Start: We Are Going To Hire A Student Employee

What are the duties?

Click Here to see Info on Academic Student Employees (Unit 11): Instructional Student Assistants, Teaching Associates, and Graduate Assistants

Questions? Click Here to Contact Academic Personnel Services: aps@humboldt.edu

Majority of work is tutoring, grading, or instruction

Other Unit 11 requirements include: notifying Unit 11 union representative of department orientation, posting of schedule information, and providing evaluation criteria (if evaluating) - Click Here to see Academic Student Employee Hiring Guide

Must be advertised, and posted to APS Website

Appointment form: either form 600 (for ISAs) or PeopleSoft contract (TAs and GAs) + signups (Unit 11 packet)

Note: for Fall 2020 APS is initiating Unit 11 signup packets

ISAs are hourly, so they submit timecards

Applies to All Student Employees: Students employed in multiple student classifications are limited to a combined total of 20 hours of work per week while enrolled in classes. Work performed in all student classifications (i.e., Student Assistant, Teaching Associate, Graduate Assistant, and Instructional Student Assistant) and across all departments applies toward this limit. ***Exception:*** *40 hours of work per week during academic breaks for all student employees; Teaching Associates (if not appointed in another student classification) may work any timebase less than full time.*

Background Checks: Is the student employee doing any of the following? -Driving on University Business -Has access to Level 1 Data (SSN & Date of Birth) -Working Directly with minor children? -Has a master key to a building? Click here to see HSU's Background Check page.

Click Here to see info on Non-represented Student Assistants

Questions? Click Here to Contact Human Resources: hsuhr@humboldt.edu

Work is clerical, technical, laborer, or custodial, etc.

Posted to Handshake (if advertised)

No appointment form - signups only - Click to see Signups Process

Fall 2020 IMPORTANT INFORMATION: Click here for Fall 2020 Covid Specific Information - Training is required for on-campus employees. The telecommuter form must be sent to off-campus employees (except faculty).

Click Here for info on the Hourly Student Pay Process and forms

Payroll questions? Contact payroll@humboldt.edu

Student Employee Flowchart_Updated 9.3.2020