Student Hiring
Frequently Asked Questions

How do I know if our unit has federal work-study funding?

- The Fiscal Officer of the unit will receive a statement of available balance from the Office of Human Resources – Student Employment at the beginning of the academic year. Generally, units that have received funding the previous year will receive funding again, but the amount may vary. If a unit would like to request Federal Work-Study funds, a written request should be sent to the Office of Human Resources.

What information does HR look for to confirm eligibility for interviews?

- Students must be enrolled at least part-time to obtain student employment. They must also be in compliance with the University's Student Academic Progress (SAP) Policy. Students applying for Federal Work-Study positions must have the Federal Work-Study awarded as part of their financial aid package.

How long does it take to hire students?

- The Office of Human Resources cannot define a timeline for approvals outside of its purview. Based on the Hiring Manager's desired start date, the Student Decision to Hire form should be submitted to the Office of Human Resources no later than the relative Hiring Proposal due date identified on the HR Personnel Transaction Calendar.

When will the student fill out the Student Contract?

- Students will no longer complete the student contract as part of the hiring process. They will receive and sign an offer letter after the hiring request has been approved and eligibility to work has been confirmed.

How will I know how much money the student has left of his/her award?

- The hiring manager (or designee) is responsible for tracking student employees' hours, pay and available funds. Hiring Managers that permit student employees to exceed their allowable hours or award amount, may be disciplined or restricted from hiring student workers.

Who determines the students work schedule?

- Students' work schedules are determined by the hiring manager and should not exceed the allowable limit based on the funding type (Federal Work-Study: maximum of 15 hours/week; Department funded: maximum of 20 hours/week).