

## Student Employment Procedure

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### I. Title

Student Employment Procedure

### II. Objective

This procedure describes the process for interviewing and hiring a student employee in accordance with UTA Policy [HR-E-PO-11](#) *Student Employment*.

### III. Scope

This procedure applies to departments who utilize position(s) that require student status as a condition of employment. See UTA Policy [HR-E-PO-11](#) *Student Employment* for more information.

### IV. Procedure

#### A. Applicant Procedures

1. All students desiring on-campus student employment with the University must apply with the Handshake system. New students cannot access Handshake until after they have registered for classes.
2. Search and apply for available positions. Work-study students may apply for both work-study and non-work-study jobs.

3. If offered a position, sign the offer letter and return it to the hiring manager.

## **B. Department Procedures**

1. Determine the scope of the position desired by the department, including the job code, job title, position description, and available funding. Then submit an eForm to create the position inside UT Share, if the position does not yet exist. The job codes available for student positions are listed in UTA Policy [HR-E-PO-11 Student Employment](#).
2. Create and maintain the hourly student employee's job description. The hiring department should maintain a job description for each position using the appropriate template provided on the Talent Culture & Engagement (TCE) Student Employment website.
3. Post the vacant position in Handshake. All positions must be posted for a minimum of five business days before making an employment offer. [Handshake](#) resources can be found on the [Career Development Center](#) website. Job aids are available on the Career Development Center's [On-Campus Student Employment](#) website.

**Note:** Departments may have a student return to the same position after a winter or summer break in service without re-posting the position.

4. Select and schedule applicants to be interviewed. Interview best practices can be found on the Career Development Center website.
5. Select the applicant for the position. Factors to consider when making the selection must include, but are not limited to:
  - a. Overall needs of the department;
  - b. Appropriate skill level for the position;
  - c. Time of day when the work must be completed; and
  - d. Number of hours required each week.

6. Close the position in Handshake (unless the posting has already expired).

**Note:** All postings automatically expire based on the selected/entered position expiration date.

7. Create an offer letter using the offer letter templates provided on the TCE Student Employment website and extend the offer to the student(s). Be aware that all offers are conditional upon a successful background check.
8. The hiring department must complete Form HR-E-F-04 *Criminal Background Check* and forward it to TCE.
9. Complete the placement information in Handshake.
10. Once the background check has been completed, submit the hiring eForm in UT Share and reference the position job ID from Handshake when completing the eForm in UT Share to create an official appointment for the student employee. If the student is international, see [Section IV. C.](#)
11. Direct the student employee to register for an onboarding session with TCE. The new employee must provide proof of work authorization and identity, as well as complete the Onboarding Module in UT Share within the first three business days of employment.
12. Explain the University and department rules once hired as part of the new employee onboarding. Onboarding resources can be found on the Career Development Center.

**C. International Students without Social Security Numbers**

1. Once an offer has been made to an international student, the student is responsible for obtaining a social security number (SSN). Instructions and required paperwork for the SSN can be found on the Office of International Education's website.
2. When an eForm is submitted to hire a student employee, the eForm must either include the accurate SSN, or all "X"s for those who do not yet have a SSN. The student's form SSA-5028, Receipt for Application for a SSN as provided to the student by the Social Security Administration (SSA) must be attached in order for the eForm to be approved.
3. Once the SSN arrives in the mail from the SSA, the student must visit the TCE office in person to present the card.

**D. Pay Ranges**

Pay ranges have been provided for most student positions which can be found on the TCE Student Employment website.

**1. 10060 Student Operations Assistant**

Actively enrolled students who will perform duties that are not administrative or technical in nature.

**2. 10061 Senior Student Operations Assistant**

Actively enrolled students who will perform duties that are not administrative or technical in nature. This position requires at least two years of related work experience.

**3. 10062 Student Operations Assistant – Work-Study (WS)**

Actively enrolled students who will perform duties that are not administrative or technical in nature.

**4. 10064 Tutor**

Actively enrolled UTA students who perform tutoring services and work in the Division of Academic Affairs.

**5. 10068 College Work Experience Program (CWE) Student Technical**

For Career Development Center use only.

**6. 10069 College Work Experience Program (CWE) Student Non-Technical**

For Career Development Center use only.

**7. 10072 Resident Assistant**

For University Housing use only.

**8. 10074 Student Administrative Support – Work-Study (WS)**

Actively enrolled students who will perform a broad range of non-complex administrative and clerical duties.

**9. 10075 Senior Student Administrative Support – Work-Study (WS)**

Actively enrolled students who will perform a broad range of non-complex administrative and clerical duties. This position requires at least two years of related work experience.

