

How to Hire a Student Temp/Research Assistant

Staff administrators need a MINIMUM OF TWO WEEKS' NOTICE before you want work to start. Emphasize to the student that their timely responses to staff and HR's emails are critical to them starting on time.

By agreeing to supervise the student, the faculty member is responsible for approving the [KRONOS](#) timecard. ONLY you know if the student worked the hours. Hourly employees record their work hours in [KRONOS](#) (our online timekeeping system). Every two weeks, faculty supervisors will receive an automated reminder via e-mail to [approve hours online](#). If you are off-campus, you must use a [VPN](#) to access KRONOS. Weeks with holidays will have early sign-off and you will be notified.

Per Federal law, all employees, including student and non-student temps, must complete an [I-9/Employment Eligibility Verification](#) prior to performing any work.

Hiring Undergraduate Students

1. FACULTY TO-DO LIST: Complete this [form](#) supplying the following information:
 - a. Student's name & email
 - b. Start Date
 - c. Pay rate
 - d. Funding source
 - e. Potential length of appointment (example: Fall only, Fall through Spring term, 6 weeks, etc.)
 - f. Permission for staff to sign payroll paperwork on your behalf **or** if you prefer to sign the hard copy
2. STUDENT TO-DO LIST: Student must return a completed [Personal Data Form](#) to [Pamela](#) with their signature. If the student has not worked at Northwestern previously, they will also need to complete the following:
 - a. [Form W-4](#)
 - b. [Form IL-W4](#)
 - c. [Direct Deposit form](#)
 - d. If non-residents ([FNIS request form](#))
 - e. Complete both parts of E-Verify's I-9 process: Part one is [online](#) and part two at [HR's Payroll](#).
3. Once HR clears the student to start working, Pamela will notify the student and faculty. **Students cannot begin working until they have received the cleared to start email.** Students must regularly [track hours](#) in KRONOS. [VPN](#) connection is needed to log hours and students can refer to the [single job instructions](#). If you have any difficulty, please contact KRONOS immediately at mytime@northwestern.edu.

Payment Process: Undergraduate students may be paid only on an hourly pay, using KRONOS. See top box on KRONOS help.

Hiring Graduate Students

1. FACULTY TO-DO LIST: Email Courtney (csyskowski@northwestern.edu) with
 - a. A completed **Graduate Student Permission to Work Request Form** (see next page) with your signature under "Signature of Advisor" line (we can provide the EMPLID should the student not know it);
 - b. Pay rate per HOUR; and
 - c. Funding source (discretionary account, grants, etc.)
2. STUDENT TO-DO LIST: Student must return a completed [Personal Data Form](#) to Courtney.
3. Courtney will secure the necessary department approvals and then send the request to TGS for approval.
4. TGS will review, and if approved, send the request to WCAS for final approval and then to HR.
5. Courtney will then notify both the student and the faculty member the student is cleared to start working.

Payment Process: Depending upon the type and timeframe of the work, the graduate student will be set up in Kronos for hourly pay, or we will do a monthly add pay or a lump sum payment at the end of the project.

1. By the 5th of each month, the graduate student must email [Courtney](#) and their faculty supervisor with the hours worked for the previous month.
2. Once the faculty member approves the hours, an Additional Pay request will be entered. If fully approved before the middle of the month, the pay will be in the next monthly paycheck.

Updated August 11, 2017

Graduate Student Permission to Work Request Form

Additional Pay or "Add Pay" is used to pay incremental compensation, in excess of the regular stipend, when a graduate student is in an active, appointed position.

During the term of the appointed position, students are expected to continue making academic progress towards their degree. It is expected that the additional service will enhance students' scholarship.

Student Last Name _____ Student First Name _____

EMPLID _____

Academic Home Program _____

Nature of Service _____

FUNDING SOURCE (Chart String): _____

Number of hours per week _____

Amount of Compensation _____ per hour week month total

Begin date _____ End Date _____

I have reviewed this additional pay and certify that this service will not inhibit the student's completion of their degree.

Signature of advisor Date

Signature of Chair, Director or DGS (if not advisor) Date

School level signature (if not routed electronically) Date

The Graduate School signature (if not routed electronically) Date