

## *LifeWorks Office*

**Bulletin: #120**

**Topic: Student Worker Late Summer Hiring Process**

To: Student Work Supervisors

From: Mike Burnes

Date: July 30, 2020

Some students are beginning to return for training and to help us get ready for the fall semester. Some of you have already hired these students. If you haven't already done so, please submit your late summer hires. We need to complete the process of hiring these late summer workers before we can start the fall hiring process. 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 strongly 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 15. A summer hire cannot extend into the fall semester.
- **Do not submit fall hires.** You can, however, submit fall jobs for approval as described in Bulletin #119, which you received on July 14.

Contact the LifeWorks Office with any questions at extension 2244 or by emailing [lifeworks@berry.edu](mailto:lifeworks@berry.edu).

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