

Student Hire Guide

2021-2022

X University

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Overview

This guide serves as an internal reference for X University staff involved in hiring and onboarding student employees. It outlines key information about student positions, compensation, benefits, eligibility, and the onboarding process. This guide ensures a consistent approach to hiring and onboarding student employees, contributing to a positive and effective work experience.

Student Designation Definition

An employment relationship with a student will be considered under the following conditions:

1. The activities are primarily educational, designed for the participants' benefit, and are part of the educational opportunities offered to students. Students may receive some payment to simulate a realistic work environment, serve as an incentive, or ensure employers treat them as workers.
2. The combined time spent at school and the experience station (with the school or with an external employer) does not significantly exceed the normal academic schedule. Any time beyond one hour over the usual school schedule or attendance at the experience station on non-school days is considered substantial.
3. The student does not replace a regular employee or negatively impact the employment opportunities of others by performing tasks that would otherwise be done by regular employees, including those employed by the school or an independent contractor.

Program Affiliations

A program affiliation is an academic program endorsed by X University, overseen by an academic department, with a defined curriculum and educational focus. Students must be in good academic standing with their home institutions to participate. Examples of such programs include, but are not limited to, the following:

High School Students

- Health Professions Recruitment and Exposure Program
- Science and Technology Acquisition Summer Research Program
- Major's Summer Internship Program

Undergraduate Students

- Dr. Justin Conrad's Leadership Program
- Green Fellowships
- Joint Admission Medical Program
- Summer Undergraduate Research Fellowship Program

Medical Students

- Summer Research Program
- Dean Research Scholars Program

Graduate Students

- Graduate Student Researchers
- Medical Scientist Training Program

Note: If a student does not work in an academic program, his or her work is considered extra-curricular. X University students must work less than 19 hours a week.

Student Information

Eligibility

X University has a longstanding commitment to educating students in the process of research - both basic and clinical - with the support of faculty and research staff.

In keeping with X University policies, only non-university student researchers who are part of an academic course or program supported by their home institution and paid for their research activities will be onboarded to the university.

To work as a Non-Affiliated Student Worker, the student must:

- Be admitted to an institution of higher education or be enrolled in high school.
- Be eligible for a fall or spring semester assignment (if applicable)
 - Students must be enrolled in a home institution for six or more semester credit hours for that semester or be enrolled in high school for that semester.
- Be eligible for a summer assignment (if applicable)
 - Students must be enrolled in a home institution for three or more semester credit hours in the previous session and eligible to enroll in the subsequent session; or must have been enrolled during the previous spring semester, either in a home institution for six or more semester credit hours or in high school. Students do not have to be enrolled during the summer.

To work as a X University Student Worker, the student must:

- Be admitted to X University and be in good standing with the institution.

For further eligibility requirements, see:

- Observer's policy – Observers in Patient Care Areas
- Research in Lab policy – Visitors in Research and Clinical Laboratories

Compensation

Monthly and hourly rates are determined by mutual agreement between the employee and the employer. There is a strict no-volunteer policy; students at X University must either participate in an academic endeavor or receive financial compensation.

Benefits

According to Texas employment law (661.152), students employed in student positions are not eligible for employee group insurance benefits, paid annual leave, sick leave, or holiday leave. State law stipulates that if maintaining student status is a condition of employment, leave benefits are not provided.

Benefits Eligibility and Payment

Payment of benefits such as insurance, annual leave, sick leave, and holiday leave is optional and determined on a position-by-position basis. These benefits must be communicated to the student as part of the offer letter if they are provided.

Workers' Compensation Eligibility

Students employed by X University are eligible for Workers' Compensation if they are injured in the course and scope of their employment.

Income Tax Rules for Student Employees

Student earnings are taxable as income for federal income tax purposes.

Background Check

Non-affiliated students (those who have not matriculated through the university) will need to undergo a background check. The selected candidate will be required to complete a pre-employment process, which includes, but is not limited to, background checks, reference checks, and educational verification. The background check will verify the following:

- Positive identification
- Maiden & Alias Name Search
- Criminal Record Search – County or Statewide Level
- National Criminal Database Search
- National Sex Offender Registry Search
- SanctionCheck Sanction Screening
- Investigative Application Review by a Licensed Investigator
- Adverse Action Management

Orientation

As part of the onboarding process, program administrators will need to determine the orientation needs of their department position(s) and communicate the needs to the appropriate people, group orientation or individual.

