WMU Forms Forum

STUDENT EMPLOYEES AND THE END OF THE ACADEMIC YEAR

HOW DO I PROCESS SUMMER APPOINTMENTS FOR MY STUDENTS?

1) **YOUR STUDENT EMPLOYEE IS ALREADY WORKING IN YOUR DEPARTMENT AND WILL CONTINUE TO WORK OVER SUMMER:**
   - No action is required. The student may remain in the student position.

2) **YOUR STUDENT EMPLOYEE WILL NOT BE WORKING IN THE SUMMER BUT WILL WORK IN THE FALL:**
   - No action is required. Departments may leave student on the payroll over summer.

3) **YOU WANT TO HIRE A STUDENT FOR THE SUMMER WHO HAS NOT PREVIOUSLY WORKED FOR YOU:**
   - Hire the student using an Hourly Student Appointment form.

4) **YOUR STUDENT EMPLOYEE IS <u>GRADUATING</u>, BUT WILL BE WORKING FOR YOU DURING THE SUMMER:**
   - Terminate the student appointment using **PeopleSoft Manager Self Service**.
   - Process a **Temporary Appointment** form to (re)hire the student as a temporary employee.

5) **YOUR GRAD ASSISTANT DOES NOT HAVE AN ASSISTANTSHIP FOR THE SUMMER SESSION(S) BUT WILL BE WORKING DURING THE SUMMER**
   - Use an Hourly Student Appointment form to hire the student for the summer.

QUESTIONS CAN BE DIRECTED TO:

Student online entry: HUMAN RESOURCES
Web: www.wmich.edu/hr
Email: hr-hris@wmich.edu
Phone: 387-3620

Student employment processes, policies and pay: CAREER & STUDENT EMPLOYMENT SERVICES
Web: www.wmich.edu/career/campus
Phone: 387-2745

Graduate Appointments: GRADUATE COLLEGE
Web: http://www.wmich.edu/grad
Phone: 387-8212

Work Force Management (WFM) questions: PAYROLL
Web: www.wmich.edu/payroll
Phone: 387-2935

STUDENT & GA TRANSACTION FORMS

- Please use Manager Self Service in PeopleSoft to make changes to hourly students along with GA appointments, once Grad College has been notified. Contact hr-hris@wmich.edu with questions regarding accessibility.

- Use Manager Self Service to:
  - Terminate an appointment
  - Change a pay grade
  - Change a pay rate
  - Change a G/L combo code
  - Change campus locations

- Find the user guide for Manager Self Service at: https://wmich.edu/hr/officemanagement/workflow

QUESTIONS & ANSWERS

Q. **What if I want to pay my current student a different pay rate for the summer? Do I need to do a new appointment form?**
A. No. You can submit the pay change via the Manager Self Service.

Q. **What if I don't want to keep my student on for the fall semester & need to terminate my student at the end of the summer?**
A. Submit a termination transaction in Manager Self Service; the effective date of the transaction would be the last day the student worked for the department.

Q. **What about FICA?**
A. When the student is under or non-enrolled during summer sessions, FICA will be charged automatically. When the student starts classes, FICA will be adjusted according to the audit program.