

Student Employment - HR Hot Tips!

Tip #1 - Forms

For Hourly Student & Graduate Appointees

Appointment Form (accessed through PSoft)

- ⇒ Use to appoint a new employee to your department or reappoint/rehire a terminated student.
- ⇒ **WIN required. New EE requires SSN.**
- ⇒ All hourly appointments require hours to be submitted via KRONOS.

Transaction Form (Use the SEOT Login):

- ⇒ Use for an **ACTIVE** student for things such as pay changes, account code changes, separations, job code changes.
- ⇒ **Employee ID Required (NO SSN or WIN)**

Tip #4 Work Study

- ⇒ New Work Study process - No need for a TRANSACTION FORM to change between work study types.
- ⇒ If work study is changing from yes to no, then process a transaction form.
- ⇒ **"Use it or lose it** Remember - awards may be canceled if no paycheck has been issued within the first four weeks of the term."
 - If you are appointing someone close to the fourth week of the term, then contact Student Financial aid to let them know the student will be working, otherwise the award may be cancelled and the student will no longer be eligible for work study.

Tip #2 Pay Rate Entry

- ⇒ Check the rate before submitting in Fall.
- ⇒ Pay Rates default into the appointment form once the Grade and Step have been selected~ the form will not let you pay in between a grade and step.
- ⇒ If you are paying a rate above the D-4 grade, use a Grade of 'Q' and the pay rate box will open up for you to enter the new rate above a D4.

Tip #5 Payroll/Deadlines

Yes, we have deadlines ☺

- ⇒ HR is still manually entering forms the day after a form is authorized.
- ⇒ Deadlines are noted on the WMU Payroll Pay Schedule ('Forms Due to HRIP' column).
- ⇒ **New HIRE appointment forms must be submitted five business days before the start date to allow for access to the I-9 electronically.**
- ⇒ If form is not received by the deadline, there is no guarantee the person will be paid that pay period.

Tip #3 FICA

- ⇒ The FICA audit program is now run every pay period and it checks faculty/staff and students for exemptions to FICA taxation
- ⇒ Exemptions are listed on the Payroll Web site at:
<http://www.wmich.edu/payroll/fica.html>
- ⇒ The FICA status will be automatically switched when there is a change in the student's status. You do NOT need to submit any forms to change FICA.

Questions?

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E-mail I-9 Questions:

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PSHR Electronic Workflow User Guide & Electronic
Workflow News and Forms Forum Archives @
<http://www.wmich.edu/hr/workflow.html>
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