

# Student Employment - HR Hot Tips!

## Tip #1 - SSNs

- ⇒ Social Security Numbers are required!
  - The SSN is a legal requirement for employment - U.S. citizens should have a SSN in hand prior to any offer of employment.
- ⇒ Confirm SSN against the students Social Security Card.
  - Discrepancies in SSN between Banner & the employment form will cause entry delays.
- ⇒ International Students MUST have a valid U.S. SSN.
  - For NEW international students, a pseudo number - 999-11-2222- may be used until a valid U.S. SSN is received.

## Tip #2 Pay Rate Entry

- ⇒ Pay Rates must follow the grade levels/steps ~ you cannot pay in between.
- ⇒ If you are paying a rate above the D-4 grade, use a Grade of 'Q' and a step of '1'.
- ⇒ IMPORTANT! When you enter a level/step on a form, the HR entry form automatically converts the pay rate to match the grade/step REGARDLESS of what you enter in the pay rate field.
- ⇒ You cannot pay less than the State Minimum Wage (currently \$7.40).

## What Form Do I Use?

### Appointment Form:

- ⇒ Use to appoint a new employee to your department or reappoint/rehire a terminated student.

### Transaction Form:

- ⇒ Use for an ACTIVE student for things such as pay changes, account code changes, separations.

### One Time Pay:

- ⇒ No longer available (use an Appt Form)

## Tip #3 FICA Status

- ⇒ The FICA audit program is now run every pay period.
- ⇒ The audit program 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>
- ⇒ When submitting an appointment form, please use the following account/object codes:  
For student employees: 3511  
For Grad Assistants: 3192
- ⇒ 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.

## Tip #4 Payroll/Deadlines

Yes, we have deadlines ☺

- ⇒ Deadlines are noted on the WMU Payroll Pay Schedule ('Forms Due to HRIP' column).
- ⇒ If form is not received by the deadline, there is no guarantee the person will be paid that pay period.
- ⇒ If you don't see your student on KRONOS, e-mail HR-HRIS@wmich.edu. The HR staff will investigate and respond.

**Coming Soon!**

Electronic Online Workflow forms for Student & GA Appointments!!

## Questions?

HR Services: 387-3620

or send email to [hr-hris@wmich.edu](mailto:hr-hris@wmich.edu)

Student Employment Online Manual:

<http://www.wmich.edu/hr/se-online.html> - click

on the Training Manual/Users Guide link

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