

STANDARD ADMINISTRATIVE PROCEDURE

33.99.08.M1.03 Procedure for Hiring Student Employees

Approved August 12, 2002

Revised February 6, 2006

Revised January 21, 2010

Revised June 25, 2013

Next scheduled review: June 25, 2018

Standard Administrative Procedure Statement

The purpose of this SAP is to outline the steps to be taken and requirements for the hire of student employees for Texas A&M University.

Official Responsibilities and Processes

1. GENERAL

This procedure will be followed when hiring student employees and non-affiliated student employees to perform services in an academic or administrative unit at Texas A&M University. These procedures do not apply to employment positions for graduate assistants or students in cooperative education programs.

2. PROCEDURES FOR ALL STUDENT EMPLOYEES

2.1 Students desiring employment with Texas A&M University are responsible for understanding the rules and guidelines that apply to them as employees. Students must complete the on-line New Student Employee Orientation offered by the Student Employment Office at <https://jobsforaggies.tamu.edu/TRAINING-WORKSHOPS>. Students are expected to complete this Orientation *upon hire for* employment on campus. Upon completion, students will receive a New Student Employee Orientation Certificate. Students are responsible for retaining their Certificates to provide to employers as proof of eligibility for hire. This hiring department is responsible for collecting the New Student Employee Orientation Certificate and maintaining it in the personnel file.

2.2 Upon offer of employment, prior to completing hiring paperwork, employers shall verify the student meets the definition of student employee and verify work study eligibility. Confirmation may be obtained from Scholarships & Financial Aid by either the student or employer.

2.3 The hiring department is responsible for collecting the following documents and submitting them through normal campus approval channels to Payroll Services:

- Employee Payroll Action request
- Employee Personal Data Sheet
- IRS Form W-4
- Direct Deposit Authorization (optional)
- INS Form I-9

In addition, all male employees between the ages of 18 and 25 must show proof of compliance with Selective Service Registration. Proof may be obtained online at <https://www.sss.gov/Default.htm>. The hiring department should retain that proof in the student employees' files.

- 2.4 Payroll Services will review the paperwork for compliance with University policies and set up the student employee in the payroll system following procedures for other wage employees.
- 2.5 All TAMU student employees are required to complete Orientation to the Texas A&M System and New Student Employee Orientation upon hire. Additionally, student employees must complete the Ethics, Creating a Discrimination Free Workplace, Reporting Fraud, Waste, and Abuse, and Information Security Awareness training modules via HRConnect within the first 30 days of hire and again every one, two or four years as required for each training topic.

3. ADDITIONAL PROCEDURES FOR WORK STUDY STUDENTS

- 3.1 Only students with advance approval from Scholarships & Financial Aid may be hired in Work Study title codes on state or federal work study funding. Eligible students will present a work study certificate form and the hiring department should include a photocopy of it with the employment documents to Payroll Services.
- 3.2 When hiring a Work Study student, the hiring department should provide an alternative source of funds to be used when/if the student's allocation of Work Study funds is expended. The hiring department approves the change of funding in advance by including an alternative source in the Comments section of the Employee Payroll Action request. Either Scholarships & Financial Aid or the employing department may initiate the request that the source be moved from work study to non-work study funds. (See [Standard Administrative Procedure 33.99.08.M1.02: Work Study Procedures](#))

Related Statutes, Policies, or Requirements

Supplements [System Regulation 33.99.08](#) and [University Rule 33.99.08.M1](#)

Contact Office

Questions regarding student employment procedures should be directed to the Student Employment Office at 845-0686 or Payroll Services at payroll@tamu.edu.

OFFICE OF RESPONSIBILITY: Scholarships & Financial Aid