2018 Student Job Data Guidance for Spring & Summer

The information in this packet covers:

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  - Federal Work Study Student Workers

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  - Graduating Students
  - Terminating 9-Month Graduate Assistants

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  - 9-month Graduate Assistants: Changing to 12H for the summer
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- **Student Mailing Address Changes**

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**SPECIAL INFORMATION FOR APRIL 2018**

**STUDENT AWARD PROCESSING**

Areas will soon start processing Academic Year 2018-2018 student awards for payment in April. To facilitate with this effort, please use the following guidelines:

1. Determine if the student award is given based on the student being employed (i.e., Outstanding Graduate Researcher, Teaching Assistant, Grader). If the award is given based on employment status and students who were NOT employed cannot be considered, the award must be processed through Clemson University payroll via special pay. The award is subject to income taxes being withheld per IRS regulations at the supplemental tax rate (22% Federal Tax, 7% State Tax, 7.65% FICA tax if applicable). Employer fringe benefit rates will be applied to the award. The award should be coded to account 7304 – taxable prizes and awards.
   a. If the award needs to NET a certain amount (i.e. bring home $500), please contact Payroll@clemson.edu for a gross-up calculation.
2. If the student award is strictly academic, meaning any student could receive the award whether they were employed or not, the award is NOT related to employment and should NOT be processed through payroll. The award payment should be processed via Accounts Payable, using the STDNT business unit in PeopleSoft Financials. The award should be coded to account 7304 - taxable prizes and awards.

These guidelines are not intended to change any part of student award processing handled via Financial Aid. If you have any questions, please contact Payroll@clemson.edu.
FEDERAL WORK-STUDY (FWS) STUDENT WORKERS

FWS funds pay student workers only for work performed through the last day of classes, 4/27/18. For the 5/15/18 payday, students may be paid with FWS funds for hours worked 4/16/18 – 4/27/18. It is required that the hours worked for 4/28/18 - 4/30/18 be paid by 100% departmental funds (account 5150 – Salary & Wages Undergraduate) and all hours posted after the 5/15/18 payday be covered with 100% departmental funds.

Graduating FWS Students:

- FWS student workers who are graduating must be terminated or transferred to 100% departmental funds (account 5150) effective 4/28/18. The deadline for data entry into CUBS is 4:00pm on 5/1/18.
- For Kronos timekeeping divisions, it is VERY important to first move the student worker to 100% departmental funds BEFORE entering the Termination. This is necessary to ensure the Kronos data passes back to PeopleSoft payroll correctly for the final paycheck.

Continuing FWS Students:

- The FWS program will not offer FWS funding for this summer.
- Students who will continue to work during the summer MUST be transferred to 100% departmental funds (account 5150) effective 4/28/18. The deadline for data entry into CUBS by entering a Job Earnings Distribution change is 4:00pm on 5/1/18.
- To transfer to institutional funds, use “Action: Earnings Distribution” and “Reason: Job Earnings Distribution”.
- If a current FWS student will NOT be working during the summer but plans to return as a student worker in the Fall, first process the Job Earnings Distribution to change the account number, then process a Job Data Action “Start Student Break” and Reason “SSB – Start Student Break” in CUBS. The deadline for data entry into CUBS is 4:00pm on 5/1/18.
- It is not necessary to terminate and rehire.

Reminder: When transferring students from work-study to departmental funding, you must change the account number from 5152 (FWS) to 5150 (Sal & Wages Undergraduate). Please check for this when making the change.

If you have questions regarding FWS, please call Debra Vassey at 864-656-9034 or via e-mail at dvassey@clemson.edu.

GRADUATING STUDENTS

GRADUATING STUDENTS:

A student who graduates cannot remain in a student position past graduation day.

- See next section below for specifics related to terminating a 9-month Graduate Assistant.
- Reference the FWS section above for specifics related to terminating FWS students.
- Otherwise, follow the guidelines below.

A graduating student must either be terminated no later than 5/11/18 (last day worked of 5/10/18) or 5/12/18 (last day worked 5/11/18), depending upon their graduation day, or transitioned to a non-student status as of 5/11/18 or 5/14/18, depending upon their graduation day.
**Process Steps:**

A) For those who are currently utilizing the Data Center, process the Request for Termination online form.

B) For those that do not use the Data Center and will enter the termination or transition to a non-student status, please follow the process steps below.
   1. Enter Row in Job Data
   2. Enter an Effective Date of the actual last day worked, but no later than 5/11/18 or 5/12/18 (for a termination) or 5/11/18 or 5/14/18 (transition to non-student status)
   3. Choose an appropriate Action/Action Reason for the entry.

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**TERMINATING 9-MONTH GRADUATE ASSISTANTS**

Nine-month graduate assistants (9MA) will receive their 18th payment of the academic year on 5/15/18, paying them through 5/16/18. In order to accurately pay them in full on 5/15/18 and reflect a termination date no later than the day of graduation, do not process the termination until after paylines are opened for the 5/15/18 payday (process on or after 5/3/18).