The basic parts of the orientation are:

1. Badging
2. Parking
3. Code of Conduct Review
4. Computer Log in Information
5. I-9 Completion

In addition to in-person orientation, students are automatically assigned the New Hire Taleo Packet, which includes the New Hire Compliance Training Modules. Program administrators must inform their student hires about these training requirements.

Orientation Modules

These automatically assigned modules cover badging, parking, Code of Conduct review, computer logins, clocking in/out (if applicable), and I-9 completion. Student hires will receive an email reminder if their required modules are not completed within 30 days of their first day of employment.

Orientation with HR

This option must be scheduled in advance with the Temporary Services Talent Partner. Summer Program orientation covers badging, parking, Code of Conduct review, computer logins, clocking in/out (if applicable), and I-9 completion as well as any program specific information.

Job Position Types

Summer Student Intern

This position is for high school (minimum age of 16) and college students seeking work experience in their field of study or for practical work experience. This job is a paid position that begins on June 1st and ends on August 31st.

Semester Student Intern

This position is for undergraduate or graduate students seeking experience in a field of study authorized by an academic office or department. This job may be a paid or unpaid position that begins and ends with the Fall or Spring semester.

Non-Paid Student Intern

This position is for undergraduate students seeking specific experience in their field of study. Students enrolled in a degree program that requires a minimum number of hours of practical experience will receive a course credit to satisfy the degree program. Non-paid internships require approval by the Office of Human Resources.

Graduate Student Researcher

This position is for graduate students seeking professional research experience in a field of study authorized by the University Graduate School. This job is a paid position that begins and ends with the Fall or Spring semester.

New Hire Process Information

Required Documents to Complete

- Employment application
- Proof of school enrollment (for high school students)
- State and federal new hire paperwork
- Demographics
- U.S. Work Eligibility
- Minors Registration Form
 - Students under the age of 18 who are assigned to a research lab.
 - Requires parental consent.
- Emergency contact information
- Proof of medical coverage (for non-paid student interns)

Patient Access

All student interns should not have direct access to patients. There may be times when students are physically located in areas where there is a patient population (i.e., university hospital or clinic). However, students will not perform tasks that bring them in direct contact with patients.

Appointment Type

Summer Student Interns and Semester Student Interns are hired by the Human Resources Talent Acquisition team. The positions are non-exempt hourly and do not include benefits. The positions are defined, limited appointments.

Non-Paid Student Interns are hired by the Human Resources Talent Acquisition team and the academic department. The academic department must complete the Person of Interest (POI) form in PeopleSoft HCM. This position is non-paid, does not include benefits, and has a limited 1-year expiration date.

Graduate Student Researchers are hired by the Human Resources Talent Acquisition team. The position is exempt-benefit eligible and is typically assigned for 5-10 years.

Occupational Health Screening

Summer Student Interns under the age of 18 are not required to complete the Occupational Health appointments. However, if a student intern under the age of 18 is hired into a special clinical program, that student is required to provide proof of immunizations and a negative TB test.

Non-Paid Student Interns are not required to complete the Occupational Health appointments. Clinical non-paid student interns must meet the Affiliation Agreements requirements. For Affiliation Agreements eligibility, see:

- **Observer's Policy** – Observers in Patient Care Areas
- **Research in Lab Policy** – Visitors in Research and Clinical Laboratories

Graduate Student Researchers are not required to complete the Occupational Health appointments. However, they are required to provide proof of immunizations and a negative TB test.

Background Check

Human Resources is required to submit a standard criminal background check through PreCheck for every student intern over the age of 18. Student interns under the age of 18 are required to complete a Criminal History Check Authorization Form and have it signed by a parent or guardian to conduct a criminal background check. The University Graduate School office coordinates criminal background checks for Graduate Student Interns.

Onboarding Orientation

All student interns and Graduate Student Researchers are required to complete HIPAA, Institutional Compliance Training (ICT), Information Security, EEOC Compliance, Lab Safety Training, and Environmental Health & Safety Compliance training provided by their academic departments. A Human Resources representative will schedule an appointment with new student interns to complete all required new-hire paperwork and TaleoLearn training modules. A Graduate Talent Acquisition Coordinator will schedule an appointment with new Graduate Student Researchers to complete all required new-hire paperwork and TaleoLearn training modules. For paid positions, students are required to complete Direct Deposit and W-4 information in PeopleSoft Employee Self Service.

Onboarding Procedures in PeopleSoft HCM

Adding a New Position

The department must submit an Add a New Position request form in PeopleSoft HCM. The Department Approver will review the Add a New Position request. When the Department Approver approves the request, the department will receive an email that includes the new position number. Then, the department will submit the position request in ADAPT. Once the position request is approved by an EVP in ADAPT, the position is approved and sent to the Talent Acquisition Management System (TAM).

