All Student Summer Hiring

**Temporary & XH payroll enrollment form must be completed and signed by hiring supervisor before sending student hire to 3810 Beardshear to complete or renew payroll records for each of the scenarios shown below.**

Note: Form must be signed by the Undergraduate/Graduate Student Worker certifying they are enrolled/registered for ISU classes during the appropriate periods/terms. If they do not fulfill this requirement, it could result in termination/dismissal.

Undergraduate Students **

1. Our department would like to hire a student that is part of the DMACC/ISU Cross Enrollment Program, is that possible?
   - No, they must be enrolled at ISU as the home institution. For more information on the requirements of the program, please visit: [http://www.registrar.iastate.edu/forms/crossroll](http://www.registrar.iastate.edu/forms/crossroll) Questions may be directed to the Registrar’s Office.
   - Student must have full time enrollment status in ISU courses for the duration of the term enrolled in the DMACC course.

2. Our department would like to hire a high-school student to work in our office, is this possible?
   - No, they must be enrolled at ISU in classes. The Payroll website provides [Student Employee Information](#) including the definition, the conditions, number of hours students are limited to and what

3. Enrolled in Summer and Fall Classes –
   - Incoming freshman and students continuing from current spring semester at ISU may work during the summer. They must be registered for summer and/or fall classes at ISU in order to work the summer sessions. They are allowed to work up to a maximum of 40 hours during that time.
   - International students must check in with the ISSO, Room 3248 Memorial Union, to determine if/when they are eligible to work and the dates they can start to work.

4. Enrolled in Summer Classes but not Fall Classes –
   - If a domestic student is graduating in August OR they will be studying abroad in the fall and taking summer classes, they may work until August 15th.
   - Domestic undergraduate students would be able to work the summer term until August 15th.
   - International student employment eligibility for the summer must be verified with ISSO

5. Not enrolled in Summer Classes or Fall Classes –
   - Individuals that are not taking classes at ISU during the summer or fall term cannot work at ISU in a student position.
   - If a department wants to hire an individual that is not taking classes at ISU (If DMACC is the student’s Home institution, they are not eligible for ISU student jobs) – the hiring department will need to work with the Talent Acquisition department (questions may be directed to employment@iastate.edu ) or through the temp agency (ASI). Information can be found at [http://www.hrs.iastate.edu/hrs/node/50](http://www.hrs.iastate.edu/hrs/node/50)

6. Graduated with undergraduate degree, but not going to grad school at ISU –
   - Domestic students are allowed to work through May 31st after Spring graduation. Employment cannot continue past May 31st unless registered for classes at ISU during the summer and/or fall.
   - International students cannot work beyond the last day of classes in their final semester. Their eligibility and authorization to work ends the Friday before graduation.

7. Graduated with undergraduate degree in spring and enrolled in fall Grad classes (may or may not be on assistantship) – (2 responses)
a. Once the student has graduated with their undergraduate degree and has been accepted into a graduate program at ISU, they may work during the summer up to the maximum of 40 hours, and currently does not require Grad College approval.

b. If the student has graduated with their undergraduate degree and will be on assistantship during the summer term, there is a new process required that must be completed by the hiring department. For additional information and to submit the “Request to Hire a Graduate Student on an Hourly Basis” form, go to http://www.grad-college.iastate.edu/common/forms/faculty_forms.php. Please look for the link “Request to Hire a Graduate Student on an Hourly Basis”.
   i. Log-in using your Net-ID and password.
   ii. Complete and submit the electronic form.
   iii. Once it has been approved, the Grad College must sign the Temporary & XH payroll enrollment form authorizing the graduate to start working hourly.
   iv. The maximum hours for all graduate students working during the summer is ¾ time if taking classes.
   v. International students must obtain permission from ISSO to continue employment at a new degree level. If students have authorization for OPT to work after graduation, they can no longer work in a student capacity. They may work only in a non-student capacity such as M-base (Post Graduate), D-base (Post-Doc), P-base (Professional & Scientific), etc.

Graduate Students with or without an Assistantship:**

1. **What are the conditions under which a grad student may work during the summer?**
   a. If graduate students are not enrolled for summer coursework and only working hourly, they may work up to the maximum of 40 hours with Grad College approval on the XH enrollment form. If graduates are enrolled for summer coursework, the maximum is only 30 hours per week. For eligibility questions please contact the Grad College at 294-4531.
      i. For additional information and to submit the “Request to Hire a Graduate Student on an Hourly Basis” form, go to http://www.grad-college.iastate.edu/common/forms/faculty_forms.php.
      ii. Log-in using your Net-ID and password.
      iii. Complete and submit the electronic form.
   b. Once it has been approved, the Grad College must sign the Temporary & XH payroll enrollment form authorizing the graduate to start working hourly.

