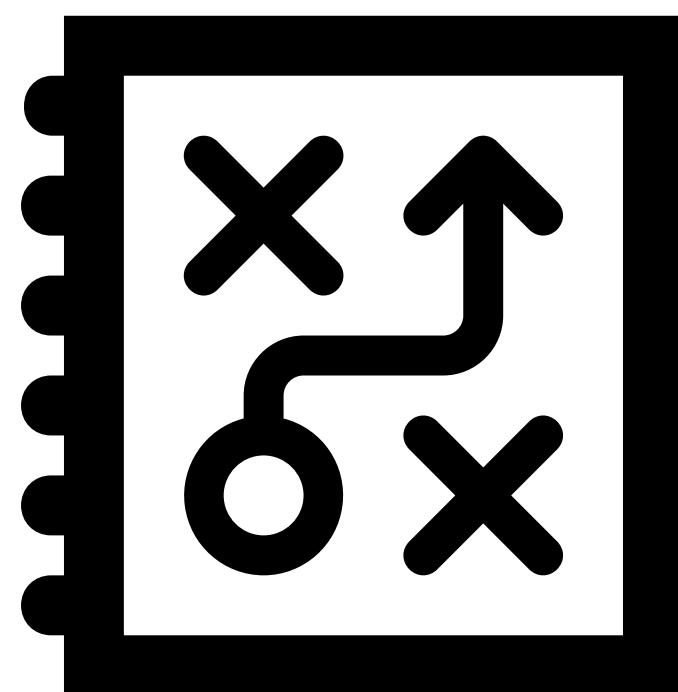**Student Employment Process**

Training Outcomes

Included in this Training:

- ➤ Why is the process changing?
- ➤ Types of Student Employees
- ➤ Student Employee Requirements
- ➤ Where to Direct Student Questions
- ➤ Determining Budget
- ➤ What's New for the PAR Initiator
- ➤ What's New for the Student
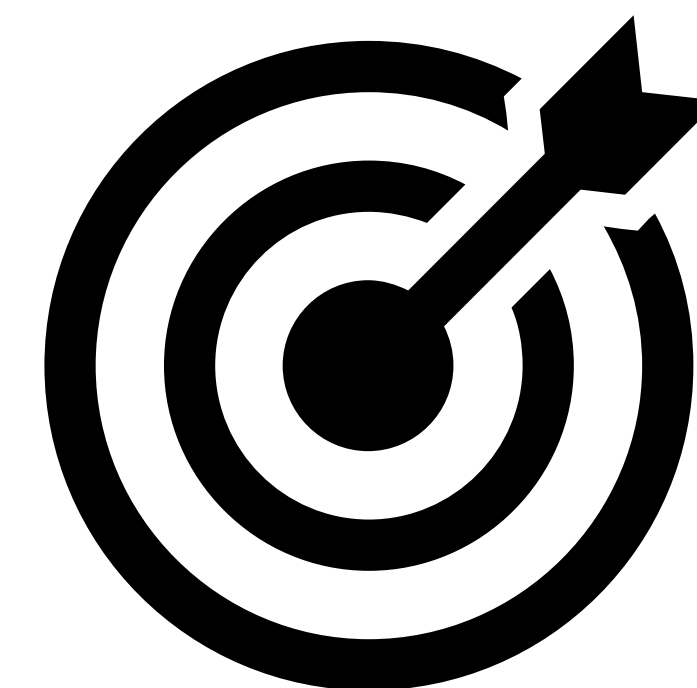- ➤ Links and Next Steps

SIMPLIFICATION

Processes are digitized and easier to complete for the PAR initiator, the student, and HR

EFFICIENCY

Reduces administrative workload and reduce time spent on gathering documents and processing

COMPLIANCE

Ensures compliance with Federal and State employment laws

TYPES OF STUDENT EMPLOYEES

INSTITUTIONAL

Institutional Work Study (IWS) is used when departments on campus use institutional funds to hire student workers and to pay their salaries. These positions are based on the availability of funds in each department and do not depend on any financial need.

