Preparing for Summer

Summer session is almost here and, in the world of student employment, it’s a great time to clean up the books and prepare for what lies ahead. Here are a few things to consider as we proceed.

Summer Workers
Students who have worked a maximum of 20 hours per week during the academic year may work up to 40 hours a week in the summer (or 80 hours during a two-week pay period) regardless of the number of credit hours they are enrolled.

Graduate Assistants who have worked 20 hours or less during the academic year may work up to 40 hours a week in the summer. However, if a Graduate Assistant worked between 21 to 29 hours a week during the academic year, or intends to do so next academic year, he/she cannot work more than 29 hours a week during the summer.

Federal Work Study Assignments
All Federal Work Study assignments should terminate on May 6, if they have not already, which is the end of the last pay period of the academic year. These students must have their assignments switched from an “88XXXX” Banner position number to a non-FWS banner position number beginning with “99XXXX. Please use an STU110 EPAF transition your students.

If your FWS students suddenly disappear from your Kronos roster after May 6, 2017, and you want them to continue, please re-add them using and STU110 EPAF and the corresponding “99XXXX” banner position number.

Kronos
Please review your student employment roster on Kronos and remove students who have left your service or graduated. Use an ADM400 EPAF to terminate those student employees' positions. This will reduce the time necessary for your bi-weekly payroll review and save the university the expense of unused Kronos licenses.

Payroll, in conjunction with the Student Employment Office, will soon begin to terminate assignments which have not been worked for 3 full pay periods. If you have a student who has not been working an assignment and has had that assignment terminated, you may submit the student on the same assignment using an STU110 EPAF and the Job Change Reason, “STREN,” or Student Renewal.

Student Employment Town Hall
Please schedule to attend our annual Student Employment Town Hall on Wednesday, June 21 from 8:00 a.m. to 10:00 a.m. in the Alumni Center Assembly Room. We’ve initiated many programs recently and request your assistance to evaluate their effectiveness. We’ll buy the coffee.
Campus SaVE Act Training for Student Employees – Update
All Ball State University employees, including student employees, are now required to complete Title IX training. The training for our student employees is, “Bridges: Building a Supportive Community.”

We continue to struggle getting students to comply with our training requests. **Students should be made aware to look for this email and not discard it upon receipt.** Please remind them that this training is a condition of their employment. While we have not yet done so, failure to comply may result in the termination of your student’s employment.

They will have a limited time from notification to comply with this mandatory training. Students may take the training on the job site or may be paid for up to 60 minutes if the course is taken off site and outside of work hours. The student should present his/her certificate of completion to be compensated. Additional information can be found on our website ([HERE](http://example.com)).

**Student Hiring Compliance Form - Workflow**
Since the implementation of the Student Hiring Compliance Form, or Student Employment “Workflow,” we’ve been able to abate our federal compliance issues. We thank you for your assistance and continued application to help avoid issues regarding non-compliant federal E-Verifications.

- It is important to initiate the workflow **before** EPAFs are submitted. This will ensure that student employment paperwork is complete and compliant with federal regulations.

- Please remember that this is a sequential process, so workflows should be submitted before students complete their paperwork or they may receive notification to complete paperwork after they have already done so.

- Communication between area supervisors and Administrative Coordinators, or designee completing workflows and/or EPAFs is crucial to ensure procedures are followed and students are placed into Kronos in a timely manner.

- It is gratefully appreciated if you would name your workflow using the student’s Last Name, First Name (i.e.: Smith, Jordan). This allows us to easily identify and process your workflows.

- Once you receive an authorization to complete your student’s EPAF, please do so in a timely manner to ensure your student is able to clock in.

- Do not allow your student employee to start his/her assignment before the EPAF is completed and do not backdate your student’s start date.

For additional information, please consult our website, the Technology Help Desk Knowledge Base, or view the [PowerPoint Presentation](http://example.com).

**Cardinal Career Link**
To create your own Cardinal Career Link account to see postings the same way students see them, go [HERE](http://example.com) and submit your username for an account. You’ll receive login information and instructions.