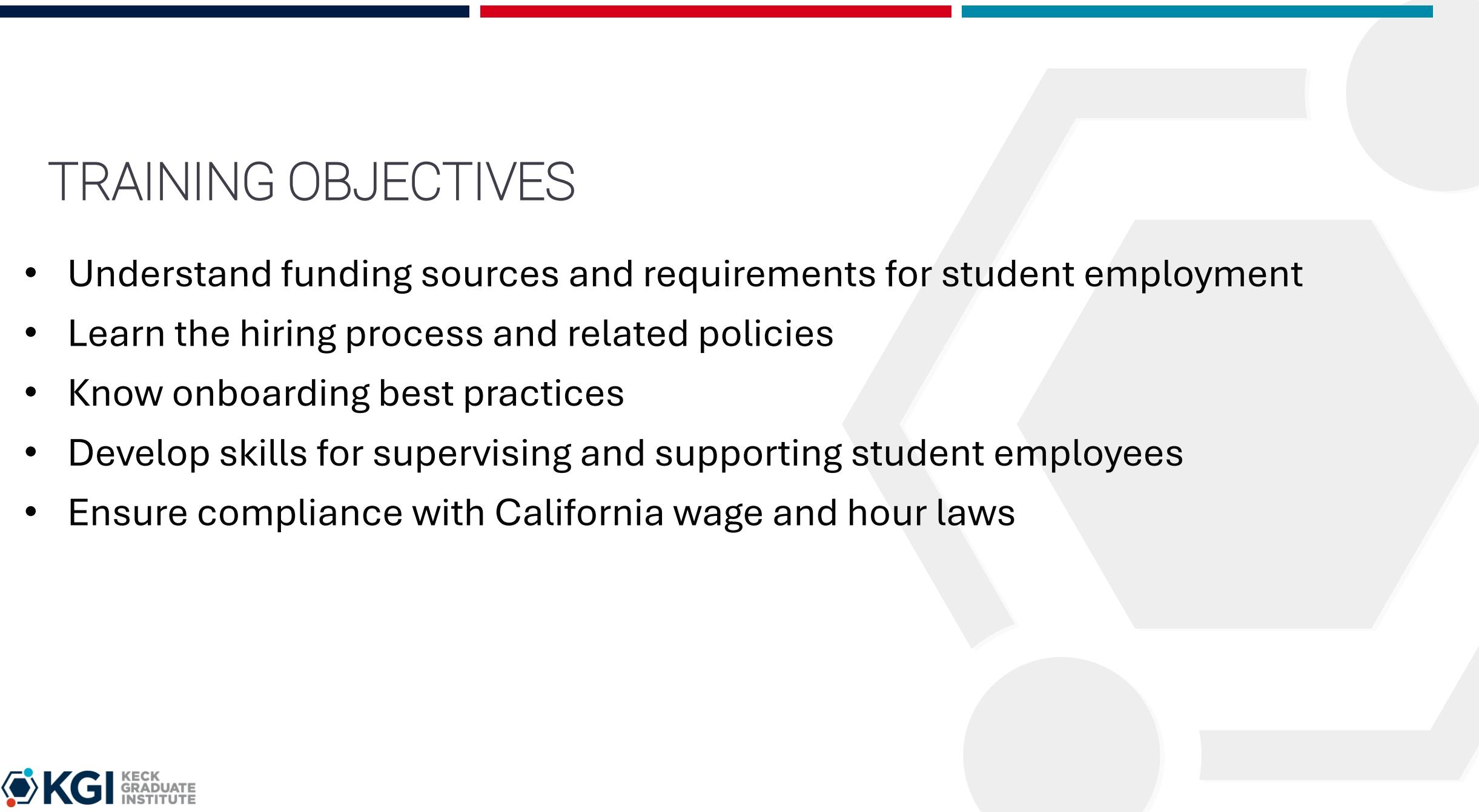




HIRING & SUPERVISING STUDENT EMPLOYEES

Andrea Mujica, Human Resources Generalist



TRAINING OBJECTIVES

- Understand funding sources and requirements for student employment
- Learn the hiring process and related policies
- Know onboarding best practices
- Develop skills for supervising and supporting student employees
- Ensure compliance with California wage and hour laws

