

# Hourly and Graduate RA/TA Student Employment Process

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## Graduate RA/TA Employment Process

### Procedure:

1. PI/Supervisor selects student.
2. **Three-four weeks before start date:** Supervisor completes and sends HR staff a Graduate RA/TA Request to Hire Form (can be located in the [N:\Internal Resources\HR - GIOS forms\Hourly and Graduate Student Recruitment Docs](#) public folder).
3. New/continuing student contacts HR staff:
  - A) New student sends proof of enrollment (screenshot of MyASU class schedule) in graduate program and resume to HR staff.
  - B) Continuing student sends proof of enrollment (screenshot of MyASU class schedule) in graduate program to HR staff.
4. HR staff confirms appropriate rate with supervisor, budget with account manager. Creates offer letter.
5. Supervisor and student sign offer letter, return to HR staff.
6. HR staff submits hire/renewal for processing.
7. (If Applicable) New student completes payroll packet and submits to Office of Human Resources.

### Guidelines for Determining Appointment:

- Workload (Hours per week):
  - o Fall/Spring workload can be up to 20 hours a week (.5 FTE).
  - o Summer workload can be up to 40 hours a week (1.0 FTE).
- Enrollment Requirements:
  - o Fall/Spring Enrollment Requirements: A minimum of 6 credit hours
  - o Summer Enrollment Requirements: A minimum of one hour during the summer (the one hour may be taken in any session offered during the summer).
- Tuition Remission:
  - o Fall/Spring: ☐ Full tuition remission for .5 FTE appointments hired within the first nine weeks of the semester
  - ☐ Half tuition remission for less than .5 FTE appointments hired within the first nine weeks of the semester
  - o Summer:
    - ☐ No remission for no enrollment and/or appointments less than 5 weeks 1. Student will be charged FICA taxes/Account will be charged larger ERE
    - ☐ Summer: Full tuition remission for .5 FTE appointments, 5 weeks or longer
    - ☐ Summer: Half tuition remission for less than .5 FTE appointments, 5 weeks or longer

### Additional References/Documents:

TA/RA Handbook: [https://graduate.asu.edu/sites/default/files/TA\\_RA\\_PolicyAndProceduresHandbook.pdf](https://graduate.asu.edu/sites/default/files/TA_RA_PolicyAndProceduresHandbook.pdf)

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## Hourly Student Employment Process

### Requirements:

Students should not be pre-selected for a position as a competitive selection process is required. The ASU two day posting process must be incorporated in any ongoing selection process. GIOS HR is available to assist in the development of, and recruitment for, student positions.

Students may not begin working until completion of the process has been confirmed.

### Procedure:

1. **Four weeks before start date:** (earlier if posting will be for more than two days): PI/Supervisor completes and sends HR staff an Hourly Student Request to Post Form (can be located in the HR – GIOS public folder). I. If wage is over \$16.45, a justification is required (template can be located in the HR – GIOS public folder).
2. HR staff discusses details of position, posting and selection process, confirms budget with account manager. Posts position.
3. Supervisor or HR staff collects and reviews resume (whichever selected in Request to Post form).
4. Supervisor conducts interviews, selects student(s) to hire and confirms with HR staff top candidate and wage to be offered.
5. Supervisor conditionally offers position to student (offer contingent upon confirmation of student employment eligibility as student must be enrolled in at least one credit hour in the semester which work is being performed).
6. Supervisor sends all materials below to HR staff if supervisor managed the selection process (position will not be processed unless sent):
  - I. Application materials from ALL applicants/students (if resumes were sent directly to supervisor)
  - II. Copy of interview questions and interview evaluation form
  - III. List of student(s) interviewed
  - IV. List of student(s) selected with ASU ID(s)
  - V. Start Date
7. HR staff creates offer letter for signature.
8. Supervisor and selected student sign offer letter, return to HR staff.
9. HR staff sends regret emails to all students not selected for an interview. Supervisor contacts all students interviewed, but not selected.
10. New student completes payroll packet and submits to Office of Human Resources.

### Guidelines:

The hourly wage scale is a guide to determining an appropriate wage range for certain job duties. A discussion can be made with the HR staff if additional guidance is needed in determining job duties/hours/budget/qualifications/etc.

### Additional References/Documents:

University Student Initiatives Manual (Section 304, 305, 306, 307):

<http://www.asu.edu/aad/manuals/usi/index.html>