FEDERAL

Federal Work Study (FWS) provides many departments on campus with funds to hire student workers with financial need. In order for the department to use these funds, students must qualify and be awarded need-based FWS aid.

INTERNATIONAL

International student employees are technically Institutional Work Study; however, there are certain restrictions.

STUDENT WORKER REQUIREMENTS

Domestic (US Citizen)	International
Work Study status (IWS, FWS) is determined by the Office of Financial Aid	
Must be enrolled for at least 6 credit hours per semester	Must be enrolled for at least 12 credit hours per semester
Summer employment: must be enrolled the prior spring or the upcoming fall	Summer employment: must be enrolled the prior spring and upcoming fall
Can work a maximum of 25 hours per week during the academic year; 35 hours per week during summer and break sessions	Can work a maximum of 20 hours per week during the academic year; 35 hours per week during summer and break sessions

REAL AMBITION. REAL SUCCESS.

Where to direct students' questions

Human Resources

- How to apply

- Paperwork questions

- Payroll questions

Financial Aid

- Is the student a Federal or Institutional student employee

Student Employment Process
Determining Budget

The Budget Office works with each Budget Officer on both institutional and federal dollars available to each department for the Fiscal Year.

If you are unsure about your budget for hiring student workers, please contact Khloe Geiger in the Comptroller's Office.
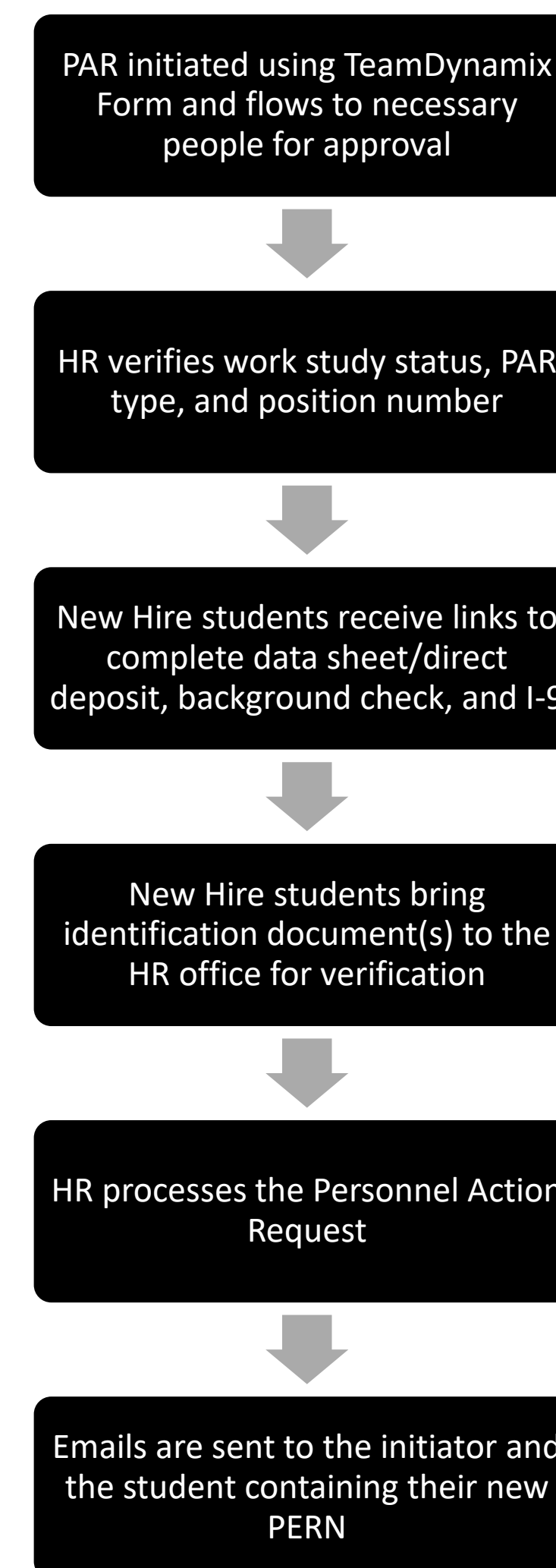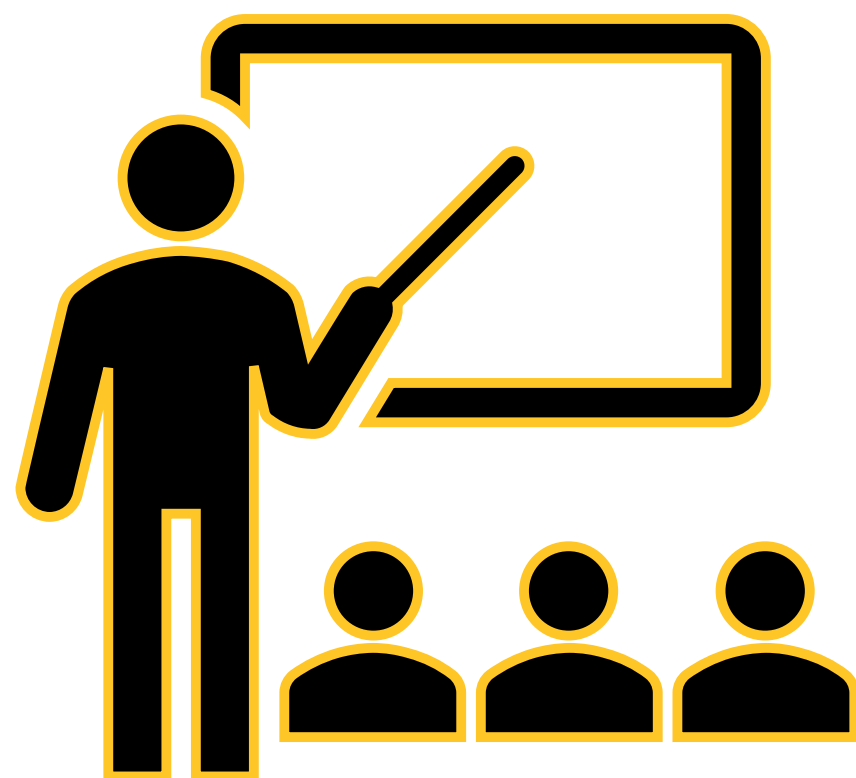
New PAR Process through TeamDynamix (TDX)

