

Employment Guide

Student Employees

This document guides the process for hiring, changing status and/or terminating individuals in MSU Extension who occupy a student position.

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Student Employment – as defined by Michigan State University

Student employment – able to work a maximum of 29 hours per week.

Student hours cannot be banked; employees must be paid for all hours worked on the days they were worked.

A student employee is a part-time employee who is **enrolled** at Michigan State University, **is registered for classes**, and whose primary purpose for being at the University is the achievement of a degree or certification.

The HR/Payroll system strictly enforces student employee work hour policies of **29 hours per week (20 for international students)**, regardless of the number of positions worked and/or graduate assistantships. *For example, if a student works 20 hours Sunday through Wednesday for MSU Stores, that student can only work a maximum of 9 hours Thursday through Saturday for MSU Concessions.* During finals week, semester breaks and during the summer semester, all students are limited to 40 hours per week.

Summer Employment Guidelines

If an individual does not meet the criteria below, the position will need to be posted as on-call or temporary employment.

Criteria to work as a “student employee” during the summer semesters:

- An individual may be considered a student employee if they have been assigned a student number, have attended AOP (Academic Orientation Program), and/or have been admitted/readmitted for fall semester, and is enrolled for summer or fall semester classes.
 - Please note, if the student falls below the minimum enrollment requirements, fringe will be charged.
- A student hired for summer semester cannot begin working until the semester officially starts if they were not enrolled spring semester, or, if a new student, until they have gone through AOP and have signed up for fall classes.
- Students who are to continue working during the summer in the same job they held spring semester do not need to be reprocessed for employment.
- A student who graduates or is not returning to classes Summer or Fall Semester may stay on Student Employee payroll until mid June (please contact MSUE HR for details).
- A student employed on the Graduate Assistant and Student payrolls may not exceed 40 hours a week for all students including international students on the combined payrolls.

All students may work up to 40 hours per week starting finals week, the periods between semesters, the week of spring break, the first week of fall classes and during summer semester.

Rest Periods

- It is University policy that student employees should be given a 15 minute rest period during each continuous four hours of work. Rest periods are scheduled by the supervisor to ensure the continued efficiency of the work unit.
- The rest period is to be preceded and followed by a work period. It should not be used to cover a student's late arrival or early departure. Rest periods cannot be accumulated.

Supervisors are responsible for notifying Extension Human Resources when a student appointment ends.

For more information on student employment, please refer to the [Student Employment Manual](#).

Titles for MSUE Student Employees

When the Student Pre-Approval Request form is submitted, a brief description will need to be included of the duties/responsibilities the individual will be performing. Based on the information provided by the supervisor, **MSUE HR will determine the Student Job Title that best fits**. This information will be communicated back to the requestor at the time of approval.

- **For a full list of all student job titles, a brief description of duties, and related pay, go to:**
<https://www.hr.msu.edu/ua/hiring/documents/StudentJobDescriptions.pdf>
*These links are provided as a reference. MSUE HR will determine the actual student title based on the description of work (which is provided on the Student Pre-Approval form).

Steps Required to Fill / Request a Student Position

Employment may not start until all of these steps are complete:

- 1) The completed Student Pre-Approval Request Form is submitted and approved.**
- 2) All hire paperwork (student hire form, background check, Electronic I-9) is complete.**
- 3) You have received an email notification from MSUE HR that it is ok for employment to begin.**

The steps below should be used when hiring a **new** student employee or **rehiring** a student employee that has previously worked for MSU and/or MSU Extension.

1. **Student Pre-Approval Request Form** –must be completed for any new hire or rehire.
 - a. Four (4) weeks prior to the anticipated start date for an individual, complete the **Student Pre-Approval Request form**. Within the form, there is a direct submit button which will allow you to electronically submit the request. Or, it may be emailed to MSUE.TOC.Student@msu.edu for approval.
 - b. After the completed form is received, approval of the Institute Director, District Director, Fiscal Officer and Human Resources will be obtained (these approvals will be obtained by MSUE HR once the form is received, you do not need to obtain these prior to sending the form).
 - c. Once a decision (approval or denial) has been reached, you will be notified by MSUE HR if you are able to move forward with the hire/filling of the vacancy. MSUE HR will return the Student Pre-Approval Request form, via email, which will also include a job reference number and the Job Title for the position. The **job reference number and job title MUST be included on the Student Hire Form** (see #2 below).