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**Process Steps:**

A) For those who are currently utilizing the Data Center, process the Request for Termination on the online form on or after 5/3/18.

B) For those that do not use the Data Center and will enter the termination, please follow the process steps below.
   1. Enter Row in Job Data
   2. Enter an Effective Date no later than 5/11/18 or 5/12/18 (for a termination), depending upon their graduation day, or 5/11/18 or 5/14/18 (transition to non-student status), depending upon their graduation day.
   3. Choose an appropriate Action/Action Reason for the entry.

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**NEW STUDENTS**

**New Hire Reminders:**

- New US hires require an I-9 prior to entry into PeopleSoft.
- New International Hires require International Hire Form Approval prior to entry in PeopleSoft.

**New Students:**

- Students who were enrolled in classes during Spring 2018 may be hired as new student workers during the summer. The hire date should effective the first day of work.
- New students who are not enrolled until Fall 2018 cannot be hired as a student worker during the summer. You may bring them onboard as an intermittent worker for the summer months.
  - If they will be hired as a student worker for Fall 2018, the intermittent record must be terminated effective August 21 and then follow the normal procedures for hiring a student worker.
SUMMER BREAK: CURRENT STUDENTS NOT WORKING DURING SUMMER BUT ARE PLANNED TO RETURN IN THE FALL

The procedures detailed below apply to both US and International Student Workers

12-Month Students:

Place 12-month undergraduate and graduate student workers who will not be working during the summer, but are planning to return to work in the fall, on student break for the summer. Request via the online form (include an effective date).  See Process Steps below.

9-Month Students:

It is required that all US and International 9MA graduate assistants (GAs) and resident assistants (RAs), who will not be working over the summer, are placed on “Start Student Break/Initiate International Break” status in CUBS no later than 5/17/2018. These entries prevent students from receiving unnecessary weekly emails regarding the time capture system over the summer, ensure reliable data, and help HR as a whole to provide a reliable headcount of who is working at any given time during the year.  See Process Steps below.

Nine-month graduate assistants (9MA) will receive their 18th payment of the academic year on 5/15/18, paying them through 5/16/18. Be mindful of this when putting them on break, as the effective date must be 5/17/18 and should not be entered until after paylines are created for the 5/15/18 payday (process on or after 5/3/18).

Graduate Assistant Specific:

To coincide with any entry in PeopleSoft HR, you must notify the Graduate School (via the online Assistantship/Fellowship Report GS61 system) of graduate student status by summer session. If a Graduate Assistant is on break in PeopleSoft, the GS61 must also reflect the break. If you are not the person to enter this information into the GS61 system, please coordinate the entry with your Graduate Student Coordinator(s).

Process Steps:

A) For those who are currently utilizing the Data Center, process the request for Start Student Break on the online form. Be sure to include an effective date and an earnings distribution change for FWS students.  REMINDER: The same online submission can include the Start Student Break and the earnings distribution change. – OR –

B) For those that do not use the Data Center and will enter the Start Student Break, please follow these process steps:

   a. **Placing a US Student on Break**
      1. Enter Row in Job Data
      2. Enter an Effective Date equal to the first day not working
      3. Use Action/Reason: Start Student Break - Start Student Break

   b. **Placing an International Student on Break**
      1. Enter Row in Job Data
      2. Enter an Effective Date equal to the first day not working

   ➢ Budget Centers/Departments will need to process a return to end the break status for any student worker returning to work in Fall 2018 or a termination if the student worker is not returning to work.
c. **Returning a US Student from Break (or termination)**
   1. Enter Row in Job Data
   2. Enter an Effective Date equal to the first day back in active status. Follow the Payroll Operations Calendar for Personnel Action due dates, so these students can be paid effective the first eligible pay period after they resume work in the fall.
   3. Use Action/Reason: Return from Student Break – Return from Student Break

d. **Returning an International Student from Break (or termination)**
   1. Enter Row in Job Data
   2. Enter an Effective Date equal to the first day back in active status. Follow the Payroll Operations Calendar for Personnel Action due dates, so these students can be paid effective the first eligible pay period after they resume work in the fall.

   **Note:** If you are increasing the student’s hours when returning them from leave, an International Hire approval is required.

   **Reminder:** If the student is not returning to work in the fall, a termination is required. Students not returned from Start Student Break or Initiate International Break prior to the start of the Fall semester will automatically be terminated.

**Do not put Federal Work Study students on break while still in the FWS status.**

If a current FWS student will NOT be working during the summer but plans to return as a student worker in the Fall, follow these process steps:

1. Process the Job Earnings Distribution to change the account number.
2. Process a Job Data Action “Start Student Break” and Reason “SSB – Start Student Break” in CUBS.
   The deadline for data entry into CUBS is 4:00pm on 5/1/18.

