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.

**SPA 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

**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

**SPA Regular / Intermittent Temp**
- Graduating student continuing to work post-commencement
- OR
- Pre-UNC student who has enrolled at UNC but not officially started the semester *(ie. between High School & Undergrad, Undergrad & Grad)*

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*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.
**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**