

## SNRE- CALS Guidelines for Hiring Student Assistants

These Guidelines are meant to ensure compliance with University policies and timely payment to student and research assistants. Please consult with the business office if you have questions. Prior communication is always preferred to *ex post facto*.

Students should **NOT** begin work until they have completed their hiring paperwork and been given the okay by the business office.

### **Pre-Employment Procedures – Hiring and Expenditures**

- Supervisors should provide the business office with:
  1. A student hiring request form (GRA Hires or regular Student Hires). This form must include the following information:
    - a. The desired start date (please allow at least one-week for paperwork prior to starting);
    - b. The expected length of time of employment, if temporary;
    - c. The average number of hours worked per week; and
    - d. Wage amount.
- Wage and fringe benefit expenses will be charged to the appropriate faculty allotment or cost center.
- The standard wage is \$12.15 per hour. Exceptions to this pay rate require additional justification, and are subject to approval by the business office and possibly the UA.
- Fringe benefits (ERE) are charged by the UA on top of all salary and wages. ERE for students includes Social Security, liability insurance, and Workmen's Compensation. This rate is subject to change annually. The business office will notify supervisors if an employee is ineligible to work due to taking too few credit hours in a semester, or if the hours worked could trigger State Retirement or benefits eligibility, which would increase the ERE rate.
- Please instruct students to schedule an appointment with the business office to complete the requisite hiring paperwork. Students will need to produce certain work eligibility documents. Commonly produced documents include a valid US passport **OR** two of the following (not exhaustive; please ask for more options, if necessary; foreign student employment requirements may differ due to work eligibility):
  - State issued drivers' license with photo
  - Social Security card
  - Original birth certificate proving US citizenship

### **Time Approval and Post Employment Procedures**

Supervisors are required to track and authorize time prior to wage payments being made. This must be done on-line at the end of every pay period. Access is possible anywhere in the world with internet access. Time approving by supervisors is a CALS Best Practice and an expectation for all supervisors.

If the supervisor has never approved time before, the UA requires that they review a short online tutorial on the Fair Labor Standards Act, and pass a basic quiz. The tutorial can be viewed at <https://it.arizona.edu/documentation/flsa-tutorial> Additionally, the UA requires acceptance of a user agreement found at <http://uaccess.arizona.edu/>.

The business office can assist you with these steps, and will provide reminders to review and approve time on a biweekly basis. Only with extenuating circumstances and when requested in writing will the business office approve student time on a supervisor's behalf. Students will not be paid if time is not approved.

At the end of the student's employment, the supervisor should document the final date of employment, via a written resignation letter or email, and forward it to the business office. The effective date will be the last day a student can work in the position without rehire.

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