

# Student Employees

As a professor, you can hire student Teaching Assistants (TA's) or Research Assistants (RA's) that can help with your classes, students, and research. You will work with Jalene to hire students and get them through the hiring process. You will be the TA or RA's supervisor.

For more general information about the Student Employment office, here's the link to their website: [BYU Student Employment Office Page](#)

For more general information about student jobs and employment, follow this link: [BYU Student Employment Main Page](#)

We have placed the information you need into different sections as named below:

1. Number of TA's to have
2. Finding a TA/RA
3. Hiring Guidelines
4. TA Pay
5. Student Work Authorization
6. Employee Time Approval by Supervisor
7. International Student Employees
8. TA Training for Evaluating Student Writing

To know more about how many hours a student can work per week (different depending on the semester) and what qualifies a person to work as a student employee (such as number of credits), follow this link: [BYU Student Employment Policy](#)

## Number of TA's to have

The number of TA's you can have is based on the number of students you have.

1. For Fall and Winter, the weekly TA hours are about 15 minutes per enrolled student per week. The equation for this is  $[\text{Number of Students Enrolled in the Class}] \times .25 = \text{TA hours budgeted per week}$ .
2. For Spring and Summer, it's about 30 minutes per enrolled student per week. The equation for this is  $[\text{Number of Students Enrolled in the Class}] \times .5 = \text{TA hours budgeted per week}$ .

If you need more than the budgeted hours per week, please contact Jalene. We want to make sure you have the help you need

## Finding a TA/RA

When you want to look for a TA, contact Jalene.

## Hiring Guidelines

### Fall/Winter

These are also found at [BYU Student Employment Policy](#)

#### **EMPLOYMENT ELIGIBILITY GUIDELINES**

In order to work on campus Fall and Winter semesters, students must meet one of the following criteria:

#### **U.S. Citizens & Permanent Residents**

1. Undergraduate students must be enrolled in at least 6.0 day-continuing credits each semester.
2. Graduate students must be accepted into a BYU graduate program and enrolled in at least 2.0 day-continuing credits each semester.

**Exceptions:** Students may be granted an exception to the credit-hour minimum if they are in their last semester of study prior to graduation OR they have been hired to work in one of the following areas:

- A. Custodial Services
- B. Grounds
- C. Dining Services
- D. Laundry
- E. Special Events

## **International Students**

1. Undergraduate students must be enrolled in at least 12.0 credit hours each semester.
2. Graduate students must be accepted into a BYU graduate program and enrolled in at least 9.0 credit hours each semester.

International students may not work with a reduced credit load unless given prior approval from International Student Services and Student Employment.

## **20-HOUR POLICY**

Per BYU Policy, undergraduate U.S. Citizen and Permanent Resident students may not work more than 20 hours per week during Fall and Winter semesters.

International students may not work more than 20 hours per week according to federal regulations unless they are on an approved vacation break through International Student Services. Additional hours may be worked during school holidays and breaks. Please see the attached 2017 Holiday/Break Schedule for exact dates.

## **FICA – SOCIAL SECURITY TAX**

FICA tax is currently 7.65% percent of gross earnings and is paid by both the student employee and the department when enrollment drops below the credit hours required for exemption. During the Fall and Winter semesters, FICA status is determined by the following criteria:

1. FICA Exempt Students: Undergraduate students enrolled as day-continuing students with at least 6.0 credit hours and graduate students enrolled in at least 2.0 credit hours are exempt from paying FICA (neither the student nor the department pays FICA Tax).
2. FICA Non-Exempt Students: Undergraduates enrolled in less than 6.0 credit hours and graduate students enrolled in less than 2.0 credit hours during Fall and Winter semesters are required to pay FICA (both the student and the department pay FICA tax).
3. Graduating students who work during the two-week period after graduation will be required to pay FICA during those two weeks.
4. International students are exempt from paying FICA tax.

Please contact **Student Employment** at **(801) 422-3562** (ext. 2) if you have any questions.

## **Spring/Summer**

### **U.S. Citizens/Permanent Residents**

1. Continuing and transfer students who have registered for day school for the upcoming fall semester and who meet credit requirements for that fall semester as stated in Fall/Winter Student Employment Guidelines (above) may be hired as student employees beginning in the spring term.
2. High school seniors who have been accepted as day-continuing students may work after they have graduated from high school (see FICA section below). Students must be at least sixteen years of age to work on campus.
3. Visiting spring/summer only students who are enrolled in day school must be enrolled at least 3.0 credit hours for combined spring and summer terms (see FICA section below).
4. Students graduating in August must be enrolled in at least 3.0 credit hours for combined spring and summer terms or have been accepted into a BYU graduate program beginning fall semester.

### **International Students**

1. Undergraduate students must be enrolled in at least 12.0 credit hours for combined spring and summer terms if not on an approved vacation through International Student Services.
2. Graduate students paid hourly must be accepted into a BYU graduate program and be enrolled in at least 4.5 credit hours in both spring and summer terms if not on an approved vacation through International Student Services.
3. Graduate students paid on contract must be accepted into a BYU graduate program and be enrolled in at least 3.0 credit hours in both spring and summer terms if not on an approved vacation through International Student Services.

