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Q: How many hours are student employees allowed to work per week?
A: Student employees have a maximum of 20 hours per week that they are allowed to work across all University of Missouri jobs. Non-international students can work up to 28 hours per week with advisor approval. The FTE listed on the job record is the max you can have a student work for your department, if you want to increase their hours you need to submit a job change and update the ePAF. If approved, then they can begin working additional hours.
Prior to Creating a Student Employee Appointment

Access to eRecruit

User will need to have appropriate access in hrprd.umsystem.edu to login and create the appointment.

If a user does not have access yet, a PeopleSoft HR/Payroll Security Access Request/Change Form will need to be completed and emailed to hrs@mst.edu.

The form can be found at https://hr.mst.edu/resources/forms/ under PeopleSoft Access Request.

Note: The turnaround time for setting up security access is typically a week.
Creating a Student Employee Appointment

In hrprd.umsystem.edu select the ePAF Homepage tile.

In the upper left-hand corner of the screen, enter the Emplid number and click Search. Verify that the student you select is the correct student.

New Hire

If the record shows that they are not a Current Employee, select the dropdown and choose Hire Non-Recruit.

Now skip to the Add Hire: Hire Form section of the manual.

Concurrent/Transfer Hire

If the record shows that they are a Current Employee, you must find out if the student will be keeping their current job and working a second job with your department or if they will be transferring to your department and ending employment with the current department.

If the student is keeping their current job, select the dropdown and choose Concurrent Hire.

If the student is only going to be working for your department, select the dropdown and choose Transfer Non-Recruit.

If you are transferring a student’s employment, make sure to select the correct job record if they have more than one active employment record in the system. This might mean double checking with the student’s current department to verify which record they are no longer using.
Add Hire: Hire Form

The form ID will be listed in the top right-hand corner of the screen.

Hire Form Data

Enter the Effective Date and “tab”, business unit should be ROLLA, employee class will be A Student Employees.

Leave the position number as No there should not be a position number used for these appointments.

Job Information

Enter the Supervisor ID, Department, and Auto Term Date if applicable.

For the Job Code select the appropriate title from the list at https://hr.mst.edu/position-management/recruit/student-employee-recruitment/, under Student Titles as the bottom of the page, the location code and tax location code will autofill.

Enter the number of hours the student will be working per week in the Standard Hours field.

FICA Status should be Exempt, enter an appropriate Working Title.
**Compensation rate**

Enter the rate of pay based on the pay guidelines at [https://hr.mst.edu/position-management/recruit/student-employee-recruitment/](https://hr.mst.edu/position-management/recruit/student-employee-recruitment/), under Student Wages at the bottom of the page.

**Earnings Distribution**

Enter the appropriate MoCode, it will need to be entered in all caps, then enter the Percent of Distribution.

**Totals**

Total Distribution Percent 100.000000
Difference Value 0.000000

Confirm the total distribution percent is 100. If it is not, you will need to adjust the percent of distribution lines under the earnings distribution section.

**Work Address**

If the appointment is being created as a concurrent hire, you do not need to change the work address. This is a fluid field and whatever is entered as the work address will also show up in the website directory.

Address Line 1 should be the room and building number, Address Line 2 should be the street address

**Action & Action Reason**

Verify the Action and Reason codes make sense.
Undergraduate Appointments
- Student application (only required for new hires/rehires)
- Training Acknowledgement form (only required for new hires/rehires)
- Advisor approval for FTE exceeding .5 (20 hours), but no more than .7 FTE (28 hours)

Graduate Appointments
- Training acknowledgment form (new hires/rehires)
- Advisor approval for FTE exceeding .5 (20 hours), but no more than .7 FTE (28 hours)
- Graduate waiver of enrollment
- GTA workshop assessment report or GTA workshop completion certificate for Graduate Teaching Assistant positions, if not previously held.

Pay Rate Changes
- When the student is at or above the state minimum ($12.00) and which the request is equal to or exceeds $1.00 per hour HR approval is required to be attached. Email msthrsupport@mst.edu for pay increase approval prior to submitting the ePAF.
- Pay increases are effective at the start of the pay period approval is obtained.

Transfers
- Transfers require supervisor email release from previous department

Work Study Appointments (Transfers)
- When transferring a student out of a work study appointment into an undergraduate appointment, attach the following forms:
  - Student application
  - Training Acknowledgement form
  - Transfer approval from Financial Aid

Comments
When appropriate enter comments if they will be beneficial to the reviewer/approver.

Save
If you realize you do not have everything you need to submit the ePAF, you can write down the eform number and Save it and then go back to it later to compete and Submit.

Submit
Once you are finished editing the form you can Submit it.
Edit or Withdraw an ePAF

After you submit an ePAF but before it is approved, you can edit or withdraw it if you need to make changes to it or you no longer need it.

**Select Update an ePAF**

Enter the Form ID and Search

Make the necessary changes. Then scroll to the bottom of the form, enter a comment for either what you updated or why the form is being withdrawn, and either Resubmit or Withdraw as appropriate.

Withdrawing an ePAF will end the processing of that form and you will not be able to make future edits to it. You would need to start a new ePAF.
View an ePAF/Check Status of Preboarding and Student Employee
Registration

Select the ePAF Homepage tile

Select View an ePAF

Enter the Form ID or Empl ID and Search

Once the form opens, scroll to the bottom of the page and select Next, then View Approval Route.
If the student has not completed both the preboarding documents and Student Employee Registration, Rosie will be pending.

Once section 2 of the I-9 has been completed, Rosie will change to approved.

After HR has reviewed and approved the ePAF, the HR Approval box will change to Approved.
Terminate Student Employment

In hrprd.umsystem.edu select the ePAF Homepage tile.

In the upper left-hand corner of the screen, enter the Emplid number and click Search. Verify that the student you select is the correct student.

Select the dropdown and choose Terminate.

Verify that you have selected the correct job record and position.

Select the appropriate Reason, this will normally be End of Appointment.

The effective date should be the day after the last day worked. When you enter the Effective Date and Tab the Last Date Worked with autofill.

Attach resignation letter as appropriate and enter comments, then Submit.