



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 four 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 (either session) at SMU <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.</p>
<p>Student worker graduated the previous semester & not enrolled in any for-credit classes.</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>New SMU Students for an upcoming term and not enrolled in classes for summer.</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>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>