

Determining an Student's Employment Classification in Summer

The table below will assist you in determining your worker's employment classification and the required paperwork

This summer....	How he or she will be paid for work?	Required Paperwork from worker	Classification & Work Schedule Limitations
<p>Student worker is/will be enrolled in a credit-bearing summer term class at SMU (one of the primary sessions only).</p> <p>Applies to undergraduate or graduate students.</p>	<p>Paid via SMU Payroll with a <u>Student Worker Hire/Rehire Form</u></p>	<p><i>New student workers</i> 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.</p> <p>Student workers may work, up to, 20 hours per week.</p>
<p><i>For Summer Term Only:</i> Student worker is/will not be enrolled in a credit-bearing summer term class at SMU (one of the primary sessions only) <i>but will be enrolled in classes in Fall.</i></p> <p>Applies to undergraduate or graduate students.</p>	<p>Paid via SMU Payroll with a <u>Student Worker Hire/Rehire Form</u> and select <i>Student Worker Temp</i> job title for summer only.</p>	<p><i>New student workers</i> 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 temp for summer only.</p> <p>Student worker temps may work, up to, 40 hours per week, for summer only.</p>
<p>Student worker graduated the previous semester and is/will not be enrolled in a credit-bearing summer term class at SMU – and is not matriculated to a new program for fall.</p>	<p>Paid via Kelly@SMU Contact SMU's on-site Kelly Services Representative to confirm assignment details.</p>	<p>Contact SMU's on-site Kelly Services Representative to initiate the new hire paperwork. A background check will be required.</p>	<p>He or she is considered a temporary staff employee and will need to be paid via Kelly@SMU (Kelly Services)</p> <p>Kelly Services Temporary Staff are allowed to work 40 hours or more if needed.</p>
<p><i>For Summer Term Only:</i> Student worker graduated the previous semester and is/will not be enrolled in a credit-bearing summer term class at SMU – but is matriculated to a new program at SMU for fall.</p>	<p>Paid via SMU Payroll with a <u>Student Worker Hire/Rehire Form</u> and select <i>Student Worker Temp-Grad</i> job title for summer only (based on future level)</p>	<p><i>New student workers</i> 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 temp for summer only.</p> <p>Student worker temps may work, up to, 40 hours per week, for summer only.</p>
<p><i>For Summer Term Only:</i> New SMU Students matriculated for the upcoming fall term and not enrolled in classes for summer.</p> <p>Applies to undergraduate or graduate students.</p>	<p>Paid via SMU Payroll with a <u>Student Worker Hire/Rehire Form</u> and select <i>Student Worker Temp- <level></i> for summer only (based on Fall status)</p>	<p><i>New student workers</i> will complete <u>Student Worker Employment Packet</u>.</p>	<p>He or she is considered a student worker temp for summer only.</p> <p>Student worker temps may work, up to, 40 hours per week, for summer only.</p>

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<p>Non-SMU students enrolled in classes at another institution/university.</p> <p>Applies to undergraduate or graduate students.</p>	<p>Paid via Kelly@SMU Contact SMU's on-site Kelly Services Representative to confirm assignment details.</p>	<p>Contact SMU's on-site Kelly Services Representative to initiate the new hire paperwork. A background check will be required.</p>	<p>He or she is considered a temporary staff employee and will need to be paid via Kelly@SMU (Kelly Services)</p> <p>Kelly Services Temporary Staff are allowed to work 40 hours or more if needed.</p>
<p>Student graduated in Spring and department attempts to submit retroactive hire form for Spring employment after-the-fact</p>	<p>Paid via SMU Payroll as Temp Staff with retroactive dates, will route to HR for approval. System will <u>not</u> display Student Worker or Student Worker Temp options</p>		