

QUICK REFERENCE FOR 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
(Full-time or Half-time)

OR

UNC Student enrolled full-time in the Spring and Fall semesters

(Summer School optional)

OR

Work Study Student continuing to work over the summer

11-Month Limit/Mandatory

Separation (31-day break): Not Required for Full-time or continuing students (those enrolled full-time in the Spring and Fall)

Background Check: Not required unless student will have contact with minors

I-9: Required

Posting/Waiver: Not Required

Minimum Salary: \$7.25

SHRA Temporary

Current UNC Chapel Hill Student
(Less than half-time)

OR

Student enrolled at another university

OR

Graduating student continuing to work post-graduation

OR

Pre-UNC student who has enrolled at UNC but not officially started the semester *(ie. between High School & Undergrad, Undergrad & Grad, or High School Student)*

11-Month Limit/Mandatory Separation (31-day break):

Required

Background Check: Required

I-9: Required

Posting/Waiver: Required

Minimum Salary: \$10.61

- **Full-time student:** 12 or more credit hours for undergraduates, 9 or more credit hours for graduate students
- **Half-time student:** 11 to 6 credit hours for undergraduates, 9 to 3 credit hours for graduate students
- **Less than half-time student:** less than 6 credit hours for undergraduates, less than 3 credit hours for graduate students

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

Things to note:

- If there is no break in service then a new I-9 is not necessary.
- When an employee changes from a one employee group to another (i.e. Work Study to SHRA Student Assistant OR SHRA Student Assistant to SHRA Temp) submit the **Hire an Employee** ePAR to hire/transfer the employee into a newly created position or a vacant position. This type of change should not be handled via Add/Update Position.
- There is an 11-month time limit with a required 31-day break in service for half-time or less SHRA students and SHRA temp jobs.

Important: If an SHRA Student Assistant changes from being exempt from the 31-day break requirement to being subject to the 31-day break requirement, continuous employment across all SHRA jobs counts toward the 11-month limit.

Examples:

- A Work Study Student remains working in the department over the summer:
 - If the student is enrolled at UNC for the Fall semester full-time (summer school optional) then transfer them via the **Hire an Employee** ePAR to an SHRA Student Assistant position.
 - *No posting/waiver, no background check (unless working with minors), I-9 not required.*
- An SHRA Student remains working in the department over the summer:
 - If the student is enrolled at UNC for the Fall semester at full time (summer school optional), then they may remain in the SHRA Student Assistant position.
 - If the student is enrolled at UNC for the Fall semester half-time but less than full-time (summer school optional) and the 11-month employment limit has not been exceeded, then transfer them via the **Hire an Employee ePAR** to an SHRA Student Assistant position.
 - *Review the last hire date to assess 11-month limit/mandatory separation with 31-day break, posting/waiver not required, no background check (unless working with minors), I-9 not required.*
 - If the student is graduating in the Spring and the 11-month limit has not been exceeded then transfer them to an SHRA Temporary position via the **Hire an Employee ePAR**.
 - *Review the last hire date to assess 11-month limit/mandatory separation with 31-day break, posting/waiver required, background check required, I-9 not required, increase pay to at least \$10.61.*
- An SHRA Student employed in the summer is registered full-time for Fall semester is working for dept X with an effective date of 06/01/24:
 - For Fall semester the student is hired also into dept Y as SHRA student with an effective date of 09/01/24. Later the student drops course load down to less than ½ time.
 - *When the student drops below ½ time load then the student is now subject to the 11-month limit rule.*
 - *Since 06/01/24 is the last start date as SHRA then this is the start date for the 11-month limit for dept X job & dept Y job.*