Note: Adding a new position creates a budgeted position for your subledger.

To add a new position in PeopleSoft HCM:

1. In your web browser, navigate to **www.xu.com/peoplesofthcm**.
2. Log in to PeopleSoft HCM.
3. From the left menu, click **Employment > Add New Position**.
4. In the Employment section, fill in the following fields:
 - **Effective Date** – Type or select a date within the past 30 days.
 - **Department** – Select your department.
 - **Business Unit** – Select your department’s business unit or division.
 - **Job Code** – Select the job code for the new position.
Note: See Appendix: Student Job Codes to locate the appropriate job code for the position.
 - **Reports To** – Type the manager or supervisor’s name who is responsible for the new employee.
 - **Location** – Select the department’s building location.
 - **FTE** – Type 0.48.
Note: All student intern positions must be 0.48 FTE regardless of hours worked because student interns are not eligible for benefits.
 - **Regular/Temporary** – Select Temporary.
 - **Full-time/Part-time** – Select Part-time.
 - **Pre-Encumber** – Select Encumber on Requisition.
 - **Pre-Encumber Option** – Select User-Specific Amount.
 - **Pre-Encumber Amount** – Type the salary in dollars.
5. In the Funding section, fill in the following fields:
 - **Chartfield** – Select the chart of account that funds the position.
 - **FY Budget Amount** – Type the dollar amount your department can pay for the position as an annualized salary.
Note: To determine the annualized salary, multiply the student intern’s hourly rate by 2080.
 - **Funding End Date** – Select the date your department expects the position to end.
Note: Leave this blank if your department is funded by a state grant account.
6. Click **Submit**. The new position request is sent to ADAPT for final authorization.

Requesting a Job Opening

If your department intends to replace an existing position, your department must submit a Request Job Opening form in PeopleSoft HCM. If the existing position was created less than 45 days ago, PeopleSoft HCM posts the job opening to the Talent Acquisition Management System (TAM) after you submit the job opening request in PeopleSoft HCM. If the existing position was created more than 45 days ago, PeopleSoft HCM sends the job opening request to ADAPT for authorization. Once approved, PeopleSoft HCM sends the job opening to TAM.

To request a job opening in PeopleSoft HCM:

1. In your web browser, navigate to **www.xu.com/peoplesofthcm**.
2. Log in to PeopleSoft HCM.
3. From the left menu, click **Employment > Request a Job Opening**.
4. In the Position Type section, fill in the following fields:
 - **Position Request Name** – Type the name of the position.
 - **Position Type** – Select the position type.
 - **New Hire or Replacement** – Select Replacement.
5. In the **Job Code** field of the General Position Information section, type the job code. The remaining fields in the General Position Information section auto-populate.

Note: See Appendix: Student Job Codes to locate the appropriate job code for the position.

 - **Estimated Start Date** – Select the start date for the new job.
 - **Estimated End Date** – Select the end date for the new job.
 - **Pay Rate (Hourly)** – Type the hourly rate for the new job.
 - **Hours per Week** – Type the expected number of hours the employee should work.
6. In the Justification section, fill in the following fields:
 - **Expected Duties** – Type a detailed description of the expected duties of the employee filling the position.
 - **Justification** – Type a detailed reason for justifying the opening of the position.
7. Click **Submit**. The job opening request is sent to ADAPT or TAM.

Onboarding Procedures in Talent Acquisition Management System (TAM)

Talent Acquisition Management System (TAM) is the onboarding system that captures all new-hire information such as background check approval, emergency contacts, banking information, and I-9 and W-4 paperwork. Additionally, it is the onboarding system that enables you to move a potential candidate along in the hiring and onboarding process. After the new position has been approved by ADAPT, an HR recruiter will approve and then post the new position. Then, the department hiring manager will be able to route the potential candidate through the application, interview, and onboarding stages. The hiring manager will also be able to create an offer letter.

Approving a New Position or Job Opening Post (HR Recruiter only)

1. In your web browser, navigate to **www.xu.com/tam**.
2. Log in to TAM.
3. In the main menu, click **Positions & Job Openings**.
4. In the left column, click **Requests from PeopleSoft HCM > Requisitions**.
5. Click on the **Transaction ID** number to open the new position or job opening. The fields auto-populate from PeopleSoft HCM.
6. In Position Name, type a different position name if necessary.
7. In Equifax Location, select **University Recruitment**.
8. Clear the **Referral Bonus** checkbox.
9. In External Background Check, select **Background Screening**.
10. Click **Save and Close**.
11. In the left column, click **More Actions > Posting and Sourcing**.
12. Click **Modify**.
13. Select **External-Confidential**, and then click **Done**. The position is now posted.