2. **Student Hire Form** – must be completed for any new hire or rehire

Once you've received approval from MSUE HR, you may move forward with filling the vacancy. Then, you will need to provide the completed **Student Hire Form** and all necessary employment paperwork at least **two (2) weeks prior to the start date**.

- a. **Student Hire Form**
 - i. Complete entire form (incomplete forms will not be processed and may delay the start date of the employee).
 - ii. Included on the form must be the **Job Reference Number** and the **Job Title** (these are provided by MSUE HR at the time you receive approval for the position).

- iii. The form must be signed by the new student employee as well as the supervisor (the signed copy of the form must be returned with the other hire documents).
- b. Send the completed **Student Hire Form** at least **two (2) weeks PRIOR to the date of employment** by email to: MSUE.TOC.Student@msu.edu
- c. **Supporting Documents:** Complete/obtain all other required paperwork/documents that must be submitted with the Hire Form. These include:
 - i. An Electronic I-9; this must be completed online. Electronic I-9 instructions can be found on the MSUE HR site:
http://od.msue.msu.edu/human_resources/internal_hiring_procedures_forms
 - 1. Supporting documentation will **only** need to be uploaded into the I-9 system by an I-9 verifier if the employee is being hired into the Health and Nutrition Institute (org code 10058946), or if the employee is working for the Children & Youth Institute in Oakland County.
 - ii. A background check from HireRight, LLC will be sent to the employee's email address once the hire form is received.
 - 1. If the employee would prefer to sign an authorization form, it can be found here:
https://www.hr.msu.edu/employment/documents/HireRightDisclosureandConsentForm_ALL.pdf. This must be sent back to MSUE HR for the background check to be completed.
 - 2. Student employees are subject to annual background checks. A consent form will be sent to them upon hire for completion. More information can be found on page 8 of this guide.

***** Please note, hiring documents no longer need to be mailed directly to the MSUE HR office.**

- d. After the new hire paperwork has been processed and the background check is complete, you will receive an email from MSUE HR informing you that the individual may begin employment. The new employee will also receive information from MSUE HR concerning their new employment.

Internships

Internships can be paid or unpaid, for-credit or not-for-credit, part-time or full-time, and they can be done at any time during the year, not just in the summer.

Students can apply for internships on the [Career Services Network- Handshake login](#).

An internship provides MSU students with:

- Practical experience
- Professional mentoring and training
- Enhanced skills needed after graduation

For a position to be eligible for an internship at MSU:

- The intern must be an MSU student
- Internship must be a minimum of 6 weeks in length
- Position offers professional development and adds value to the organization

Responsibilities of the Supervisor:

- Provide a meaningful experience
- Provide proper supervision
- Complete the Learning Agreement with the student intern
- Complete two evaluations (mid & final internship supervisor evaluations)
- Regular communication with intern regarding their performance

Required Forms:

- The internship program has specific forms that are required for an internship to be officially recognized through the program.

Learning Agreement - The Learning Agreement must be completed by the internship supervisor and the student intern and forwarded to MSUE HR at MSUE.TOC.Student@msu.edu, within the first week of a student's internship start date.

Mid- and Final Evaluation Forms are completed by both the student and the internship supervisor. Intern and supervisor review their forms together and copies of each are sent to MSUE HR at MSUE.TOC.Student@msu.edu.

How do I process a student internship?

When you're ready to appoint a student through the internship program, please start by following the **Steps Required to Fill / Request a Position**, located on page 4 of this Employment Guide.

Work Study

General questions about Student Work-Study should be directed to MSUE HR. The information below is specific to Student Employment.

Student Eligibility for Work-Study

A student who can demonstrate financial need and has qualified through the Office of Financial Aid may be eligible for federal or state aid programs. Under the [Work-Study Program](#), the student is granted a specific allotment of money to be earned in a job while attending the University. Federal work-study pays 50% of the student's gross earnings until they have exhausted their full work-study award. Any earnings that exceed their work-study award are charged 100% to the hiring department. It is important to note that the program is designed to create additional employment opportunities for students. Work-Study students may not work more than 29 hours per week for Work-Study reimbursement during the academic year or summer semester. During periods between semesters and finals week, they may work up to 40 hours per week; however, departments will only be reimbursed for the first 29 hours worked per week.