THE IMPORTANCE OF STUDENT EMPLOYEES

- Support administrative and academic functions
- Provide students with career skills and financial support
- Allow staffing flexibility within budget



FUNDING SOURCES FOR STUDENT EMPLOYMENT

- **Federal Work Study (FWS):** Awarded through financial aid; hour limits apply
- **Grants:** Administered in accordance with approved grant budget and compliance requirements, under the oversight of the Office of Research and Sponsored Projects (ORSP)
- **Gifts:** Administered in alignment with donor intent and institutional policy under oversight of Finance and Advancement
- **Research Development Accounts (RDA):** For faculty/department research initiatives, administered according to institutional policies under **oversight of Finance/ORSP and the research faculty member**
- **Departmental Budgets:** Allocated institutional funds for operational or program needs, administered in accordance with department and institutional budget policies, under the oversight of Finance and the Cabinet-Level Supervisor

Hive Hack: If you are unsure which funding source is appropriate, check in with your Cabinet-Level Supervisor.



STUDENT EMPLOYEE EXAMPLES

- **Graduate Assistant (GA)** – Supports a department or office with administrative tasks such as scheduling, preparing documents, managing correspondence, maintaining records, and assisting with event coordination.
- **Research/Lab Assistant (RA)** – Assists with research projects by conducting experiments, using laboratory and analytical equipment, maintaining equipment, and supporting related administrative or organizational tasks.
- **Peer Tutor** – Provides academic support to fellow students by reviewing course material, assisting with assignments, explaining concepts, and helping develop effective study strategies.
- **Teaching Assistant (TA)** – Supports faculty by helping with classroom activities, grading assignments, facilitating discussions, and providing additional academic support to students.

Hive Hack: Internship job titles are typically coded as Graduate Assistants in Workday.



PREPARING TO HIRE

- Confirm the need: short-term, ongoing, or seasonal
- **Write or update job description**, including:
 - Job title
 - Duties and responsibilities
 - Required qualifications
 - Work schedule
- Determine appropriate pay rate.
- Verify budget and funding availability
- Communicate the confirmed start date and onboarding details to Human Resources at least one week in advance of their expected start date
- **Complete and submit all necessary approval forms (e.g., Student Position Request Forms, Personnel Action Forms – PAFs)**

Hive Hack: Please visit the Human Resources website to access our student job description template.



STUDENT JOB DESCRIPTION TEMPLATE



TITLE

Position Overview:

[REDACTED]

Education and Experience:

A bachelor's degree in [REDACTED] is required. [REDACTED] is highly desirable.

Essential Functions and Responsibilities: Individuals must possess knowledge, skills and abilities to successfully perform the essential function of the position, or be able to explain or demonstrate how the essential functions may be performed, with or without, reasonable accommodations, using some other combination of skills and abilities.

- List any and all relevant job duties/responsibilities.
- Other duties as assigned.

Required Knowledge, Skills and Abilities: Individuals must possess knowledge, skills and abilities to successfully perform the essential function of the position, or be able to explain or demonstrate how the essential functions may be performed, with or without, reasonable accommodations, using some other combination of skills and abilities.

Standard Knowledge, skills and abilities listed below (please expand to incorporate job specific items)

- List any required knowledge, skills, and abilities.

Physical and Mental Requirements

Ability to maintain good concentration level while dealing with interruptions; attention to details with emphasis on accuracy; capable of giving, receiving, and analyzing information, formulating work plans, and articulating goals and action plans. Sitting in a normal seated position for extended periods of time. Standing for extended periods of time. Reaching and extending hand(s) or arm(s) in any direction. Finger dexterity required to manipulate objects with fingers rather than the whole hand(s), or arm(s), for example, using a keyboard. Communication skills using the spoken word. Ability to see within normal parameters. Ability to hear within normal parameters. Ability to bend and stoop, for example, to file. Ability to move about. Ability to lift and carry short distances up to 20 lbs., for example to lift or move office supplies, files, books and packages.



