

## Human Resources Student Position Protocol

Date: August 15, 2017

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### Purpose:

To explain how transactions related to student positions will be reviewed and implemented by Human Resources (HR) and Human Resources Partners (HRPs).

### Procedure:

Approval and tracking of student positions (including new student appointments and additional roles or changes to the terms for existing students in Workday) are managed in Workday by members of Human Resources and Human Resources Partners in the divisions and schools.

#### A. Use of “student” position type

A person CAN have a position with a “student” position type if they are:

- Currently enrolled (< ½ time, ½ time, full time, overload), including
  - Graduate Students At Large (Graham School) or
  - Staff who are also enrolled students.
- Non-Degree Visiting Students (NDVS)
- In Summer Term (and not required to enroll) and they were enrolled in Spring Term
- In Summer Term (and not required to enroll) and they were on a leave of absence in Spring Term and the leave of absence has ended
- In extended status
- An incoming graduate student in the summer prior to the fall start of their graduate program, with confirmation from their Dean of Students;

A person CANNOT have a position with a “student” position type if they:

- Have graduated
- Are on a leave of absence. Students returning from a leave of absence become eligible to hold a student position when their leave of absence ends and either they enroll or it is summer quarter and their program does not require summer enrollment.

In these cases listed below, Human Resources will halt the *Hire* process in Workday until they determine in consultation with the appropriate Dean of Students of whether or not a student can hold a student position:

- If a student has an Academic Information System (AIS) indicator of barred or suspended
- If a student has a Hold on their registration

#### B. Student Hours

Business Objects reporting is available to the Deans of Students for monitoring the actual hours for the positions held by students for both the bi-weekly and monthly payrolls.

### **C. Incomplete *Hire* and *Add Job* Processes**

A student cannot receive payments from the University's payroll system until all onboarding steps, including the completion of the I-9 subprocess, have been completed by the student. Any incomplete student entries in *Workday* or *Add Job* processes involving onboarding that have not been completed within 45 days of starting the process will be rescinded by HR.

### **D. Registration Status**

HRPs cannot approve the *Hire* or *Add Job* process in *Workday* until AIS reflects an active registration status or one of the above statuses has been confirmed.

Quarterly registration, add/drop, for most programs must take place by the end of Week 3 of the new term. In theory that should be the last day that anyone becomes registered, but there are often exceptions/petitions for late registration activity that happens after Week 3. Any registration done after Week 3 is done by an administrator, never a student.

HR will wait until after Week 4 of a new term before initiating the *Rescind* process for a position for a student not registered for the current term.

### **E. Ending Student Positions**

HRPs are responsible for ending student positions in a timely fashion. If a single position exists, the HRP is required to change the end position date on the position to accurately reflect the actual last day in the position. If two or more positions exist, the HRP must initiate the *End Additional Job* process. Mass ending of expired student positions will be completed after each pay period based on no pay for 12 months.

### **F. Federal Work Study Students**

Students who have been awarded Federal Work Study funding are eligible to hold a Work Study student position if they are currently registered at least ½ time.

Students who are NOT eligible for Work Study positions include:

- A student who is on any type of leave of absence
- Foreign National students

All Work Study positions are paid on an hourly basis.

If a student exhausts Work Study funding, the appropriate HRP will be notified. The HRP is required to end the Work Study position. If the HRP would like to continue the student's position, they can do so by using the *Add Job* process in *Workday* to place them in a new non-Work Study position.

### **G. Foreign National Students**

International students in J-1 or F-1 status should consult with the Office of International Affairs (OIA) regarding regulations for holding student positions.

Foreign National Students are not eligible for Federal Work Study.

#### **H. Future Dated Student Position Appointments**

HR will not approve future dated positions with start dates prior to the student system showing the registration status for the student at that time. Graduate students who will be in a position in their first quarter of graduate school and have not yet registered for classes will need to review their status with their Dean of Students before a student position will be assigned.

#### **I. Lab School Students**

College students in positions at Laboratory Schools should be placed in the Job Profile of **Educational Program Aide, 704000**. This is a non-exempt position; hourly rate of pay. *Position Worker Type* for these students should be "student."

Laboratory High School students in positions at the University of Chicago should be placed in *the Job Profile* of **Lab School Student Worker, 184000**. This is a non-exempt position; hourly rate of pay. *Position Worker Type* for these students should be "seasonal." This group has been given an exception to the University's policy on background checks for temporary employees.

#### **J. Pay Frequency**

All student positions, whether exempt or non-exempt, are on a biweekly payment schedule, except for the following exception: students who meet ALL of criteria below, indicating they are:

- In a Division of Study that is the Biological Sciences Division (BSD), Institute of Molecular Engineering (IME), Physical Sciences Division (PSD), or Medical (MED);
- Half-time or more registered Master's, PhD, or NDVS students; AND
- In one of the profiles listed below:
  - Instructional Grader (794201)
  - Lecturer (X07536)
  - Research Asst. A (731899)
  - Research Asst. B (731900)
  - Teaching Assistant (720003)

A student who meets all of the criteria set forth above has been approved for a monthly payment schedule beginning July 1, 2017.

#### **K. Non-Students**

In general, a new, incoming student (including a Foreign National) who begins a position with the University prior to the start of the registration quarter must be placed in a temp position (rather

than a student position) until the registration quarter begins and registration in AIS appropriately reflects enrollment as a student. Students initially put into a temporary position may be required to complete a background check. As indicated above in Section A regarding eligibility for “student” positions, an exception can be granted if the AIS system indicates “matriculation” and the Dean of Students approves.

If an HRP submits a position with a “student” *Position Worker Type* for someone who is not in AIS, HR will *Rescind* the position and inform the HRP to submit the *Hire* with an alternate type (e.g., staff, temp staff, seasonal).

#### **L. Graduated Students**

Students who graduate are no longer able to hold a student position. If a person will continue in a position after graduation, the person must be placed in a temporary or staff position. The background check required for temporary positions will be waived for the quarter after graduation. If former students in temporary or staff positions will continue beyond one quarter after graduation, they will be subject to a background check.

#### **M. General Guidelines for *Primary Job Switches***

A *Primary Job Switch* should be made when:

- Adding any position to a student whose primary position is *Stipend Alien Non-Employee* (312400),
- The current primary position is expired and an additional position has an unexpired end date, or
- When the primary position needs to be ended.

*Primary Job Switches* should be made effective the FIRST day of a payment period. As a reminder, biweekly payment periods begin on a Sunday and monthly payment periods begin the first day of the month. *Primary Job Switches* cannot be performed during a payroll closing calculation. For situations regarding *Primary Job Switches* other than those mentioned, please contact HR.