HOW DO I PROCESS SUMMER APPOINTMENTS FOR MY STUDENTS?

1) **YOUR STUDENT EMPLOYEE IS ALREADY WORKING IN YOUR DEPARTMENT AND WILL CONTINUE TO WORK OVER SUMMER:**
   - There is nothing to do! The student may remain in the student position.

2) **YOU WANT TO HIRE A STUDENT FOR THE SUMMER WHO HAS NOT PREVIOUSLY WORKED FOR YOU:**
   - Hire the student using a Student Appointment form.

3) **YOUR STUDENT EMPLOYEE IS GRADUATING IN APRIL BUT WILL BE WORKING FOR YOU DURING THE SUMMER:**
   - Terminate the student appointment using the Student Transaction form using Internet Explorer or Chrome.
   - Process a Temporary Appointment form to (re)hire the student as a temporary.

4) **YOUR STUDENT EMPLOYEE WILL NOT BE WORKING IN THE SUMMER BUT WILL BE BACK TO WORK IN THE FALL:**
   - There is nothing to do! It’s okay to leave student on the payroll over summer.

5) **YOUR GRAD ASSISTANT DOES NOT HAVE AN ASSISTANTSHIP FOR THE SUMMER SESSION(S) BUT WILL BE WORKING DURING THE SUMMER:**
   - Use an Hourly Student Appointment form to hire the GA for the summer.

STUDENT AND GA TRANSACTION FORMS

- Student and GA transaction forms are accessible through the Student Employment Online Transaction system (SEOT), located on the HR Web site. Use either Internet Explorer or Chrome. [www.wmich.edu/hr/officemanagement/studenttransactions](http://www.wmich.edu/hr/officemanagement/studenttransactions)

- The Employee ID (EmplID) is required to submit a Student or GA transaction form. Please do NOT use a WIN or SSN.

- Use the Student/GA Transaction form to:
  - Terminate a student/GA appointment
  - Change a student grade/step (e.g. SE2.2)
  - Change (or correct) a Pay Rate
  - Change the G/L Combo Code for hourly student appointments only
  - Request or End Work Study

QUESTIONS & ANSWERS

**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 Employee Online Transaction form.

**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.

**Q.** What about FICA?  
**A.** When the student is under or non-enrolled during summer sessions, FICA will be charged automatically. When the student starts classes, FICA will be adjusted according to the audit program. [www.wmich.edu/payroll/fica-0](http://www.wmich.edu/payroll/fica-0)

QUESTIONS CAN BE DIRECTED TO:

**Student online entry:** HUMAN RESOURCES  
Web: [www.wmich.edu/hr](http://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/campus](http://www.wmich.edu/career/campus)  
Phone: 387-2745

**Graduate Appointments:** GRADUATE COLLEGE  
Web: [http://www.wmich.edu/grad](http://www.wmich.edu/grad)  
Phone: 387-8212

**KRONOS questions:** PAYROLL  
Web: [www.wmich.edu/payroll](http://www.wmich.edu/payroll)  
Phone: 387-2935