Occasionally, will be required to stand for prolonged periods of time at activities/events on and off-campus.

Reporting

This position reports to the [REDACTED]

Supervisory Responsibility

No Yes

Other

Hours & Classification: This is a temporary, part-time, nonexempt position. Hours will vary to meet the department's needs and according to the student's schedule. Attendance may be required at some early morning, evening, and/or weekend events.

Regular employment at the Institute is for no specified period of time; conditions and status of employment (hours, pay, title, duties, etc.) are subject to change at any time. Employees, and likewise the Institute, are free to end the employment relationship at any time, for any reason, with or without notice or cause, unless otherwise prohibited by law.

This job description defines the essential or fundamental job duties of the employment position. It is assumed that the employee hired for this position can perform the essential functions of the position without imposing risk of substantial harm to the health and safety of the employee or others.

Position Description Acknowledgement

I, [REDACTED], have received a copy of this description for the position of **TITLE** at Keck Graduate Institute that I am being offered effective [REDACTED].

I have read this job description (or had it read to me) and I completely understand all my job duties and responsibilities. I am able to perform the essential functions as outlined with or without reasonable accommodation. I understand that my job may change on a temporary or regular basis according to the needs of the department or Institute without it being specifically included in the job description. If I have any questions about job duties not specified in this job description that I am asked to perform, I should discuss them with my supervisor or a member of Human Resources.



I further understand that future performance evaluations and salary increases are based on my ability to perform the duties and responsibilities outlined in this job description to the satisfaction of my supervisor.

I have discussed any questions I may have about this job description prior to signing this form.

Employee Signature

Date

Supervisor Signature

Date

POSTING A POSITION

- Requesting Human Resources to post on [Handshake](#):
- Use the Student Position Request Form:
 - Position Title:
 - Number of Openings:
 - Supervisor(s):
 - Department:
 - ***Will require the upload of an updated job description***
 - Work Schedule & Pay (Start and End Dates, Hours Per Week, Hourly Pay Rate)
 - Employment Dates
 - Funding Information (Cost Center, Grant-Funded, Federal Work Study Eligible)
- Currently on [Formstack](#)

Hive Hack: After submitting a Position Request Form, allow Human Resources at least three days of lead time.



NEXT STEPS AFTER JOB POSTING

- Receive Candidate Applications
 - Applications delivered directly to your Handshake account
 - Email notifications alert you when new candidates apply
- Review & Manage Applicants
 - View resumes, cover letters, and student profiles
 - Filter and sort candidates by school, major, graduation year
- Communicate with Candidates
 - Message applicants directly through Handshake
 - Schedule interviews
 - Interview questions should be consistent with the job description and the same for all candidates.

Hive Hack: If you need help navigating Handshake, please contact Career Services.



REQUESTING A STUDENT HIRE

- Once you have interviewed and selected a student worker and have shared the good news, please email HR@kgi.edu with the following details to request an official offer letter:
 - Student Name
 - Position Title/Link to Job Posting
 - Job Description (if not previously submitted to Human Resources)
 - Start and End Dates**
 - Position Details (Full Time/Part Time)
 - Weekly Hours
 - Cost Center/Grant or Gift Number (if not previously submitted to Human Resources)
 - Supervisor



STUDENT EMPLOYEE WORK HOURS

- Standard Work Hour Limit
 - **During Active Academic Terms:** Student employees may work a maximum of 20 hours per week while classes are in session.
 - This limit supports academic success and helps ensure compliance with labor regulations.
 - Applies to all student employment positions combined (on-campus and off-campus roles funded by the institution)
- Exceptions to the 20-Hour Limit (Excluding Federal Work Study Students)
 - **Official Academic Breaks:** During designated school breaks, students may work more than 20 hours per week:
 - Summer Break (between Spring and Fall semesters)
 - Winter Break (between Fall and Spring semesters)
 - Spring Break (mid-semester)
 - Hours must still comply with any applicable state or federal overtime rules.
- Important Considerations
 - Supervisors are responsible for monitoring and scheduling student employee hours to remain within limits.

