

FSRAP Process for hiring and paying your student assistant

Hiring a Student

Submit job posting online on BroncoLink through the Career Center.

Go to <http://www.scu.edu/careercenter/facultystaff/> for more information about how to post a position on SCU's BroncoLink. See the section entitled "Hiring Students" for links "Advertise an Open Position" and "Hiring Process". When posting the position, you can specify a major, year in school, work-study eligible and certain skill sets. Interested students will E-mail you their resume (and cover letter, if you'd like) to apply for the position. The hiring faculty member should contact students to arrange for an interview. After you have hired a student, send an E-mail to Robert Haun whaun@scu.edu to remove the position from BroncoLink.

If you are having trouble finding a work-study eligible student, please contact Anne Riconosciuto, ariconosciuto@scu.edu, for a list of work-study eligible students who are majoring in your field or a related field.

Paying a student

Student salaries are usually around \$10 an hour (depending on the difficulty of work, age of student, etc).

	Work study	Non-work study
Starting amount	\$1,050 (including benefits)	\$1,050 (including benefits)
Hours available (assume \$10 per hour)	$\$1,000/2.5 = 400$ hours (federal government pays 75% of the \$10, SCU pays 25%)	$\$1,000/10=100$ hours

You need to fill out the SEA (student employment authorization) and E-mail it to Robert Haun whaun@scu.edu as soon as possible. You can find the electronic version on the University Finance Office website: <http://www.scu.edu/hr/forms/payroll.cfm>. You need to get the student's ID number, local & permanent address, phone number, E-mail address and check the boxes for whether the student has worked on campus before or not. When you E-mail the SEA form to Robert Haun, ask him to send you back a *Position Control number*.

If the student has worked on campus before (and been paid by SCU) then the process is a bit quicker. If not, the student needs to take his or her I-9 documents (passport or driver's license & social security card) to Human Resources where a copy will be made for the file.

Once you send the SEA form into Robert Haun, it will be processed and the student will start receiving a blue timesheet with his or her name on it in about 3 weeks (it will come through inter campus mail either to you or to the department Administrative Assistant with all of the other timesheets for students working in the department).

Once you receive the *Position Control number* from Robert Haun you can print out the Student Timesheet (found on the Student Employment website) and fill in the student's name, department, Employee # (student ID number), and Position Control number (that you'll receive from Robert Haun). Have the student sign the bottom of the form (Employee signature). The faculty member signs in "Supervisory/Manager signature." Then fill in the dates & hours worked, making sure to total the hours under "regular hours" and "Total hours" both on the right side of the timesheet and in the lower right hand corner of the timesheet.

The timesheets are usually due a few days before the end of the pay period. You can find a schedule of the timesheet due dates and pay dates at www.scu.edu/hr/calendar/payroll.cfm and then click on the "pdf" link to the calendar for the schedule of when timesheets are due.

The faculty member is responsible for keeping track of the student's hours and how much of the FSRAP funds remain. *You should keep a photocopy of each student timesheet that you turn in and regularly total up the hours to make sure that you are not overspending the amount given by the FSRAP grant.*

Contact Anne Riconosciuto at 554-2746 or ariconosciuto@scu.edu if you have any questions.