**Spread the Word:** Please pass this information on to those in your departments who are responsible for these entries.

**STUDENTS WHO WILL REMAIN ACTIVE OVER THE SUMMER**

Nine-month graduate assistants (9MA) will receive their 18th payment of the academic year on 5/15/18, paying them through 5/16/18.

**9-MONTH GRADUATE ASSISTANTS: ACTIVE DURING THE SUMMER**

- Leave GAs in the 9MA status during the summer
- Pay will automatically be suspended from 5/17-8/14
- If a 9MA GA will be working over the summer in their GA status, pay via on-line special pay
  - This is the same process, with the same deadlines, as pay for 9MA faculty members
- Use the Earnings Code SGA = Summer Graduate Assistant on the on-line special pay or recurring pay
- A 9MA GA being paid over the summer will NOT have to go without pay on 5/31/18 due to the efforts outlined in this documentation

The **Graduate School** must know the Standard Hours of 9MA GAs if they will be active and paid over the summer. The Graduate School monitors total standard hours to ensure a GA is not hired in excess of 28 hours/week. Work hour limitations still apply per student worker policies.

The **Graduate School** also needs the Job Code/Title updated if it will change for the summer.
Department/Budget Center personnel must input or request changes, if applicable, to Standard Hours and Job Code/Title at both the beginning and the end of the summer.

Anything NOT changed in Job Data will be applicable when the 9MA GA returns to work in Fall 2018.

If the 9MA GA will have different Standard Hours or a different Job Code/Title over the summer, process or request a change in Job Data.

- Use the Effective Date of 5/17/2018 for Job Data changes for Summer I or all summer.
- Use the Effective Date of 7/1/2018 for Job Data changes for Summer II.
- Use the Effective Date of 8/15/2018 for Job Data changes for Fall 2018.

### 9-MONTH GRADUATE ASSISTANTS: CHANGING TO 12H FOR THE SUMMER

There is NO change in processing if a 9-month GA will be an active student worker over the summer, not in a GA status, but as hourly graduate student worker.

- **Reminder:** Please be aware of the lag to pay and ensure the lag is communicated to the student worker going from 9MA to 12H.

**Payday Information**

End of spring: Last 9MA payday = 5/15/18 for work performed through 5/16/18 and First 12H payday = 6/15/18 for work performed 5/17/18-5/31/18.

End of summer: Last 12H payday = 8/31/18 for work performed through 8/14/18 and First Fall 9MA payday = 8/31/18 for work performed 8/15/18-8/31/18.

**Process Steps:**

A) For those who are currently utilizing the Data Center, send the change to the Data Center utilizing the Change/Hire form.

B) For those that do not use the Data Center and will enter the Pay Group Change, please follow the process steps below.

  a. **Changing to 12H for Summer 2018**
     1. Enter Row in Job Data
     2. Enter an Effective Date of 5/17/18
     3. Use Action/Reason: Pay Rate Change / Pay Group Change

  b. **Changing back to 9MA for Fall 2018, if applicable**
     1. Enter Row in Job Data
     2. Enter an Effective Date of 8/15/18
     3. Use Action/Reason: Pay Rate Change / Pay Group Change

### 12-MONTH GRADUATE ASSISTANTS: CHANGING TO 12H FOR THE SUMMER

If a 12-month GA will be an active student worker over the summer, not in a GA status, but as hourly graduate student worker, follow the process steps below.

**Process Steps:**

A) For those who are currently utilizing the Data Center, send the change to the Data Center utilizing the Change/Hire form.

B) For those that do not use the Data Center and will enter the Pay Group Change, please follow the process steps below.
a. **Changing to 12H for Summer 2018**
   1. Enter Row in Job Data
   2. Enter an Effective Date equal to the first day in the 12H status
   3. Use Action/Reason: Pay Rate Change / Pay Group Change
   4. Enter an Effective Date equal to the first day in the 12H status
   5. Use Action/Reason: Pay Rate Change / Pay Group Change

b. **Changing back to 12-month GA for Fall 2018, if applicable**
   1. Enter Row in Job Data
   2. Enter an Effective Date of equal to the first day in the GA status
   3. To coincide with any entry in PeopleSoft HR, you must notify the Graduate School (via the on-line Assistantship/Fellowship Report GS61 system) of graduate student status by summer session. If a 12-month Graduate Assistant is on break in PeopleSoft, the GS61 must also reflect the break. If you are not the person to enter this information into the GS61 system, please coordinate the entry with your Graduate Student Coordinator(s).

### STUDENT MAILING ADDRESS CHANGES

Active student workers can change their mailing address at [my.Clemson.edu](http://my.Clemson.edu).

Terminated student workers, who are still enrolled students, can also change their mailing address at [my.Clemson.edu](http://my.Clemson.edu).

Terminated student workers, who are no longer enrolled students, can change their mailing address using the [Change of Address Links](#) webpage.