

# **Cheat Sheet for Student Worker Processing**

## **1. You need a student worker. What do you need to do first?**

- a. Complete and submit the student worker request form to HR **before** the student starts working.
  - i. Form is located on the HR website at:  
<https://www.atu.edu/hr/docs/Student%20Employment%20Request%202020%20202.pdf>

## **2. Background checks**

- a. You need to submit a new background check for each Student Request Form in which the position requires a pre-employment screening.
- b. Student workers positions require pre-employment screening prior to work if they:
  - i. Work with Minors (camp workers)
  - ii. Live with our students (resident assistants)
  - iii. Have unsupervised access to keys and equipment
  - iv. Work requires them to be in locker room type settings with students
  - v. Assist in office and other technical tasks which necessitate the student having access to any *data/software systems* or areas that contain *regulated(HIPPA, FERPA, social security, credit card, bank account, driver's license, donor information, etc.)* or *confidential (financial information, Non-disclosure information, contracts, facilities management, etc.)* data
  - vi. Handle Library Transactions
  - vii. Help with Research
  - viii. Assist with Tutoring and/or Grading

## **3. New Hire Paperwork**

- a. If the student has never worked with us before, they must complete their HR paperwork and I-9 forms prior to the first day of work. Not doing so causes:
  - i. ATU to be outside of federal I-9 compliance
  - ii. Delays in payment for work completed
  - iii. Lack of access to complete their jobs
- b. The packet is available for the students to complete online so they can complete and make an appointment to drop off at the Human Resource Office.

## **4. Maximum Hours of Worker Per Week**

- a. Student workers can only work a maximum of 28 hours per week. This includes all work performed on campus between departments.
  - i. There are exceptions for hours worked during the summer months only.

## **5. Rate of Pay**

- a. The base pay for a student worker is \$9.25/hour. This is because of the classification as student worker instead of normal employee.
- b. Departments are allowed to pay between \$9.25-\$11.00/hour as their budget allows.
- c. If your department wants to pay above \$11.00/hour (minimum wage), you must submit a justification for the increased amount to be put in the student worker's file.

## **6. Terminations**

- a. Departments must let HR know when a student worker is no longer working for them.
- b. Failure to notify HR results in:
  - i. Student worker remaining active in our system – possible access & timesheet problems
  - ii. Increase workload to audit and process backlogged separations
  - iii. Inaccurate reporting
  - iv. Storage and data issues from continued retention of paperwork not required