AFFORDABLE CARE ACT (ACA) CONSIDERATIONS

- **Employment Duration (Summer Only)**
 - Student workers employed full-time (30+ hours per week) **for 90 days or fewer** are not legally required to be offered benefits with waiting periods (e.g., health insurance)
 - **If employment continues beyond 90 days, benefits must be offered starting on Day 91**
- **ACA Waiting Period**
 - The Affordable Care Act limits the maximum waiting period for health insurance benefits to 90 calendar days
 - Employers must offer coverage no later than the first day after the 90-day waiting period

Hive Hack: Ensure full-time student assignments do not exceed the 90-day limit during the summer.



FROM OFFER TO ONBOARDING

- For grant, gift, or RDA-funded positions, Human Resources will require a signed Personnel Action Form (PAF).
- Once the offer letter is signed by the student, Human Resources begins Workday hiring process, which can take 7-10 days.
- Human Resources sends an onboarding email to student, providing an overview of their onboarding tasks (Workday tasks, Staff and Faculty Onboarding packet, and I-9 completion timelines).
- **Student begins any related work no earlier than their start date**, presenting I-9 supporting document(s) to Human Resources within their first 3 days of employment.

Hive Hack: If you would like any job postings Human Resources posted removed, please let us know.



Personnel Action Form			
Employee Name: <input type="text"/> Student Name	Supervisor Name: <input type="text"/> Supervisor Name	<input type="button" value="Edit Name"/>	
Requester Name: <input type="text"/> Supervisor Name	<input type="button" value="Edit Name"/>		
Reason for Change			
<input type="checkbox"/> Compensation	<input type="checkbox"/> Position	<input type="checkbox"/> Employee Status (FTE)	<input type="checkbox"/> Employee Type
<input type="checkbox"/> Cost Center Allocation	<input type="checkbox"/> Promotion	<input checked="" type="checkbox"/> Grant & Cost Center Allocations	<input type="checkbox"/> Other: <input type="text"/>
Request Change			
Effective Date: <input type="text"/> Monday, August 25, 2025			
End Date (if applicable): <input type="text"/> Monday, December 1, 2025			
Position Title	Present	Proposed	
Pay Rate	\$16.50		
Stipend			
Pay Type (Exempt or Non-Exempt)	<input type="checkbox"/> Exempt	<input type="checkbox"/> Non-Exempt	<input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Non-Exempt
Cost Center	GR12345		
Scheduled FTE	0.5		
Supervisor	SUPERVISOR NAME		
Employee Status	<input type="checkbox"/> Full-Time	<input type="checkbox"/> Student	<input type="checkbox"/> Full-Time <input type="checkbox"/> Student
<i>If part-time, specify hours per week:</i>	<input type="checkbox"/> Part-Time		
Employee Type	<input type="checkbox"/> Faculty	<input type="checkbox"/> Staff	<input type="checkbox"/> Student
<input type="checkbox"/> Faculty	<input type="checkbox"/> Staff	<input type="checkbox"/> Student	<input type="checkbox"/> Faculty <input type="checkbox"/> Staff <input checked="" type="checkbox"/> Student
Office of Sponsored Research			
<i>This section is to be completed by the Principal Investigator, then reviewed and confirmed by ORSP.</i>			
Workday - Cost Center and Grant Effort Allocations			
Effort Start and End Date	Present	Proposed	
8/25/25-12/1/25	CC/Grant	Effort %	CC/Grant
		GR12345	100
Notes			
Student will be working 10 hours a week under GR12345 (100% charged to GR12345) working as a POSITION TITLE on-site at KGI.			
Approval Signatures			
Supervisor: <input type="text"/>	Office of Sponsored Research: <input type="text"/>		
<input type="button" value="Edit Name"/>	<input type="button" value="Edit Name"/>		
Cabinet Level: <input type="text"/>	Human Resources: <input type="text"/>		
<input type="button" value="Edit Name"/>	<input type="button" value="Edit Name"/>		
Finance: <input type="text"/>			
Effective Date: June 2023			
Revised: July 25, 2023			
Human Resources			