Independent Study, evening classes, post-baccalaureate courses, and audited courses alone do not meet the enrollment requirements to qualify for student employment.

## FICA—Social Security Tax

During spring and summer terms, undergraduates enrolled in at least 3.0 credit hours and graduate students enrolled in at least 1.0 credit hour are exempt from paying FICA. When enrollment drops below the credit hours required for exemption in any given term, FICA is paid by both the student employee and the department. International students are exempt from paying FICA tax regardless of the number of credits in which the student is enrolled.

## Work Hours

Student employees may be eligible to work more than twenty hours per week during spring and summer terms if approved by their departments; however, if a student employee works more than forty hours in a workweek, the department for which the student is working when overtime begins to be accrued is responsible for the payment of all overtime during that workweek. In addition, student employees may not work more than an average of twenty-eight hours per week for fifty-two weeks; weekly hours may be adjusted, provided the average hours per week during the applicable measurement period do not exceed twenty-eight, exclusive of breaks in service lasting between four and twenty-six weeks. Departments should carefully monitor their student employees' work hours.

## TA Pay

Students will ask how much they get paid so here is what you can tell them

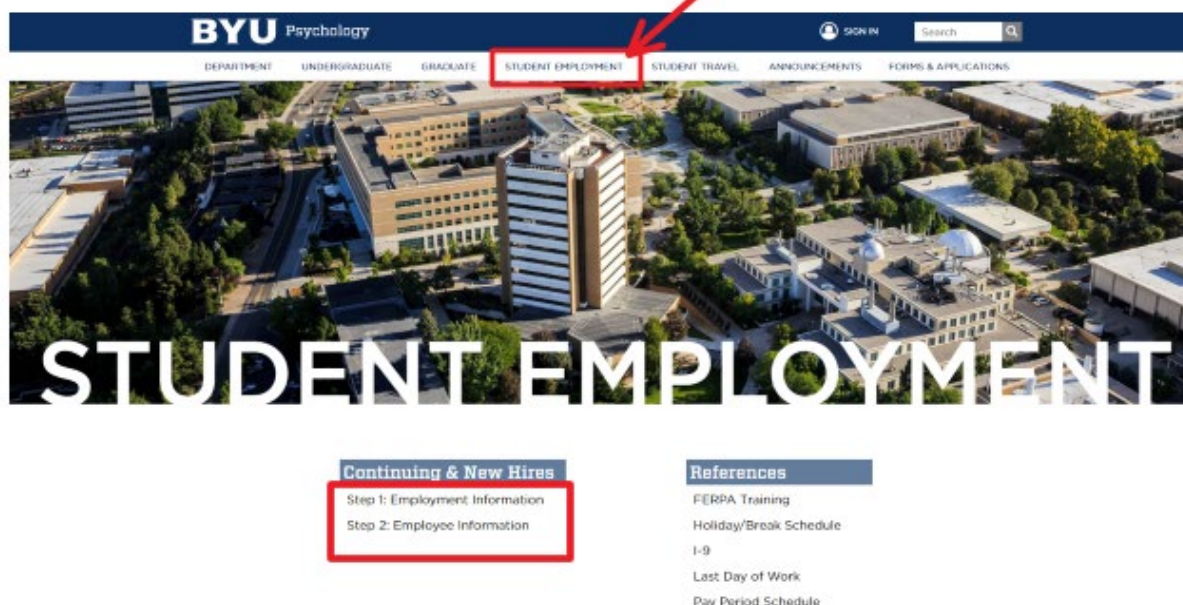
1. The pay is \$9/hour with an easy \$0.25/hour raise after completing the annual FERPA training AND then emailing Jalene to give him/her the FERPA raise

## Student Work Authorization

Students must be authorized through Student Employment **BEFORE** they begin working. We get a \$100 fine per incident if they begin working before the authorization. Jalene will cc you when your TA has been authorized to work so that you know when he/she can begin working.

Here are the steps that the students need to do once you have decided to hire them:

1. Go to [psychology.byu.edu](https://psychology.byu.edu) and select the "Student Employment" tab. Complete listed steps under "Continuing and New Hires." Here is the shortcut link for Step 1: [link to employment steps](#) or it can be accessed on the Psychology website under the "Student Employment" tab:



2. Contact Jalene ([jalene@byu.edu](mailto:jalene@byu.edu), 801-422-4288 or 1084 SWKT)
3. Complete I-9 form at the Student Employment office (if not already completed) in 2024 WSC
4. Wait for authorization-to-work email
5. Clock IN to Y-Time to log work hours (If they cannot clock IN through Y-Time, they should not be working!)

