

## *LifeWorks Program Office*

**Bulletin: #129**

**Topic: Hiring Procedures for Early Arrival Student Workers**

To: Student Work Supervisors

Date: July 19, 2021

It's time to submit jobs/hires for your Early Arrival student workers. Early arrival student workers are those who return just prior to the beginning of the fall semester for training and/or to help supervisors prepare for the start of the academic year. You should have already submitted any housing requests needed for these workers.

For all hires, you must ensure the student has a valid I-9 before you let them work or begin training. This is federal law. You can check the I-9 status by attempting to hire the student in TimesheetX. Also, Level 4 and 5 students must have a Career Center-approved resume.

- You must have a separate summer hire for students returning early. In the past, some have decided not to submit these late summer hires and have instead told students to log the hours on the first timesheet of fall. Please do not do this. Auditors will flag timesheets which show students working when they are in class. More importantly, it runs the risk of creating an overtime situation in which students are paid overtime they didn't earn and creates extra work for the Payroll Office staff who will have to recoup the unearned wages.
- Submit summer jobs for approval if necessary. We recommend you include the word "Summer" somewhere in the title.
- Once your summer jobs are approved, you can submit your hires. Set the start date as the first day of work and the end date no later than August 21. A summer hire cannot extend into the fall semester.
- You can also submit academic year jobs, but please don't submit hires just yet. Dates for the upcoming year are August 22, 2021 to May 7, 2022.

Please direct any questions to the LifeWorks Program Office at x2244.