

HOW TO HIRE AND TERMINATE UNDERGRADUATE STUDENT WORKERS

Before you hire, check that you have funds available and permission (if needed) to use them. Robert Robinson can advise you - send him the hourly pay rate, anticipated hours/week and your project number. Undergraduate student fringe is 1.8%.

Once you have interviewed and selected your student hire, send the following information to the Administrative Coordinator to begin the hiring process:

- Name and email address of the student to be hired
- Anticipated start and end dates
- Hourly pay rate (see pay scale at end of document)
- Number of hours/week the student will work (may not exceed 28 hrs/week – if the student holds another job on campus, the combined hours may not exceed 28 hrs/week)
- The complete account number (CUBS chart string) to be charged

The Administrative Coordinator will make an appointment with the student to complete the necessary paperwork (employee data sheet and Form I-9).

The required I-9 (employment eligibility and identification) documents frequently prove to be a delay as students usually have to make a trip home or send for the documentation. The day the student can show the Admin Coordinator the identification documents and complete the I-9 form is the day the student can begin work. **Students may not work before all paperwork has been completed.** A list of the acceptable forms of identification is at the end of this document.

TIMESHEETS: Student workers must keep timesheets and turn them in to the Admin Coordinator to be paid (timesheets are usually due the day after the pay period ends). Timesheets can be downloaded from <https://www.clemson.edu/employment/payroll/index.html> (click on Employee Timesheet link the margin). As supervisor, you must also sign the timesheet.

UNDERGRADUATE STUDENT WORKERS MUST BE TERMINATED OR PLACED ON LEAVE AT THE END OF THE ACADEMIC YEAR

Notify the Admin Coordinator anytime a student is nearing the end of their employment with you as their HR record must be updated and removed from our pay roster.

Students that will return to work for you after a summer break must be placed on leave before the end of the spring semester. Otherwise, they will be terminated and will have to repeat the hiring process in the fall.

Undergraduate Student Employment Pay Scale					
Job Classification	Job Code	Description	Base-level Tasks / Duties Minimum	Complex Tasks / Duties Midpoint	Higher Complexity Tasks / Duties Maximum
Student Assistant I (Entry level)	9-24-100	Requires an understanding of basic work routines and the use of simple equipment and machines. Requires direct supervision with relatively specific instructions. Tasked with routine duties requiring little or no training.	\$7.25	\$7.63	\$8.00
Student Assistant II (Some experience)	9-24-200	Requires some non-technical skills in performing standardized work routines. Tasked with mostly routine duties requiring previous knowledge or skill, experience and/or training. May coordinate activities of others.	\$7.50	\$8.13	\$8.75
Student Assistant III (Intermediate Experience)	9-24-300	Requires knowledge of a technique involving practices of non-routine work. Tasked with higher level, non-routine work requiring previous knowledge or skill and/or equivalent experience or training. May coordinate/supervise activities of others.	\$8.00	\$8.88	\$9.75
Student Assistant IV (Advanced experience)	9-24-400	Requires knowledge gained through exposure or experience in a technical field. Tasked with more complex/technical duties involving a high degree of responsibility and judgment. Specialist training or experience is required. May direct activities of others.	\$8.25	\$9.25	\$10.50
Student Assistant V (Advanced experience and leadership ability)	9-24-500	Requires extensive knowledge of techniques, practices and theories gained through education and special development. Tasks Require specialized knowledge and/or experience in teaching/research positions or positions requiring highly specialized skills or technical knowledge. May direct and/or supervise activities of others.	\$8.50	\$10.25	\$12.00

I-9 documentation

LISTS OF ACCEPTABLE DOCUMENTS
All documents must be UNEXPIRED

Employees may present one selection from List A or a combination of one selection from List B and one selection from List C.

LIST A Documents that Establish Both Identity and Employment Authorization	OR	LIST B Documents that Establish Identity	AND	LIST C Documents that Establish Employment Authorization
1. U.S. Passport or U.S. Passport Card	OR	1. Driver's license or ID card issued by a State or outlying possession of the United States provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address	AND	1. A Social Security Account Number card, unless the card includes one of the following restrictions: (1) NOT VALID FOR EMPLOYMENT (2) VALID FOR WORK ONLY WITH INS AUTHORIZATION (3) VALID FOR WORK ONLY WITH DHS AUTHORIZATION
2. Permanent Resident Card or Alien Registration Receipt Card (Form I-551)		2. ID card issued by federal, state or local government agencies or entities, provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address		2. Certification of report of birth issued by the Department of State (Forms DS-1350, FS-545, FS-240)
3. Foreign passport that contains a temporary I-551 stamp or temporary I-551 printed notation on a machine-readable immigrant visa		3. School ID card with a photograph		3. Original or certified copy of birth certificate issued by a State, county, municipal authority, or territory of the United States bearing an official seal
4. Employment Authorization Document that contains a photograph (Form I-765)		4. Voter's registration card		4. Native American tribal document
5. For a nonimmigrant alien authorized to work for a specific employer because of his or her status: a. Foreign passport, and b. Form I-94 or Form I-94A that has the following: (1) The same name as the passport, and (2) An endorsement of the alien's nonimmigrant status as long as that period of endorsement has not yet expired and the proposed employment is not in conflict with any restrictions or limitations identified on the form.		5. U.S. Military card or draft record		5. U.S. Citizen ID Card (Form I-197)
6. Passport from the Federated States of Micronesia (FSM) or the Republic of the Marshall Islands (RMI) with Form I-94 or Form I-94A indicating nonimmigrant admission under the Compact of Free Association Between the United States and the FSM or RMI		6. Military dependent's ID card		6. Identification Card for Use of Resident Citizen in the United States (Form I-179)
		7. U.S. Coast Guard Merchant Mariner Card	7. Employment authorization document issued by the Department of Homeland Security	
		8. Native American tribal document		
		9. Driver's license issued by a Canadian government authority		
		For persons under age 18 who are unable to present a document listed above:		
		10. School record or report card		
		11. Clinic, doctor, or hospital record		
		12. Day-care or nursery school record		