PERSONNEL ACTION FORM (PAF)

Grant, Gift, or RDA-Funded Positions

- Complete Required Sections
 - Employee Information (Name, Position Title)
 - Employment Dates
 - Funding Source Details
 - Position Details
 - Supervisor Information and Signature
- Submit to Human Resources
 - Human Resources reviews for completeness and routes to ORSP or Finance for final approval/signature
- Filing and Recordkeeping
 - Signed form is filed with the employee's personnel records
 - **Any extensions of employment or change in funding requires an updated PAF**

STUDENT ASSIGNMENT EXTENSIONS

- Human Resources typically contacts supervisors about one week before a student's scheduled end date as a courtesy.
 - The purpose is to confirm whether the assignment will end as scheduled or require an extension.
- Supervisors should respond promptly so Human Resources can update records appropriately.
 - If Human Resources does not receive a response, the student's assignment will be ended as scheduled.
 - **If a student resigns from their position or their end date changes, please notify Human Resources immediately.**
- If an extension is expected in advance, please inform Human Resources immediately.

Hive Hack: Notify Human Resources of any changes in a student's end date immediately.



CA WAGE AND HOUR CONSIDERATIONS

Payroll & Timekeeping



BIWEEKLY PAYROLL SCHEDULE

- KGI's workweek **begins at 12:00 am on Saturday morning and ends at 11:59 pm on Friday night.**
- Human Resources sends a reminder to student employees every two weeks on the Thursday before the pay period ends to verify that their hours are complete. Supervisors receive a reminder to approve timecards every two weeks on the Friday before the pay period ends.

2025 Biweekly Payroll Schedule

Begin:	End:	Pay Date:	Approve By:
12/14/2024	12/27/2024	1/3/2025	12/27/2024
12/28/2024	1/10/2025	1/17/2025	1/10/2025
1/11/2025	1/24/2025	1/31/2025	1/24/2025
1/25/2025	2/7/2025	2/14/2025	2/7/2025
2/8/2025	2/21/2025	2/28/2025	2/21/2025
2/22/2025	3/7/2025	3/14/2025	3/7/2025
3/8/2025	3/21/2025	3/28/2025	3/21/2025
3/22/2025	4/4/2025	4/11/2025	4/4/2025
4/5/2025	4/18/2025	4/25/2025	4/18/2025
4/19/2025	5/2/2025	5/9/2025	5/2/2025
5/3/2025	5/16/2025	5/23/2025	5/16/2025
5/17/2025	5/30/2025	6/6/2025	5/30/2025
5/31/2025	6/13/2025	6/20/2025	6/13/2025
6/14/2025	6/27/2025	7/3/2025	6/27/2025
6/28/2025	7/11/2025	7/18/2025	7/11/2025
7/12/2025	7/25/2025	8/1/2025	7/25/2025
7/26/2025	8/8/2025	8/15/2025	8/8/2025
8/9/2025	8/22/2025	8/29/2025	8/22/2025
8/23/2025	9/5/2025	9/12/2025	9/5/2025
9/6/2025	9/19/2025	9/26/2025	9/19/2025
9/20/2025	10/3/2025	10/10/2025	10/3/2025
10/4/2025	10/17/2025	10/24/2025	10/17/2025
10/18/2025	10/31/2025	11/7/2025	10/31/2025
11/1/2025	11/14/2025	11/21/2025	11/14/2025
11/15/2025	11/28/2025	12/5/2025	11/28/2025
11/29/2025	12/12/2025	12/19/2025	12/12/2025
12/13/2025	12/26/2025	1/2/2026	12/26/2025

KEY TYPES OF PAY

- **Regular Pay:** Paid for up to 8 hours a day and 40 hours a week at the student's regular hourly wage
- **Overtime Pay:** Paid at 1.5 times regular hourly wage for hours over 8 in a day, over 40 in a week, and for **any hours worked on the seventh consecutive day of work**
- **Compensable Time:** Any time a student is considered working and must be paid
- **Premium Pay for Missed Breaks:** Additional pay at the regular hourly rate given whenever a required meal break is missed
- **Final Pay/Waiting Time Penalties:** Additional pay equal to employee's daily wage for each day final payment is late, up to a maximum of 30 days

