

OVERVIEW

This process document outlines the steps and responsibilities for hiring an hourly student employee within the College of Design. If you are renewing a current position, please skip to the [bottom of this document](#). This is applicable for undergraduate students and graduate students who have been approved to work on an hourly basis. Links to applicable job aids are included within each step.

DEFINITIONS

- Hiring Manager/Job Manager – Faculty or P&S staff member who will be overseeing (managing) the work of the student employee.
- Departmental Partner/Administrative Specialist (also known as Cost Center Manager (CCM) or JM Support across campus). For the purpose of this document, we will refer to this role as the JM Support.

Contact	Departments/Unit
Linda Galvin	Interior Design and Landscape Architecture
Jean Holt	Architecture and Industrial Design
Jena Jones	Art and Visual Culture and CRP
Hope Kepler	Graphic Design and College of Design (Administration, Student Services and Academic Support)
Dawn Krause	Support for hires on funded research

PROCESS

Prior to beginning this process, it is suggested the hiring manager review the [ISU Student Employment Guidance](#) document to understand the university's policies and procedures in regards to recruiting, hiring, and supervising student employees. Additional information and procedures can be found at:

- Federal Work-Study eligibility: <https://www.financialaid.iastate.edu/workstudy/federalworkstudy/>
- Undergraduate Research Assistantships (URA): <https://www.financialaid.iastate.edu/workstudy/ura/>
- Hiring a graduate student on an hourly basis: <https://secure.grad-college.iastate.edu/hr/hourly-hire/>

1. Determining Need:

Hiring Manager determines hiring needs including:

- Duties or responsibilities of student employee
- Hourly rate of pay
- Duration of employment (start and end dates)
- Work Schedule

Hiring Manager works with Cost Center Manager to ensure available funding covers needs

2. Making Hiring Decision:

Hiring Manager selects candidate(s) and extends offer

- If the selected employee is a graduate student, prior to beginning work, approval from the Graduate College is required. Request can be made through: <https://secure.grad-college.iastate.edu/hr/hourly-hire/form.php>

Hiring Manager notifies Cost Center Manager for tracking and funding purposes

3. Routing in Workday:

Hiring Manager or JM Support adds employment information to Workday (based off information gathered in step 1). If the Hiring Manager would like assistance from the JM Support in routing the hiring process in Workday, please email the student employee's name and items from step 1 to the respective JM Support (listed above)

- Hiring Student Employee - [Job Aid](#)
- Adding Additional Job - [Job Aid](#) (if student has multiple positions across campus)

4. Tracking Hours:

Hiring Manager is solely responsible for tracking and approving hours in Workday

5. Separating Employee:

Hiring Manager or JM Support ends employment information to Workday

- Separating Student Employees - [Job Aid](#)
- Switching Primary Job – [Job Aid](#)

HELPFUL TIPS

- Student Employees must be hired into a Job Management supervisory organization, denoted by a (JM) behind the title of the supervisory organization. If a hiring manager doesn't have this type of supervisory organization, please email HR Delivery at hr_delivery@iastate.edu.
- If the student is Work-Study eligible it is important to select *Work Study Student* job profile. This is the **only way** to receive the work study supporting funds.
- Minimum wage for hourly student employment is \$7.25.
- Per university policy, typically, hourly student workers cannot work more than 20 hours per week when classes are in session. This is a **total** amount for all their positions held on campus.
- When routing hires, it is critical to change the *Job Title* to something other than "Student Worker" in case the student has multiple jobs for ease of differentiating.
- Student employees cannot work, or log hours in Workday, until after the hiring/onboarding process is finalized. Please work with your staff to finalize these processes for a timeline start.

POSITION RENEWAL

If you are renewing a previously successfully routed hourly position in Workday, the Hiring Manager or JM Support can simply renew the position compared to routing a new position/hire, as laid out above.

- Renewing Student Position – [Job Aid](#)

