



Faculty and Staff Instructions for Hiring Student Employees

Law students may work a maximum of 15 hours per week while classes are in session. University policy does not allow students who work for two or more departments to work over 20 hours per week in their combined positions. During the Summer session law students are permitted to work 25 hours per week; and no more than 29 hours per week in accordance with University policy.

All hiring is completed through the University's PeopleSoft HCM system and the information reflected in the system must meet the parameters outlined above for the student to become an employee. If, for example, a student has an active position for 20 hours per week with another department during the time for which they are seeking to become employed by the Law School, they will not be eligible for employment until this discrepancy is corrected within the PeopleSoft HCM system. It is each student's responsibility to correct these discrepancies as they arise.

Ronée Woodley is responsible for all student hiring, with the exception of Student Research Assistants for faculty. Vanessa McQuinn is responsible for hiring Student RAs for faculty. Students will be hired each semester after their supervisors confirm each student's employment by e-mailing the respective staff member.

Students **cannot begin work** until their hiring packet has received final approval from HR. Ronée will email the supervisor and the student once HR has approved the student hire.

Student employees are required to record their work hours within the University's timekeeping system, iTAMS. Supervisors should be diligent in approving student timesheets each week within the iTAMS system. **Please note that the iTAMS system does not notify supervisors that a timesheet has been submitted for their review and approval.** All student employees have been instructed to submit their hours for each week by noon the following Monday for their timesheet to be approved on time.

Those students who are new to working for the University must complete the I-9 process. Due to COVID-19, this process will take place using digital tools and resources. Ronée will e-mail students a link to information about using [Microsoft Teams](#) to video chat and save a PDF copy of required documents.

HR has created a new [Student Employment](#) webpage, that includes instructions and resources about University employment for Students as well as supervisors.

Tutors

- **ASP Tutors** are paid hourly and will need to submit their hours each week into the iTAMS system for approval.
- **LRAW Tutors** are paid a salary and do not need to submit their hours each week within iTAMS.

Department Student Employees

Students may begin and end employment at any point if funding is available within the department's budget. The hiring department must provide Ronée with the following information:

- Student's name
- Number of hours the student will work each week
- Employment appointment period (start and end dates)
- Supervisor's name

Work Study Students

The employment start and end dates for Work Study (WS) students are determined by the Financial Aid Office. WS students may begin or end work at any time within that date range but are not permitted to work before or after those specified dates.

WS students must have an active Work Study award within the PeopleSoft HCM system in order to qualify for Work Study employment. Ronée will not proceed with the hire if the student does not have an active Work Study allotment within the system. It is the student's responsibility to work directly with the Financial Aid office to correct any discrepancies should they arise.

Advertising for an open student position

If you plan to hire a research assistant and would like [Career Services](#) to post your available position on Symplicity, please complete this [form](#).