OVERTIME APPROVAL

- KGI uses an Overtime Approval Form to be mindful of staffing costs.
- If overtime is required of a student employee, the supervisor is responsible for the completion of the Overtime Approval Form **in advance of the overtime being worked** and submitting it to Human Resources prior to the end of the applicable pay period.
- When requesting overtime approval, **be sure to provide clear justification** and include the reason both in your discussion with your Cabinet-Level Supervisor and on the Overtime Request Form.
- Human Resources will follow up on outstanding forms.

Overtime Approval Form

This form is to be used to approve all overtime. Your Supervisor and Cabinet-Level Supervisor must approve overtime PRIOR to the beginning of overtime work.

Name of Employee:

Division/Department:

Date of Overtime Work:

Number of Hours:

Project or Budget to be Charged:

Reason for Overtime:

Overtime Approval Policy:

- I. **Purpose:** The purpose of this policy is to be mindful of staffing costs by managing the expense of overtime pay for non-exempt employees.
- II. **Compliance:** KGI pays time and one-half to non-exempt employees who exceed 8 hours a day or 40 hours of work time in a workweek.
 - a. Paid leave, such as holiday, sick, or vacation pay, does not apply toward work time.
 - b. The workweek begins at 12:00am on Saturday morning and ends at 11:59pm on Friday night.
- III. **Overtime Approval:** Supervisors are required to obtain approval from cabinet-level supervisors prior to the use of overtime. Employees who anticipate the need for overtime to complete the week's work must notify the supervisor in advance and obtain approval prior to working hours that extend beyond their normal schedule.
- IV. **Overuse of Overtime:** Supervisors who authorize staff members to work overtime without prior approval from their cabinet-level supervisor, particularly after consecutive reminders, may be subject to disciplinary action.
- V. **Unauthorized Overtime:** Employees who fail to obtain prior approval prior to working hours that extend beyond their normal 8-hour day or 40-hour workweek, particularly after consecutive reminders, may be subject to disciplinary action.

Form Instructions: This form must be completed in its entirety. The Supervisor or Cabinet-Level Supervisor must complete it and send it to HR@kgi.edu before the end of the applicable pay period. Forms will be maintained in the employee's personnel file in Human Resources.

Supervisor Signature: 

Cabinet-Level Supervisor Signature: 

Date:

COMPENSABLE TIME

- **Compensable Time:** Any time a student is considered working and must be paid, even if outside normal hours or not pre-approved.
- Examples:
 - Answering **work-related calls or messages outside scheduled hours.**
 - If a student employee responds to a supervisor, faculty, or staff member related to their job duties outside scheduled hours, the time must be paid.
 - **Covering an event**, orientation, or reception is paid time, including set up and teardown.
 - **Hourly employees covering events are compensated for all time worked, even if it is outside of their schedule.**
 - **If a student is required to cover an event that is outside of their usual schedule, supervisors can adjust their schedule to manage overtime accordingly.**

Hive Hack: Reach out to Human Resources help determining what counts as compensable time.



SUMMER EXAMPLE: WEEKEND EVENT COVERAGE



Enter Time

Beaker Bee (120333) ...

Today < > Jul 26 – Aug 1, 2025 ...

Sat, 7/26	Sun, 7/27	Mon, 7/28
Total: 4	Total: 0	Total: 4
7 AM		
8 AM		Worked Hours 8:00am - 12:00pm (Meal) 4 Hours Not Submitted
9 AM		
10 AM	Worked Hours 10:00am - 2:00pm 4 Hours Not Submitted	
11 AM		
12 PM		
1 PM		
2 PM		
3 PM		
4 PM		
5 PM		
6 PM		

Enter Time

07/26/2025

Status Not Submitted

Time Type * Worked Hours

In * 10:00 AM

Out * 02:00 PM

Out Reason * Out

Hours 4

Details

Comment Worked Beaker's Summer Bash event on 7/26/25 (4 hour duration), approved to work 4 hours on Monday, 7/28, to complete weekly schedule.