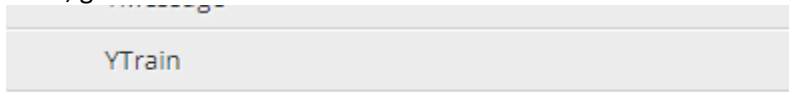
# International Students

If you have a student employee who is an international student, please look over this information because there are specific guidelines and rules pertaining to these employees.

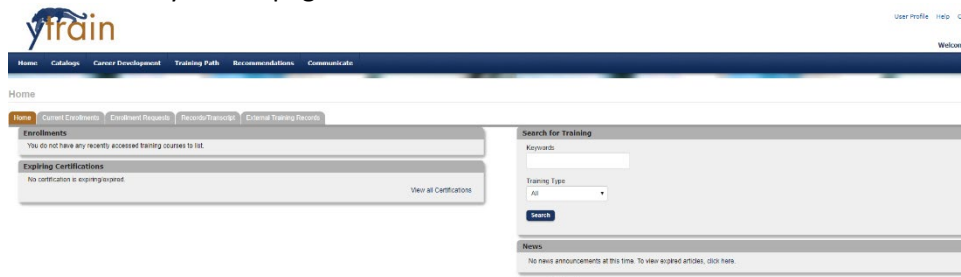
1. Training Video: gives good information about the different policies of international student employees. To get to this video, follow the steps below.
  - A. Here is the link to it: [International Student Employee Orientation Video](#)
  - B. Then, follow steps 6 and 7.
  - C. **OR**, you can get to it by going to [my.byu.edu](http://my.byu.edu) in the "Campus Links" section under the "Work" section



- D. Then, go down to "YTrain"



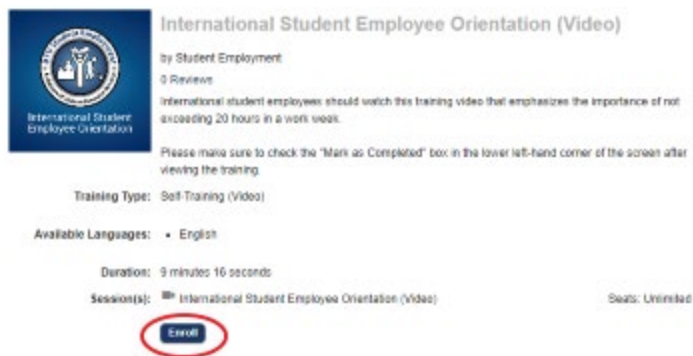
This will take you to a page that looks like:



- E. Type "International Student Employee Orientation" in the "Search for Training" section



- F. Then, click on "Enroll"



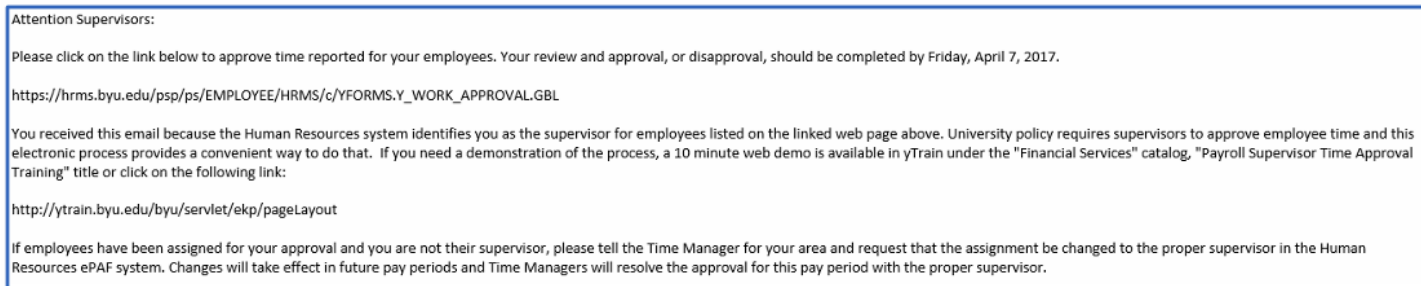
- G. Click "Confirm Enrollment", then "Course Sessions" which will get you to a page that will allow you to launch the course when you want to.



## Employee Time Approval by Supervisor

As a supervisor for your student employees, you will need to approve the time that they have worked at the end of each pay period. An email will be sent to you when it is time to check the hours. You will need to determine if their hours are legitimate and accurate.

The email will look similar to the one below:



## TA Training for Evaluating Student Writing

University Writing and Writing Across the Curriculum provide a training each Fall and Winter for TA's who help students with their writing and also grade their writing. In this workshop, TA's learn to respond efficiently to students' writing needs, grade fairly, manage time well, conference with students about organization, style, and evidence, and help students develop better topic or thesis statements or claims.

Professors who supervise TA's are encouraged to attend as well. There will be no charge for professors but let University Writing know if you are going. If TAs have attended this training before, they can attend again as a refresher, but they teach the same skills each time.

To know the dates for the TA trainings, please watch for an email from either the Psych office or the University Writing Center. For questions, please contact the Psych office or call University Writing at 2-3565 or email them at [writing@byu.edu](mailto:writing@byu.edu).