Routing the Position (Hiring Manager)

1. In your web browser, navigate to **www.xu.com/tam**.
2. Log in to TAM.
3. In the main menu, click **Positions & Job Openings**.
4. In the left column, click **Requisitions > Active Candidates**.
5. Right-click on the student's name, and then click **More actions**.
6. Click **Change Step and Status**, and then select **Route to Department**.
7. Click **Save**.
8. Click **Change Step and Status**, and then select **Schedule Interview**.
9. Click **Save**.
10. Click **Change Step and Status**, and then select **Proceed to Hire**.
11. Click **Save**.
12. Click **Change Step and Status**, and then select **Offer to be Made**.
13. Click **Save and Close**.

Creating an Offer Letter

1. In your web browser, navigate to **www.xu.com/tam**.
2. Log in to TAM.
3. In the main menu, click **Positions & Job Openings**.
4. In the left column, click **Requisitions > Active Candidates**.
5. Right-click on the student's name, and then click **More actions**.
6. Click **Create Offer**. The Create Offer window opens.
7. In Start Date, select the first day of employment for the student.
8. In Internation Office Review, select **No**.
9. In Internal DPS, select **No**.
10. In Hire Action, select **Temporary Assignment**.
11. In Exemption, select **Exempt, non-faculty**.
12. In Letter Version, select **Temporary offer letter**.
13. Click **Create**. The offer letter opens in a new window.
14. Click **Save and Close**.

Sending the Offer Letter

1. In your web browser, navigate to **www.xu.com/tam**.
2. Log in to TAM.
3. In the main menu, click **Positions & Job Openings**.
4. In the left column, click **Requisitions > Active Candidates**.
5. Right-click on the student's name, and then click **More actions**.
6. Click **Extend the Offer**, and then select **E-Offer**.
7. Click **Next**. The Email Offer Letter window opens.
8. Ensure the student's email address is correct.
9. Review the email and the attached offer letter.
10. Click **Send**.

Appendix: Student Job Codes

Job Code	Job Description	Grade	FLSA	X Job Class
5880	GSR - BIOLOGICAL CHEMISTRY	81	E	STD
5881	GSR - ORGANIC CHEMISTRY	81	E	STD
5882	GSR - CLINICAL PSYCHOLOGY	81	E	STD
5883	GSR - DIVISION OF BASIC SCIENC	81	E	STD
5884	GSR - CELL & MOLECULAR BIOLOGY	81	E	STD
5885	GSR - BIOMEDICAL ENGINEERING	81	E	STD
5886	GSR - GENETICS DEV AND DISEASE	81	E	STD
5887	GSR - INTEGRATIVE BIOLOGY	81	E	STD
5888	GSR - IMMUNOLOGY	81	E	STD
5889	GSR - MOLECULAR MICROBIOLOG	81	E	STD
5890	GSR - MOLECULAR BIOPHYICS	81	E	STD
5891	GSR - NEUROSCIENCE	81	E	STD
5892	GSR - CANCER BIOLOGY	81	E	STD
5893	GSR - MED SCIENTIST TRN PRGM	81	E	STD
9900	STUDENT ASSISTANT I	76	N	STD
9901	STU ASSIST I (<i>X students only</i>)	76	N	STD
9902	STU ASSIST	77	N	STD
9903	STU ASSIST II	77	N	STD
9904	STU RESCH ASSIST I	72	N	STD
9905	TEACHING ASSIST	77	E	STD
9906	GRAD STU ASSIST	73	N	STD
9907	TEACHER INTERN	77	N	STD
9908	RESEARCH INTERN	77	N	STD
9909	GRAD INTERN	77	N	STD
9980	BB STU RESCH ASSIST	81	N	STD
9981	BM STU RESCH ASSIST	81	N	STD
9982	CL STU RESCH ASSIST	81	N	STD
9983	CM STU RESCH ASSIST	81	N	STD
9984	CR STU RESCH ASSIST	81	N	STD
9985	EG STU RESCH ASSIST	81	N	STD
9986	GD STU RESCH ASSIST	81	N	STD
9987	IB STU RESCH ASSIST	81	N	STD
9988	IO STU RESCH ASSIST	81	N	STD
9989	MM STU RESCH ASSIST	81	N	STD
9990	MP STU RESCH ASSIST	81	N	STD
9991	MS STU RESCH ASSIST	81	N	STD
9992	NE STU RESCH ASSIST	81	N	STD