Notes on PAR form:

- Form can be accessed through the HR website under Employment>Student Employment

- TDX form replaces New Hire, Rehire, and Additional Assignment PAR forms

- Manager Self-Service should still be used for Salary Changes, Separations, Continuations, Stipends, etc.

- Please be sure you choose the correct student (double check that you have the right NKU email address)

- HR will correct any inaccuracies in Student Type, PAR Reason, and Position Number

- If anything is missing or more information is needed, you will receive an email.

- PAR initiator will receive an email upon submission and at completion containing the student's new PERN

New Student Employment Process

PAR initiated using TeamDynamix Form and flows to necessary people for approval

⬇

HR verifies work study status, PAR type, and position number

⬇

New Hire students receive links to complete data sheet/direct deposit, background check, and I-9

⬇

New Hire students bring identification document(s) to the HR office for verification

⬇

HR processes the Personnel Action Request

⬇

Emails are sent to the initiator and the student containing their new PERN

REAL AMBITION. REAL SUCCESS.

What is new in the process for the student?

The new hire paperwork the student completes is now entirely automated within TeamDynamix

Students will receive **3 emails** needing action:

notify@teamdynamixapp.com

- Used to enter Employee Data and Direct Deposit information

NKUCandidate@screening.services

- Used to process the background check

I9Compliance<services@form19.com

- Used to complete Section 1 of the I-9
- **NOTE:** Students must bring identification documents to HR to complete the I-9 form

Team Dynamix Form

Next Steps:

- **March 3, 2025:** New Team Dynamix process launches
  - We will no longer accept paper forms for the PAR or student employee new hire paperwork
- Check out the new Student Employee website