HIRING PROCESS

Students

Student Labor

Complete the Student Hire Employment Input Form, available on the HR and Financial Services Websites.

- The hiring manager must complete all fields of the hire form in order for the form to be processed. Incomplete forms will be returned to the hiring manager for completion.

- If you are unsure of your timesheet org, please contact Joye Cushing in HR.

- Indicate FOAPAL in ‘For Finance Use:’ (if known). If you do not know the FOAPAL, the FSC team will complete that section based upon the other information you provide on the form.

- Obtain the student signature and provide student with a copy of the hiring form.

- Obtain approval signatures from both the hiring manager and the budget manager.

- Email completed form to your FSC for budget review and signature. The FSC will forward the form to HR.

If you are creating a new student position that has not yet been classified by HR, please complete the Student Position Description form and return it to HR for classification before hiring any students into the position.

Students may only be hired on work-study or student hourly. They are not eligible to be hired on an NS-1 as adjunct staff.

Be sure to allow enough time for this process so that the student can be set up and paid appropriately.

All completed hiring forms must be submitted to the FSC for budget review at least 2 days prior to any HR paperwork deadlines and prior to a student beginning work.

Adjunct Staff

Adjunct/Hourly Labor

Please use the NS-1 form to hire adjunct/hourly staff.

Please complete all sections of the NS-1 form and obtain the signatures of the proposed employee and the unit budget manager, then forward to your FSC for review.

Once funding has been confirmed, the FSC team member will forward the completed form to HR for processing.

Please note that if a budget line is not available the FSC will reach out to you to discuss how you would like to fund the proposed hire.

Please monitor your hires against your budget throughout the year to ensure you don't exceed your budget.

It is important that no one begins working until HR has confirmed the person has been added to the payroll system.

STUDENT WORK-STUDY

Effective 8/1/19

The standard work-study split has been changed to:

55% PSU Department FOAPAL
45% Federal Grant

This change is necessitated by the combination of the increased activity and increased wage scales related to work study across campus.

Please note allocated work study budgets for FY20 were built on this assumption.
We are all an important piece of the University’s financial stewardship!

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Financial Service Center: Student Services & Athletics psu-fsc-ss@plymouth.edu
Financial Services Website – Resources & Forms https://campus.plymouth.edu/financial-services/