



Guidance Document

Procedure for Hiring Student Employees

Revised September 4, 2018

Statement

The purpose of this guidance is to outline the steps to be taken and requirements for the hire of student employees for Texas A&M University.

Official Responsibilities and Processes

1. GENERAL

This procedure will be followed when hiring student employees and non-affiliated student employees to perform services in an academic or administrative unit at Texas A&M University. These procedures do not apply to employment positions for graduate assistants or students in cooperative education programs.

2. PROCEDURES FOR ALL STUDENT EMPLOYEES

2.1 Students desiring employment with Texas A&M University are responsible for understanding the rules and guidelines that apply to them as employees. Students must complete the on-line New Student Employee Orientation offered by the Student Employment Office at <https://jobsforaggies.tamu.edu/TRAINING-WORKSHOPS>. Students are expected to complete this Orientation *upon hire for* employment on campus. Upon completion, students will receive a New Student Employee Orientation Certificate. Students are responsible for retaining their certificates to provide to employers as proof of eligibility for hire. This hiring department is responsible for collecting the New Student Employee Orientation Certificate and maintaining it in the personnel file.

2.2 Upon offer of employment, prior to completing hiring paperwork, employers shall verify the student meets the definition of student employee and verify work study eligibility. Confirmation may be obtained from Scholarships & Financial Aid by either the student or employer.

2.3 The hiring department is responsible for initiating the hiring and onboarding process in Workday for all student employees.

All male employees between the ages of 18 and 25 must show proof of compliance

with Selective Service Registration. Proof may be obtained online at <https://www.sss.gov/verify/proof/>. The hiring department should retain that proof in the student employees' files.

- 2.4 All TAMU student employees are required to complete the Orientation to the Texas A&M System and New Student Employee Orientation upon hire. Additionally, student employees must complete the Ethics, Creating a Discrimination Free Workplace, Reporting Fraud, Waste, and Abuse, and Information Security Awareness training modules via SSO/TrainTraq within the first 30 days of hire and again every one, two or four years as required for each training topic.

3. ADDITIONAL PROCEDURES FOR WORK STUDY STUDENTS

- 3.1 Only students with advance approval from Scholarships & Financial Aid may be hired in work study title codes on state or federal work study funding. Eligible students will present a work study certificate form and the hiring department should maintain a copy in the student's personnel file.
- 3.2 When hiring a work study student, the hiring department assigns a costing allocation to be used to pay the non-work study percentage of wages. When/if the student's allocation of work study funds is expended, the entire wages will be paid from this account Scholarships & Financial Aid, Academic Affairs Business Services or the employing department may initiate the request that the source be moved from work study to non-work study funds. (See [Standard Administrative Procedure 33.99.08.M0.03 Work Study Procedures](#))

Related Statutes, Policies, or Requirements

Supplements [System Regulation 33.99.08](#) and [University SAP 33.99.08.M0.01](#)

Contact Office

Questions regarding student employment procedures should be directed to the Student Employment Office at 979.845.0686.

OFFICE OF RESPONSIBILITY: Scholarships & Financial Aid