Student Worker

This designation is primarily used for URA students.

If the student is enrolled in a **credit-bearing course** (one or more credit hours) during either Summer 1 or Summer 2 term, or for the longer Summer 3 term, then he or she can be properly classified as a **Student Worker**.

Enrollment in a zero-credit research course does **NOT** meet the enrollment requirement for this job classification. Though enrollment in a zero-credit course is not required, enrollment is recommended if such a course is available in the department of the faculty mentor who is supervising the student research. The zero-credit research course will appear on the student transcripts.

The benefits of the Student Worker classification include:

- The student worker’s wages are exempt from FICA tax withholding.
- The student worker’s wages are not reported to the state of Texas for unemployment claim purposes.
- The department is not charged a benefits charge on the wages paid.

The primary restriction to the Student Worker classification is that the student is expected to work no more than 20 hours per week. Thus, it can be used for URA students but should not be used for SRA students who are expected to work more than 20 hours per week.

To submit an ePAF for a Student Worker, navigate to Manager Self-Service > eForms WorkCenter > Add an ePAF:

1. Select “Student Worker” then “Undergrad Research Assoc ‘URA’ [Non-work study] or [Work Study].”
2. Complete remaining fields on the first page.
3. On the second page, complete the Earnings Distribution section with only the hiring department’s Fund and Org number (project number is optional); leave the page default of 100% for this allocation.*
4. Once the record has been submitted, add **Farley Ferrante 31066026** as an inserted approver (Ad Hoc) *after* the system-identified approver in the Financial Line Approvals section.

*NOTE:*
The split funding for the URA jobs will occur automatically and systematically for the Student Worker jobs. The ePAF does not (and should not) reflect the 50% funding that comes from the Provost’s Office.
**Temporary Staff**

This designation is primarily used for SRAs; it should also be used for URAs during summer if the student is **NOT** enrolled in a credit-bearing course.

If the student is **NOT** enrolled in a **credit-bearing class** (one or more credit hours) during either Summer 1 or Summer 2 term, or for the longer Summer 3 term, then he or she must be properly classified as a **Temporary Staff** employee.

Employees who were enrolled at SMU as a student for Spring 2017 and are expected to enroll as a student for Fall 2017 may be employed as a Temporary Staff employee on SMU's payroll (not through Kelly Services) for summer 2017.

The significance of the Temporary Staff classification include:

- The employee’s wages are subject to FICA tax withholding.
- The student worker’s wages are reported to the state of Texas as wages for unemployment claim purposes.
- The department is charged a benefits charge on the wages paid (currently 27%; the rate for 2017-2018 is still unknown).
- The SRA matching funds will also be applied to the benefits charge.

The primary restriction to the Temporary Staff classification is that the employee is expected to work no more than 29 hours per week, unless the employee confirms that he or she has health insurance coverage during the employment period.

To submit an ePAF for a Temporary Staff employee, navigate to Manager Self-Service > eForms WorkCenter > Add an ePAF:

1. Select “Temporary Staff” then “Temp Staff [Hourly] or [Monthly]”
2. Complete remaining fields on the first page
   - Indicate up to 29.0 for the Scheduled Hours per Week (even if the employee will be working more than 29.0 hours per week, once he/she confirms his/her health insurance coverage).
3. On the second page, complete the Earnings Distribution section with the hiring department’s Fund and Org number (project number is optional) and change the allocation percentage to 50%. Add a second row and indicate the URA/SRA program funding information for the remaining 50% funding allocation.
   - The URA/SRA Fund/Org number will be provided upon request.
4. Once the record has been submitted, add **Farley Ferrante 31066026** as an inserted (Ad Hoc) approver after the system-identified approver in the Financial Line Approvals section.