View Details

Cancel Delete OK

Thu, 7/31 Total: 8

Fri, 8/1 Total: 8

Summary

Jul 26 – Aug 1, 2025

Total	40
Regular	40
Overtime	0
Double Time	0
Missed Meal Penalty	0
Paid Time Off	0
Call Back Minimum	0

Review

CA MEAL BREAKS

- Students working more than 5 hours must take a **30-minute, uninterrupted, unpaid** meal break before the end of their fifth hour of work.
 - For example, if the student begins work at 8:00 am, their meal break must begin no later than 1:00 pm.
- If this required meal break is missed, not provided on time, or not taken for the full 30 minutes, **students are entitled to premium pay at their regular hourly rate.**
- Students may waive their meal break only if their shift is **six hours or less** and they have signed a valid meal period waiver.
 - However, **KGI discourages waiving breaks to ensure employees receive necessary rest**
- 10-minute paid rest break required for every 4 hours worked.

Hive Hack: Schedule employee lunches at the 4- or 4.5-hour mark.



PROHIBITING OFF THE CLOCK WORK

- Work may only begin on the official hire date
 - Students may not perform any job duties before this date
 - **Students must present I-9 supporting document(s) to Human Resources within the first three days of employment**
- All work time must be recorded and paid
 - Even small tasks count as work (e.g., answering emails, setting up for events, reading training materials, etc.)
- No work before clocking in or after clocking out unless authorized and compensated
- Supervisors are responsible for ensuring all time worked is recorded accurately on the timecard

Hive Hack: Remind students not to begin any training before their first workday.



STUDENT EMPLOYEES TO VOLUNTEERS

- Under [California's AB5 law](#), workers who perform services for an employer must be classified and paid as employees.
- Calling a student a volunteer does not remove employer obligations.
- Asking a student to volunteer to avoid paying wages can lead to legal risks and penalties.
- Off-the-clock volunteering by paid student workers for the same employer performing the same job duties as their paid position is prohibited.
- Students may be volunteers for required activities tied to academic credit or thesis work if approved and clearly documented **through the Volunteer Process**.
- Always consult Human Resources before asking current or former student employees to volunteer to ensure compliance with AB5.

Hive Hack: Reach out to Human Resources for assistance navigating the volunteer process.



SUPERVISOR TIMEKEEPING RESPONSIBILITIES

- Payroll records, including timecards, **are considered legal documents**, and supervisors are responsible for approving the student's timecard and verifying that:
 - Student employees accurately record daily start and end times, reflecting actual time worked
 - Meal breaks of at least 30 minutes are recorded for any shifts over five hours and taken no later than the fifth hour of work
 - Any overtime is approved **in advance of being worked** (including approval from their Cabinet-Level Supervisor), and Overtime Approval Form(s) have been submitted to Human Resources.
- **Supervisors are responsible for monitoring student timecards weekly to ensure they are entering hours as they are being worked.**
- **All entries must be approved and finalized by end of day Friday, one week before the Friday pay date.**

Hive Hack: Reach out to Human Resources in advance for guidance on resolving timecard discrepancies.



KEY CA WAGE AND HOUR LAWS

- [California Labor Code](#)
- [California Assembly Bill 5](#)
- [Wage Orders, Industrial Welfare Commission \(IWC\)](#)
- Fair Labor Standards (FLSA) – [interaction with CA Labor Code](#)
 - Non-exempt employees are not exempt from the FLSA overtime and minimum wage protections, and must receive overtime pay for extra hours worked.
- [Division of Labor Standards Enforcement \(DLSE\) Enforcement and Guidance](#)

KEY TAKEAWAYS

- Follow the student hiring process
- Notify Human Resources of any extensions or changes to end dates a minimum of one week in advance
- Complete Personnel Action Forms (PAFs) as needed
- Monitor student timecards; ensure hours are being entered daily
- Approve timecards by biweekly payroll deadline (every other Friday before payday)
- Ensure compliance with California wage and hour laws, including AB5

Q&A

