*
- The student must visit the Department of Human Resources to complete a Form I-9 on their 1st day of work.
- ***Hiring employees without complying with the employment eligibility verification requirements is a violation of the employer sanction laws. Fines can be assessed when the form are not completed in a timely manner.***
- Reminders: **NO FORM I-9 = NO WORK.**
- The employee will bring to their department the New Hire Checklist as proof of completing the Form I-9.