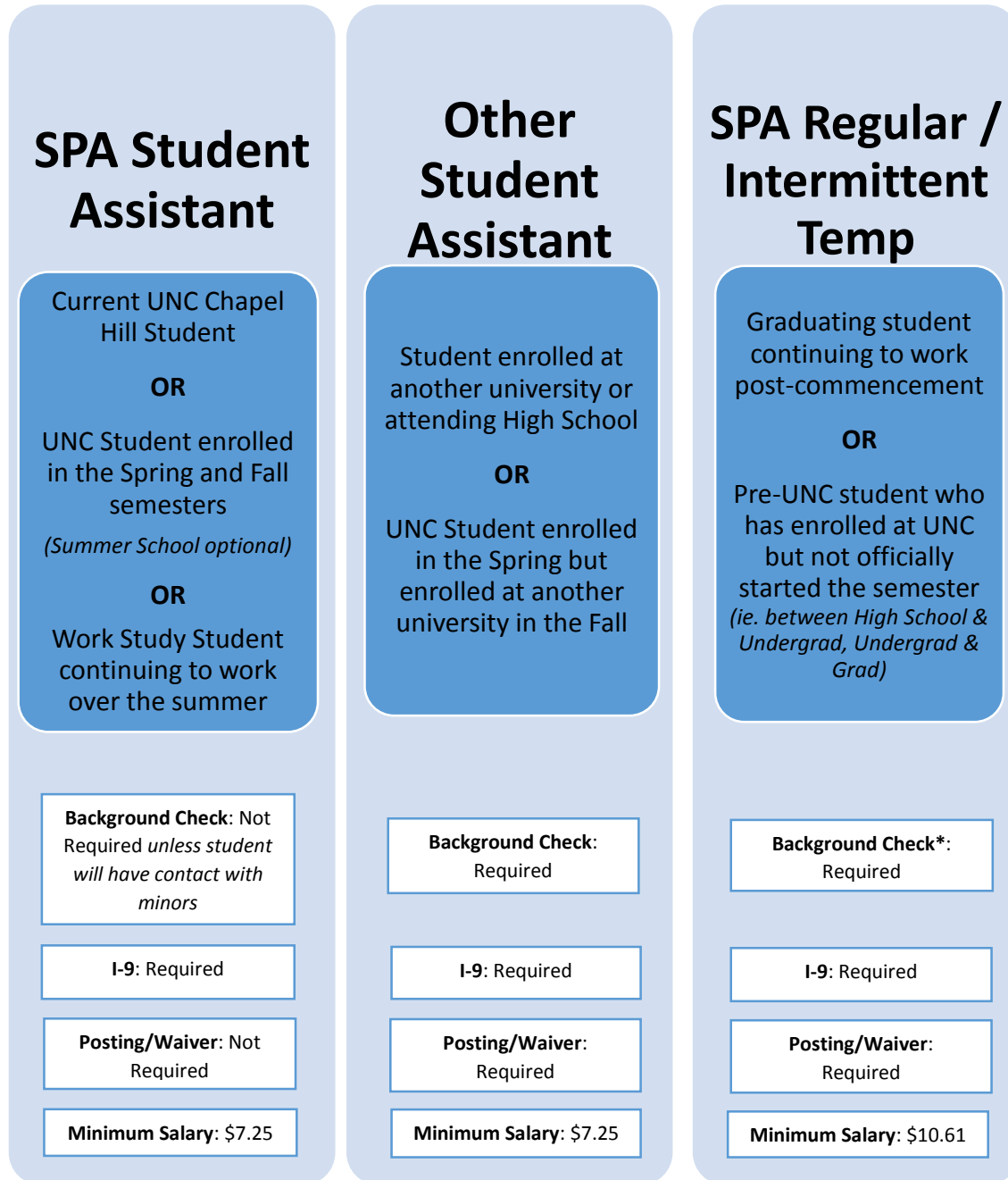


QUICK REFERENCE FOR SPA STUDENT SUMMER EMPLOYMENT

The graph below defines the temporary employment statuses for SPA Student Summer Employment as well as provides requirements for hire. Use this graph to determine which classification a student falls under for summer employment.



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

Please note: If there is no break in service then a new I-9 is not necessary.

QUICK REFERENCE FOR SPA STUDENT SUMMER EMPLOYMENT

Please note: When an employee changes from a one employee group to another (ie. Work Study to SPA Student Assistant OR SPA Student Assistant to SPA Regular/Intermittent Temp) submit the **Hire an Employee** ePAR to transfer the employee into a newly created position or a vacant position. This type of change should not be handled via Add/Update Position.

Example:

- A department wants a Work Study Student to work in some other capacity in the department over the summer:
 - If the student is enrolled at UNC for the Fall semester (summer school optional) then transfer them via the **Hire an Employee** ePAR to an SPA Student Assistant position
 - *No posting/waiver, no background check (unless working with minors), I-9 not required*
 - If the student is enrolled at another university/college for the Fall semester then transfer them to an SPA 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 to an SPA Temporary position
 - *Posting/waiver required, background check required, I-9 not required, increase pay to at least \$10.61*