

SHRA Student Summer Employment

The graph below defines the temporary employment statuses for SHRA Student Summer Employment as well as provides requirements for hire.

Use this graph to determine which classification a student falls under for summer employment.

SHRA Student Assistant

Current UNC Chapel Hill Student

OR

UNC Student enrolled in the Spring and Fall semesters (*Summer School optional*)

OR

Work Study Student continuing to work over the summer

Background check: Not required *unless student will have contact with minors.*

I9: Required

Posting/Waiver: Not required

Minimum salary: \$7.25

Other Student Assistant

Student enrolled at another university or attending High School

OR

UNC Student enrolled in the Spring but enrolled at another university in the Fall

Background check: Required

I9: Required

Posting/Waiver: Required

Minimum salary: \$7.25

SHRA Regular/ Intermittent Temp

Graduating student continuing to work post-graduation

OR

Pre-UNC student who has enrolled at UNC but not officially started the semester (*for example, between high school and Undergrad or Undergrad and Grad*)

Background check: Required

I9: Required

Posting/Waiver: Required

Minimum salary: \$10.61

**Background check must be completed prior to the effective date of the Temporary appointment.

Note: If there is no break in service, then a new I-9 isn't necessary.

Scenarios for Summer Employment

A Work Study Student remains working in the department over the summer.

- If the student is enrolled at UNC for the Fall semester (summer school optional), then transfer them using the **Hire an Employee** ePAR to an SHRA Student Assistant position.
 - *No posting or waiver*
 - *no background check (unless working with minors)*
 - *I-9 isn't required*
- If the student is enrolled at another university/college for the Fall semester, then transfer them using the **Hire an Employee** ePAR to an SHRA Other Student Assistant position
 - *Posting/waiver required*
 - *background check required*
 - *I-9 not required*
- If the student is graduating in the Spring, then transfer them using the **Hire an Employee** ePAR to an SHRA Temporary position
 - *Posting/waiver required,*
 - *background check required,*
 - *I-9 not required, increase pay to at least \$10.61.*

Remember

When an employee changes from one employee group to another (For example, Work Study to SHRA Student Assistant, or SHRA Student Assistant to SHRA Regular/Intermittent Temp), submit the **Hire an Employee** ePAR to transfer the employee into a newly created position or vacant position. This type of change isn't handled with the **Add/Update Position** ePAR.