**10. 10076 Student Administrative Support**

Actively enrolled students who will perform a broad range of non-complex administrative and clerical duties.

**11. 10077 Senior Student Administrative Support**

Actively enrolled students who will perform a broad range of non-complex administrative and clerical duties. This position requires at least two years of related work experience.

**12. 10078 High School Student**

Student employees who are enrolled in high school and working on a temporary basis.

**13. 10079 Non-Affiliated Student Worker**

Student employees who are actively enrolled a non-UTA university and working on a temporary basis.

**14. 10117 Student Technical Assistant**

Actively enrolled students who under close supervision, will assist their designated department with performing a broad range of duties requiring specialized knowledge in the areas of, but not limited to, information technology, research, science, engineering, etc.

**15. 10118 Senior Student Technical Assistant**

Actively enrolled students, who under close supervision, will assist their designated department with performing a broad range of duties requiring specialized knowledge in the areas of, but not limited to, information technology, research science, engineering, etc. This position requires at least two years of related work experience.

**16. 10119 Senior Student Operations Assistant – Work-Study (WS)**

Actively enrolled students who will perform duties that are not administrative or technical in nature. This position requires at least two years of related work experience.

**17. 10135 Student Technical Assistant – Work-Study (WS)**

Actively enrolled students who under close supervision, will assist their designated department with performing a broad range of duties requiring specialized knowledge in the areas of, but not limited to, information technology, research, science, engineering, etc.

**18. 10136 Senior Student Technical Assistant – Work-Study (WS)**

Actively enrolled students, who under close supervision, will assist their designated department with performing a broad range of duties requiring specialized knowledge in the areas of, but not limited to, information technology, research, science, engineering, etc. This position requires at least two years of related work experience.

**19. 10988 Intern (Student Hourly)**

Internships are not approved and/or supervised by the Office of TCE or Student Employment. It is expected that the department and the UTA college/school have a formal internship agreement, and that the department manage the intern's workload in accordance with all applicable federal and state laws.

**E. Timesheets**

1. It is the responsibility of each department head to maintain records for each eligible employee.
2. Students can only be paid for time worked and reflected on their timesheet.
3. Supervisors cannot require students to work off the clock or volunteer.
4. Students cannot be paid for hours scheduled and not worked.
5. Student timesheets must be approved by their supervisor.

**F. Termination/Resignations**

1. Any student departing for thirty days or longer must be terminated, regardless of their intentions to return. A returning student employee does not need to reapply to be hired into the same position.
2. Upon termination, either the student employee or the department must submit an [Employee Clearance and Release \(ECR\) Form](#). The ECR Form should be approved by the direct supervisor, or the designated individual inside the department once the specifics of the termination have been decided.
3. After the ECR Form has been submitted, the department must create an electronic separation document (eForm) in the UT Share system to terminate the appointment, except in such cases as a student employee is transferring to another position on campus.

4. Hourly student employees are encouraged to give the supervisor at least two weeks advance notice of resignation through the clearance and release process.

#### **G. Work-Study Positions**

Students with work-study positions are required to have an annual performance review per federal work-study guidelines. The employing department will keep records of the annual performance review. Performance review tools can be found on the Career Development Center website.

#### **H. Non-Affiliated Student Positions**

Students appointed to regular student positions are not required to have an annual performance review, but it is strongly suggested in order to ensure development and growth of student employees.

#### **V. Definitions**

N/A

#### **VI. Relevant Federal and State Statutes**

Tex. Gov. Code [§651.005](#) *Requirement of Selective Service Registration or Exemption*

#### **VII. Relevant UT System Policies, Procedures and Forms**

UTA Policy [HR-E-PO-11](#) *Student Employment*

##### **Additional Resources:**

[Office of Talent, Culture, & Engagement Forms:](#)

Form HR-E-F-04 *Criminal Background Check Form*

#### **VIII. Who Should Know**

Student employees paid on an hourly basis and student supervisors.

#### **IX. UTA Office(s) Responsible for Procedure**

**Responsible Officer:** Vice President for Talent, Culture & Engagement

**Sponsoring Department:** Career Development Center and the Office of Talent, Culture & Engagement

**X. Dates Approved or Amended**

January 27, 2016

February 21, 2024

October 4, 2024

**XI. Contact Information**

All questions regarding this procedure should be directed to: [askhr@uta.edu](mailto:askhr@uta.edu)

Send notifications of errors or changes to: [policysite@uta.edu](mailto:policysite@uta.edu)