Hiring:

Before the beginning of the appointment:

- Contact the Business Office to determine the amount of funding that you have available. This will help you determine the amount of hours and rate of pay necessary for the student(s)
- Complete the **Temporary Employee Information Form** and submit to the HR Office
- Send the student to the HR office to complete the necessary paperwork.

*The appointment cannot begin until department authorization is obtained and the employee has completed the employment application and I-9 forms.*

Responsibilities as a Supervisor:

- **Maintain a supervisory relationship with your student(s)**
- **Monitor and track the hours of your temporary employees to make sure they do not exceed the maximum**. It is important that working hours not exceed 40 in any workweek or overtime pay will be issued. Also, students and foreign nationals have additional restrictions on the total hours that can be worked each week for all appointments (29 for students, 20 for foreign national students).
- **Notify the department of any extended work breaks taken by your student employees**
- **Review for accuracy and approve the work hours prior to payroll deadlines to ensure the temporary receives payment for the hours worked.**