

NEW INFORMATION regarding STUDENT EMPLOYEES!

If your student is working for you during the summer, but is not taking classes, you no longer need to put them on the payroll as a Temporary Staff member!

How Do I Process Summer Appointments for my Students?

YOUR STUDENT EMPLOYEE IS ALREADY ON THE PAYROLL IN A STUDENT APPOINTMENT:

- There is nothing to do!
 - No need to change the Job Code!
 - Your student will continue to get paid.
 - If the student is under- or non-enrolled during the summer sessions, FICA will be charged (see the Career & Student Employment Services Web site for more information on the policy:
www.wmich.edu/career/studentemployment/student_employment_policy.html.)
 - No paperwork needs to be done in the fall when the student resumes taking classes.
- Q. What if I want to pay my current student a different pay rate for the summer? Do I need to do a new appointment form?
- A. No! You can submit the pay change via the Student Transaction form.

YOU WANT TO HIRE A STUDENT FOR THE SUMMER WHO HAS NOT PREVIOUSLY WORKED FOR YOU (& THE STUDENT IS NOT TAKING CLASSES):

- Hire the student using a **Student Appointment** form.
 - If the student is under- or non-enrolled during the summer sessions, FICA will be charged (see the Career & Student Employment Services Web site for more information on the policy:
www.wmich.edu/career/studentemployment/student_employment_policy.html.)
 - No paperwork needs to be done in the fall when the student resumes taking classes.
- Q. What if I don't want to keep my student on for the fall semester & need to terminate my student at the end of the summer?
- A. Submit a Student Transaction form for a separation; the effective date of the transaction would be the last day the student worked for you.

YOUR STUDENT EMPLOYEE IS GRADUATING & NOT RETURNING TO WMU IN THE FALL:

- Terminate the student appointment using the Student Transaction form.
- Process a Temporary Appointment form to (re)hire the employee and continue him/her on the payroll.
- If the student decides to register for classes, you can then hire the student to a student appointment.

YOUR STUDENT EMPLOYEE IS GRADUATING & IS RETURNING TO WMU IN THE FALL:

- There is nothing to do!
- No need to change Job Codes!
- Your student will continue to get paid.
- If the student is under- or non-enrolled the summer sessions, FICA will be charged.
- No paperwork needs to be done in the fall.
- IF the student resigns, process a Student Transaction form for a separation.

QUESTIONS?

Student online entry: HUMAN RESOURCES

Web: www.wmich.edu/hr/

Email: hr-hris@wmich.edu

Phone: 387-3620

Student employment processes, policies and pay: CAREER & STUDENT EMPLOYMENT SERVICES

Web: www.wmich.edu/career/

Phone: 387-2745

KRONOS questions: PAYROLL

Web: www.wmich.edu/payroll/

Phone: 387-2935