

2019 Student Job Data Guidance for Spring & Summer

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SPECIAL INFORMATION FOR APRIL 2019

STUDENT AWARD PROCESSING

Areas will soon start processing Academic Year 2018-2019 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@clemsun.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@clemsun.edu.

FEDERAL WORK-STUDY (FWS) STUDENT WORKERS

FWS funds pay student workers only for work performed through the last day of classes, 4/26/19. For the 5/15/19 payday, students may be paid with FWS funds for hours worked 4/16/19 – 4/26/19. It is required that the hours worked for 4/27/19 - 4/30/19 be paid by 100% departmental funds (account **5150** – Salary & Wages Undergraduate) and all hours posted after the 5/15/19 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 4/27/19. The deadline for data entry into CUBS is **4:00pm on 5/1/19**.
- 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 **4/27/19**. The deadline for data entry into CUBS by entering a Job Earnings Distribution change is **4:00pm on 5/1/19**.
 - 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 5/1/19**.
 - 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@clermson.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 5/10/19 (last day worked of 5/9/19) or 5/11/19 (last day worked 5/10/19), depending upon their graduation day, or transitioned to a non-student status as of 5/10/19 or 5/11/19, depending upon their graduation day.

Process Steps:

Process the Request for Termination via the online form using an Effective Date of the actual last day worked, but no later than 5/10/19 or 5/11/19 (for a termination) or 5/10/19 or 5/11/19 (transition to non-student status) depending upon their graduation day.

TERMINATING 9-MONTH GRADUATE ASSISTANTS

Nine-month graduate assistants (9MA) will receive their 18th payment of the academic year on 5/15/19, paying them through 5/16/19. In order to accurately pay them in full on 5/15/19 and reflect a termination date no later than the day of graduation, do not process the termination until after paylines are opened for the 5/15/19 payday (process on or after 5/3/19).

Process Steps:

Process the Request for Termination via the online form using an Effective Date of the actual last day worked, but no later than 5/10/19 or 5/11/19 (for a termination) or 5/10/19 or 5/11/19 (transition to non-student status) depending upon their graduation day.

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 2019 may be hired as new student workers during the summer. The hire date should be effective the first day of work.
- New students who are not enrolled until Fall 2019 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 2019, 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. International Employment will soon send a communication regarding placing international students on break for the summer and returning in the fall.

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 5/16/2019. 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.**

- **Note:** *Nine-month graduate assistants (9MA) will receive their 18th payment of the academic year on 5/15/19, paying them through 5/16/19. Be mindful of this when putting them on break, as the effective date must be 5/17/19 and should not be entered until after paylines are created for the 5/15/19 payday (process on or after 5/3/19).*

Graduate Assistant Specific:

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 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:

Send the change to the Data Center utilizing the appropriate online form.

- 1) Process the request for Start Student Break/Initiate International 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.
 - a) Enter an Effective Date equal to the first day not working
 - 2) Process the request for Return from Student Break/End International Break on the online form. termination if the student worker is not returning to work via the online form.
 - a) Enter an Effective Date equal to the first day back in active status.
- **Note:** *For International Students, 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 send a request to the Data Center via the online form.

1. Include a Job Earnings Distribution to change the account number.
2. Enter the effective date and select Start Student Break. The deadline for data entry into CUBS is 4:00pm on 5/1/19.

STUDENTS WHO WILL REMAIN ACTIVE OVER THE SUMMER

Nine-month graduate assistants (9MA) will receive their 18th payment of the academic year on 5/15/19, paying them through 5/16/19.

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 5/31/19 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 2019.

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 5/17/2019 for Job Data changes for Summer I or all summer.
- Use the Effective Date of 7/1/2019 for Job Data changes for Summer II.
- Use the Effective Date of 8/15/2019 for Job Data changes for Fall 2019.

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. They must still be changed to the 12H pay group effective 5/17/19 and changed back to the 9MA status effective 8/15/19.

- **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 = 5/15/19 for work performed through 5/16/19 and First 12H payday = 6/15/19 for work performed 5/17/19-5/31/19.

End of summer: Last 12H payday = 8/30/19 for work performed through 8/14/19 and First Fall 9MA payday = 8/31/19 for work performed 8/15/19-8/31/19.

Process Steps:

Send the change to the Data Center utilizing the Change/Hire form.

- 1) **Changing to 12H for Summer 2019**
 - a) Enter an Effective Date of 5/17/19
- 2) **Changing back to 9MA for Fall 2019, if applicable**
 - a) Enter an Effective Date of 8/15/19

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:

Send the change to the Data Center utilizing the Change/Hire form.

- 1) **Changing to 12H for Summer 2019**
 - a) Enter an Effective Date equal to the first day in the 12H status
- 2) **Changing back to 12-month GA for Fall 2019, if applicable**
 - a) Enter an Effective Date of equal to the first day in the GA status

- **Reminder:** 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.

Terminated student workers, who are still enrolled students, can also change their mailing address at my.Clemson.edu.

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