



HRM Monthly Checkup for Units

STUDENT AND GRADUATE ASSISTANT EMPLOYMENT

The following checklist is designed to help you maintain compliance with federal, state, Civil Service, LSU System, and AgCenter requirements in the areas of student and graduate assistant employment. This checklist will serve as a useful reminder for employees who have been performing this function for some time. For employees who are relatively new to this function, it will help ensure that you were properly trained on and are maintaining all required procedures. Please take a few moments to complete the checklist and review the explanatory material included with it. You are not required to return the checklist to this office. It is for self-audit purposes only.

There are two policies that pertain to student and graduate assistant employment; please take a moment to review:

- 1) PM-8
- 2) Ag Center PS-35 – Student Wage Guidelines

BASIC EMPLOYMENT GUIDELINES FOR STUDENT EMPLOYEES

- Must be a full time (FT) student. For the summer period, student is eligible to work if he/she meets any of the following:
 - a) Had FT student status in the spring
 - b) Is enrolled FT for the summer, or
 - c) If he/she will be a new student enrolled FT for the fall
- Full time status for LSU undergraduate students is 12 hours (grad students 9 hours) during fall and spring semesters and 6 hours for summer. A non LSU student would be subject to the FT status rule of their respective school.
- Students from other colleges may work, but must present documentation of FT status, i.e. fee bill, schedule of classes.
- It is the student's responsibility to inform the department if their FT status or academic standing changes. Units should remind students of this at the beginning of each semester.
- Senior students will be considered FT in last semester if taking all required courses for graduation.
- Full time high school students may be employed but must obtain work certification from their school **BEFORE** working if they are under 18 years of age. Send copy of work certification to HRM and retain the original. The original form must be returned to issuing office within 3 days of termination of student employee.
- International students on J1 and F1 visas must have a work permit from the ISO office **BEFORE** working.
- Students may only work 20 hours a week during fall and spring semesters except during breaks. They also may only work 20 hours a week during the summer if enrolled full time.

BASIC EMPLOYMENT GUIDELINES FOR GRADUATE ASSISTANT EMPLOYEES

- Must enroll and remain in FT status during the semesters they are covered by an assistantship:
 - a) 9 hours Fall and Spring
 - b) 6 hours Summer
- Must be a student in "good academic standing". Students on academic probation are not considered in "good standing".
- International students on J1 and F1 visas must have a work permit from the ISO office **BEFORE** working.

REQUIRED DOCUMENTATION FOR NEW STUDENT AND GRADUATE ASSISTANT EMPLOYMENT

- Tax Forms: W-4 federal and L-4 state
 - a) Student may claim exempt on state L-4E form. Student should not complete both L-4 and L-4E form; complete one or the other, not both.
 - b) Non-resident alien students must claim single and one allowance on federal and state forms. In block 6, write NRA on W-4 only. Exceptions: Students from India do not write NRA and may claim up to two allowances, but must claim single. Students from Canada, Republic of South Korea and Mexico must claim single, but may claim all of their dependents. Non-resident alien students MAY NOT claim exempt.
- Supplemental Employment form
- I-9 and copy of attachments.
 - a) Employee must complete Section 1 on first day of work and present ID within 3 business days.
 - b) Check to make sure that employee has checked the status box at top indicating citizen, PR, etc.
 - c) You may not tell employee which ID to use to verify I-9 form.
 - d) Person verifying ID must complete Section 2 of form. Original ID must be presented, not copies.
 - e) Do not confuse the visa stamp with an alien's passport. An unexpired passport may be used to satisfy #4 of List A, but not the visa stamp. If an alien's work authorization expires while employed, he/she must present a new valid work authorization and Section 3 must be completed by the employer/unit with the new ID.
 - f) If there has been a break in service of a student employee, you must either recertify the previous I-9 in Section 3 or have the student complete a new one.
- AgCenter Drug Policy
- Direct Deposit form
- Alien Tax Information form for international students.
- Work permit for International students and for any student under 18 years of age.
- Proof of student FT enrollment status for non-LSU students.
- Selective Service registration for males 18-25 years of age. Student is required to access www.sss.gov/ and print proof of registration.

PLEASE TURN IN ALL REQUIRED FORMS WITH TAD FORM.

MISCELLANOUS INFORMATION

- Do not submit BR campus loyalty oath and drug form. The AgCenter loyalty oath is located on the SEF form. The AgCenter drug form is located in PS-18 and must be used.
- If processing (CSF) a student that is already employed by BR campus and has never been on AgCenter money, please submit the required employment documentation for our files along with the TAD form. If the student is currently working for LSU, copies of employment forms (i.e. tax, direct deposit forms, I-9) may be sent along with the AgCenter SEF and drug forms. If unit does not have these copies, have employee complete all new forms.
- If employed by more than one unit, student may only work a total of 20 hours between both units.
- A Vehicle Authorization form must be completed for any student you anticipate will drive as part of their duties. However, this form remains in the unit and is not sent to HRM.
- The required "letter of offer" and job description for a graduate assistant remains in the unit.