Process for hiring staff and student assistants on external grants
Revised 1.13.21

PURPOSE: The purpose of this document is to outline the process for hiring staff employees and student assistants working on external grants (W-Funds).

STEPS:
1. Principal Investigators initiate the process by contacting the ORSP Post Award Specialist to hire staff or student employees on grants.
   * FOR STUDENT EMPLOYEES: PI provides to ORSP the following--student's email, NetID, PeopleSoft ID# (on student Bay Card), start/end dates of appointment, rate of pay, and confirms grant source and/or chartfield.

   * FOR STAFF EMPLOYEES: PI provides to ORSP the position name, rate of pay, and appointment dates to ORSP, and confirms grant source and/or chartfield. For temp hires, the PI also provides the staff member's first and last name.

2. ORSP to confirm staff or student employment is an allowable expense and the grant has sufficient funds.

3. ORSP submits a request for Presidential Approval for requested positions.
   * FOR STUDENT EMPLOYEES: PI cannot proceed to have students work until Presidential Approval is obtained

   * FOR STAFF EMPLOYEES: While Presidential Approval is being obtained, PI will begin working with department/college MPP and HR to submit hiring paperwork (job description, recruitment documents, etc.)

4. Once Presidential Approval is obtained:
   * FOR STUDENT EMPLOYEES: Departments/Programs who are already initiating the hiring of students and submitting the SEAFs, will continue to do so and will be alerted once the Presidential approval is obtained so they may proceed. For any others, ORSP will submit SEAF, indicating the job code (refer to notes below), position number (varies by position and dept), and will list PI or their delegate (e.g., Department Administrative Support) as supervisor, PI's Department number, the full chartfield in notes, and attaches enrollment verification. ORSP routes for needed signatures and submits to Payroll with a copy to ORSP Budget Analyst, ORSP Student Assistant, and Dept Admin Support. If needed, department should submit eSARF for PI or delegate to ensure access to timecards.

   If this involves a Federal Work Study (FWS) student, please coordinate with ORSP. Job code will list 1871 and SEAF will be routed to Financial Aid (Lucretia Whitener) who confirms student is eligible, signs, and the SEAF is then automatically routed to Payroll. The initiator forwards the completed form to the ORSP Budget Analyst, ORSP Student Assistant, and Dept Admin Support.

   * FOR STAFF EMPLOYEES: ORSP forwards approval confirmation to PI's Department Contact, and Department to submit eSAF and complete hiring process.

5. Administrative Support or ORSP staff to complete and route FTE forms for approval

6. Once hired, students/staff must sign in to Payroll or HR and submit hours or absence report monthly as instructed.

7. PI must approve timesheets on a monthly basis. If approved in the system by delegate, documentation of PI's approval (e.g. approval via email) must be kept on file.

8. PI or delegate must communicate to ORSP if there are any changes to staff/student appointments (including re-appointments and terminations), and changes to rates of pay, so that ORSP can communicate this information to Payroll.

Notes:

Job Code	Description
1870	Regular AY appointment
1874	Bridge
1871	Federal Work Study
1868	Student/Nonresident Alien (Enrolled as a full-time student and possesses either J1 or F1 visa)"