- Work-Study students must maintain the following enrollment minimums during the academic year:
 - Undergraduates: 6 credits per semester
 - Masters: 5 credits per semester
 - PhD: 3 credits per semester

- Work-Study Earnings Limit

The amount the student can earn on the Work-Study Program is limited to the amount of the Work-Study award for the academic year or summer semester period. The student can continue employment after exhausting the Work-Study award amount for the aid period provided the employer is willing to pay 100% of the student's earnings. These additional earnings will not jeopardize the student's current financial aid award.

- Due to federal regulations, work-study students can only be hired as hourly employees.

Required Relationship Violence and Sexual Misconduct Training

As employees of Michigan State University, all students are required to complete Relationship Violence and Sexual Misconduct training. This training is conducted each academic year for students. Completion of this each academic year is also sufficient for employment purposes.

Annual Background Check

All MSU Extension employees, on and off campus, are subject to an annual criminal background check in accordance with Section V of the Michigan State University youth programs policy. At the time of hire, MSU Extension employees will receive an email from MSUE HR prompting them to sign a consent form. This form will allow MSU to conduct an annual criminal background check on the employee for the duration of their employment.

This annual background check does not replace the required background check at the time of hire.

More information on the required annual background check can be found on the [HR OD Website](#).

Handshake

[Handshake](#) is the place where students, career centers, and recruiters come to meet, talk, and share opportunities. It is the leading early talent platform to 475+ colleges and universities across the nation. Handshake allows for student internships, summer jobs, on-campus student employment, and work study.

How does it work?

Handshake allows employers to post positions and recruit for employees. It also allows students to create a profile and apply for positions.

How do I, as a supervisor, make a profile?

Create an employer profile using your email address. You can request to join the MSU Extension Human Resources profile. If you request access, you'll be added as a staff member and you'll be able to post jobs, events, and view upcoming career fairs at different Universities across the United States.

Can I set preferences?

Yes, you are able to set preferences to ensure qualified candidates are applying to your posting. You are able to filter by:

- graduation date
- school years
- minimum GPA
- major

Can I search for a student without posting a position?

Yes, you can search for students that will fit your preferences and you have the ability to directly message students to see if they are interested in working.

For more information regarding Handshake, a power point presentation is available on the OD website http://www.canr.msu.edu/od/human_resources/Handshake.pdf. Please also feel free to reach out to MSUE HR with any questions at: MSUE.TOC.Student@msu.edu

Change of Status Guidelines & Process

Definition: an employment change to a current / active employee.

Change of Status Types:

1. **Employment Percent Change** (increase or decrease of employment percent/hours worked per week)
2. **Pay Rate Change**
3. **Supervisor Change**

Justification for the changes will need to be provided prior to form submission.

Form: Student Change of Status form

Location of Form: MSUE HR web page:

http://od.msue.msu.edu/human_resources/internal_hiring_procedures_forms

Submission information: Change of Status forms must be submitted **two weeks prior** to the change effective date.

Funding and Account Number Changes

Definition: Any change to an active employee's funding. This includes account number changes, changes to a grant account end date or percentages associated with those account(s)/grant(s).

Form: Account Add/ Delete for TOCS survey

Location of Form: MSUE HR web page:

https://www.canr.msu.edu/od/human_resources/time_and_attendance

Submission information: Funding changes should be submitted **as soon as you are aware of the change, but no less than seven days prior to the effective date of change.**

While retroactive funding changes may be made, these cannot be more than four weeks in arrears.

Termination Process

Definition: Any separation in employment – resignation, involuntary termination, student employee graduated, etc. (note: any employee that has not worked for 1 year (365 days) will be terminated unless supervisor justification is provided).

Form: There is not a form for this process, see the submission information below for instructions.

Submission information: As soon as an employee resigns, please email a copy of the resignation letter or resignation email to MSUE.TOC.Student@msu.edu. The resignation letter must include the last day worked.

If the employee is being terminated for reasons other than resignation, the supervisor should email the MSUE.TOC.Student@msu.edu, with any information regarding reason for termination as well as the employees last day worked.

* It is optional for the employee to complete the **MSUE Separation Checklist** and **Exit Interview Template**. Both of these documents can be found on the HR web page, under **Separation from Employment**: http://od.msue.msu.edu/human_resources/separation_from_employment.