2. **Can a grad student work through the end of May after they graduate?**
   a. A graduate student that has graduated cannot work for more than 5 days of the summer term (past May 20, 2016 this year) without registering for a minimum of 2 credits in the summer.
   b. **Note:** International students cannot work past the last day of final term in which they are enrolled for classes.

3. **If their LOI should have ended at graduation, but goes to the 15th or 31st of May, can they continue working hourly? Or be extended on assistantship?**
   a. **No**, a resignation (RR Action) must be processed ending the position on the actual last day of appointment to prevent overpayment or unauthorized access to systems/programs they had previously while in their previous position. **Please refer to #2.a. above.**
   b. **No**, international students must have a resignation (RR Action) processed for no later than their last day of classes. Even if their immigration status has been extended their authorization for employment will have restrictions. For example, if students have authorization for OPT to work after graduation,
they can no longer work in a student capacity. They may work only in a non-student capacity such as M-base (Post Graduate), D-base (Post-Doc), P-base (Professional & Scientific), etc. Please refer to #2.b. above.

4. Would the grad college approve a request to work on an hourly basis in order to let a graduate student work until May 31st?
   a. No, the fifth day of the summer term would be the last day a domestic graduate student could work without registering for summer term and being appointed on a summer assistantship.
   b. They may work on an hourly basis if the request is approved through the Grad College prior to starting and if they are registered for Fall term.
   c. They cannot continue to work in the same department as their assistantship because the nature of the work would not qualify for hourly if it’s the same work they did for their assistantship appointment.
   d. International students cannot work past the end of finals week in their last semester of enrollment (this year that date was May 6th, 2016). If their authorization for OPT to work after graduation is in effect, they must work in a non-student capacity such as M-base, D-base, P-base, etc.

5. When is it appropriate to use M base (Post Graduate) appointments?
   Post Graduate appointments can be used for graduate students who have officially graduated and who were on an assistantship prior to graduation. The maximum appointment duration is 3 months. The M base LOI found here contains appointment information at the top of the form (http://www.grad-college.iastate.edu/common/forms/files/Iowa_State_University_Letter_of_Intent_for_Post_GraduateAppointment_Mbase.pdf)
   a. When a Post Graduate appointment is necessary, the C base appointment must have a Resignation (RR) processed in order to be able to process the M base appointment. Please refer to http://www.controller.iastate.edu/payroll/epaactiondefinitions.pdf with questions about EPAs. The M base EPA would not be approved without the RR Action being processed first.
   b. Graduate Assistant moving into a Pre/Post Doc position is a category change if the move is within an existing appointment’s dates, or immediately following the assistantship without a break in appt dates (including weekends). A single day break requires the Pre/Post doc appt to be processed as “New” appointment type (i.e., C base ends Friday, D base starts Monday – must be “New”.
   c. Please call the University Human Resources Service Center or the Graduate college with questions.

6. Would the Grad College require the submission of a new form “Request to Hire a Graduate Student on an Hourly Basis” from each hiring department for each summer the individual would be a graduate student?
   a. All departments intending to hire graduate students on an hourly basis must have prior approval from the Grad College using the electronic request submission form. A response will be returned by email with either Approved or Denied.
   b. If not enrolled in classes during the summer and ONLY working hourly the Temp/XH payroll enrollment form must be submitted to UHR Service Center showing the request to hire hourly has been approved and signed by the Graduate College.
   c. The Temporary & XH payroll enrollment form cannot be accepted without the department supervisor signature and Grad college approval. Dates of employment (start and end) must be included on the form.

7. When is a separation record required? (RR EPA action type)
   a. When an appointment ends (i.e., Graduation, Accepted other employment, Accepted academic position, Temp/Term Appt ended, Dismissed, etc.). The Resignation record must be processed in order to close the academic accesses and update records. The reason for separation needs to reflect the actual reason for leaving. While processing the EPA press F1 for the available reason codes.
b. If the Graduate Assistant appointment ends in May, they will not be enrolled in classes during the summer, but will restart their Assistantship appointment with the fall semester a separation record (RR Action) is not necessary at that time, however- it (RR Action) would need to be processed as soon as it is known they would not return to ISU or the assistantship to close their records.

c. The RR is required of any appointment that is electronically processed for all pay bases with the exception of any with XH listed as the pay base. The appointments for C (Graduate) and M base (Post-Graduate) appointments for students. A*, B*, D*, E*, H*, K*, MN* and P* bases for all other staff.

Did we miss something? Please let us know and we will get it addressed and included in this “If this, Then that” FAQ. Thank you