

# Quick Start Guide: HSC Student Employment

## Preparation

Plan a month in advance of the start date for the entire process to be completed. Have the following details before you begin:

1. Job Code
  - 1790HR - Student Assistant UNT HSC-Hrly
    - General HSC student job code. FTE 0.48 or below.
  - 1740HR - Federal Work Study Stdnt-Hrly
    - FTE 0.48 or below.
  - 1720HR - Graduate Research Assistant
    - Used if the graduate student is working in a lab and/or assisting a research faculty member with duties on a sponsored research project.
  - Non-HSC students should be hired into a non-student hourly job code.
2. Brief specific department summary
3. List of job duties, hourly rate, # weekly hours (FTE), work schedule
4. Physical requirements

**A hire ePAR cannot be processed and the student cannot begin work until all of the following steps are completed.**

## Hiring Steps

1. Post job on PeopleAdmin for a minimum of five (5) business days using the appropriate Student template.
  - a. For Federal Work Study (FWS), a copy of posted job description must be sent to [finaid@unthsc.edu](mailto:finaid@unthsc.edu)
2. Review all submitted applications against Minimum Qualifications.
3. Schedule interviews with qualified students.
4. Conduct interviews and, if necessary, verify student is eligible for Federal Work Study.
5. Submit a hiring proposal for the selected finalist. Disposition remaining applications appropriately.
6. After receiving approval from Talent Acquisition, extend verbal offer to the student.
7. Once the student accepts, notify Talent Acquisition.
  - a. For FWS, the student, Financial Aid Office and hiring department must complete the work study verification form.
8. Once onboarding has been completed, the student can schedule and complete their I-9 verification appointment with HSC HR.
9. Once the I-9 is verified, HSC HR will send notification to submit a hire ePAR.
  - a. Attach the signed offer letter and match the effective date to the offer letter.
  - b. For FWS, attach the completed Work Study Verification Form (Job Code 1740HR)

## Pre-employment and the Offer Letter

Criminal history checks (CHC or background checks) are required for all new hires and rehires terminated in the system.

If an HSC student was previously employed but is not active as a current employee, a CHC, online onboarding and I-9 verification must be completed again.

Once the CHC has returned with cleared results, they will be registered for online onboarding.

Verbal offers may be extended once the hiring proposal has been approved by HSC HR.

HSC HR creates the offer letter and forwards to the hiring manager for signature. Finalized offer letter is sent to the prospective hire along with the pre-employment documents.

## Onboarding & I-9 Verification

It is highly recommended that the student complete online onboarding and the I-9 verification process before their first day of work.

**Students are not permitted to work until their I-9 documents have been verified by Campus HR, E-Verify has been completed, and an “Employment Authorized” status is granted.**

## Payroll Information

Students are paid on the 1st and 15th of each month. The hourly rate should start at \$11/hour (not to exceed \$20/hour).

Payroll Deadlines - <https://finance.untsystem.edu/payroll-deadlines>

## Weekly Hours

Students are limited to 19 hours/week during the Fall and Winter semesters regardless of how many departments the new hire will be working in.

Students may work up to 40 hours during Summer term (while not enrolled in classes) but will need to reduce their hours when the semester begins. For clarification on work hour limitations and exceptions, please contact HSC HR. For FWS, contact Financial Aid.

International students working more than 20 hours a week during Fall and Spring semesters can jeopardize their visa status. F-1 international students are eligible to work more than 20 hours per week during semester breaks and annual summer vacation.

## Working More Than One Job on Campus

The 19 hour per week limit is cumulative if the student holds more than one job on campus (e.g., if the student works 15 hours per week in one department, they are limited to only working 4 hours per week in another position).

## Terminations

Part-time hourly student employees are hired At-Will. All student worker positions end immediately upon the student's degree being conferred by the Registrar's Office, unless the student re-enrolls at HSC. Term ePARs will need the reason "end of job assignment" to be used.

**The ePAR effective date is the next business day after the last day worked.**

# Who Do I Contact for Help?

## **HSC HR (Onboarding registration and ePAR assistance)**

[HSC.HR@untsystem.edu](mailto:HSC.HR@untsystem.edu)

817-735-2690

550 Bailey Avenue, Suite 330

## **Financial Aid (Federal Work Study eligibility and paperwork)**

[finaid@unthsc.edu](mailto:finaid@unthsc.edu)

817-735-2626

Student Service Center (SSC), Suite 150

<https://www.unthsc.edu/financial-aid/work-study>

## **International Services Office (SSN and hourly employment assistance)**

[international@unthsc.edu](mailto:international@unthsc.edu)

Student Service Center (SSC), Suite 210

## **Talent Acquisition (PeopleAdmin assistance)**

[HREmployment@untsystem.edu](mailto:HREmployment@untsystem.edu)