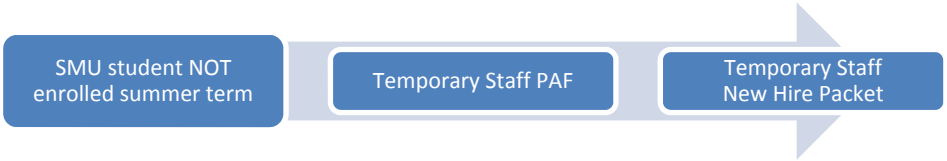
Summer Student Employment FAQ's

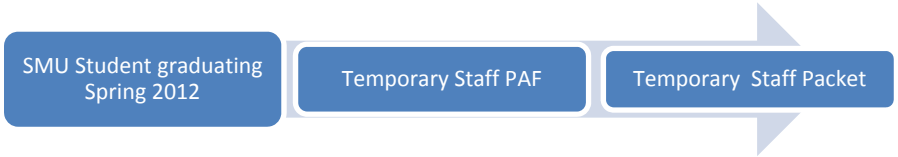
I am hiring a student worker for my department this summer. What do I do?

- If the student is enrolled in a credit-bearing summer term class at SMU (either session), submit the undergraduate student payroll authorization form (PAF) or graduate student payroll authorization form (PAF) to Payroll.
  - Student must complete Student New Hire Employee Packet

- If the student is **NOT** enrolled in a credit-bearing summer term class (either session), but will return to SMU for the Fall Term, he/she is considered temporary staff only for the summer only, submit a temporary staff payroll authorization form (PAF) to Payroll. This applies to all students – undergraduate and graduate.
- Please note the Request to Hire a Temporary Staff Employee is not required.
  - Student must complete Temporary Staff Employee New Hire Packet



- If the student has graduated from SMU in May 2014, then he/she is considered temporary staff, submit the temporary staff payroll authorization form (PAF) to Payroll.
- Please note the Request to Hire a Temporary Staff Employee is not required for summer 2014.
- However, if the graduated student will be working once the Fall 2014 term starts, the department should complete the Request to Hire a Temporary Staff Employee.
  - Student must complete Temporary Staff Employee New Hire Packet



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.
- Please note if the student has graduated, he/she must complete background check.

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 student must visit the Department of Human Resources to complete a Form I-9 on their 1st day of work I-9 Procedures and list of acceptable documents
- 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.