**Student Employment Transition Guide**

**Process to Transition Student Employees between Academic Year and Summer**

(Within Same Department and Similar Job Duties)

<table>
<thead>
<tr>
<th>TO: Workstudy</th>
<th>TO: Institutional</th>
<th>TO: Non-Student Part-time</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Student completes the Summer Financial Aid Application, which is found online at: und.edu/financial-aid. Student must accept Federal Work Study on CampusConnection. Department supervisor runs the student through JobX Validator. Student must also be enrolled in a minimum of 6 credits or participating in a co-op program.</td>
<td>1. Department supervisor runs the student through JobX Validator. To qualify for Institutional employment, a student must: 1) Be registered for at least 6 credits per semester (fall, spring or summer); 2) Participate in a co-op program; 3) Have been a student in the previous semester; OR 4) Have registered as a student for the next semester.</td>
<td>1. If employee was a student in the previous semester OR has registered as a student in the next semester, follow Institutional Hiring process in previous column. If employee has not been a student and will not be a student, recruit and offer employment, contingent on proof of employment eligibility.</td>
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<td>2. Student can not start working until they are run through the JobX Validator.</td>
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<td>2. See New Hire Process by Employee Type chart for hire process. Chart can be found at: <a href="http://und.edu/finance-operations/human-resources-payroll/managers-toolbox/new-hire-transition-guide.pdf">http://und.edu/finance-operations/human-resources-payroll/managers-toolbox/new-hire-transition-guide.pdf</a>.</td>
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<tr>
<td>3. Same position number can be used for summer and academic year. Continue to use H14 Earnings code and NO combocode on timesheets.</td>
<td>3. Same position number can be used. Use H01 Earnings code and combocode on timesheets. If using Kronos, remember to change earnings code to H01 and account code.</td>
<td>3. If employee has not been a student in the previous semester, follow Institutional Hiring process in previous column.</td>
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<tr>
<td>4. No paperwork is required for HR or Payroll.</td>
<td>4. No Job Data Form required. Submit a Position Funding form to Payroll, only if the combocode that will be used to pay the student has not been set up under the student's position number, or if funding needs to be changed for Budget purposes.</td>
<td>4. See New Hire Process by Employee Type chart for hire process. Chart can be found at: <a href="http://und.edu/finance-operations/human-resources-payroll/managers-toolbox/new-hire-transition-guide.pdf">http://und.edu/finance-operations/human-resources-payroll/managers-toolbox/new-hire-transition-guide.pdf</a>.</td>
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</tbody>
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**FROM: Workstudy**

1. Student completes the Summer Financial Aid Application which is available online at: und.edu/financial-aid. Student must accept Federal Work Study on CampusConnection. Department supervisor runs the student through JobX Validator. Student must also be enrolled in a minimum of 6 credits or participating in a co-op program.
2. Student can not start working until they are run through the JobX Validator.
3. If the Position number that the student is currently being paid on is set up for Workstudy (Dept Budget Table has lines set up specifically for H14 earnings), no paperwork is required for HR or Payroll.
4. If the Position is NOT set up for Workstudy - Contact the Budget Office to set up Workstudy on the position, or a termination from the non-workstudy position and Job Data Hire form to a workstudy position is required.
5. Use H14 Earnings Code and NO combocode on Timesheets. Verify H14 and correct Home Labor account is set up on Kronos.

**FROM: Institutional**

1. Department supervisor runs the student through JobX Validator. To qualify for Institutional employment, a student must: 1) Be registered for at least 6 credits per semester (fall, spring or summer); 2) Participate in a co-op program; 3) Have been a student in the previous semester; OR 4) Have registered as a student for the next semester.
2. Student can not start working until they are run through the JobX Validator.
3. Same position number can be used for summer and academic year.
4. No Job Data Hire Form required. Submit a Position Funding form to Payroll, only if the combocode that will be used to pay the student has not been set up under the student's position number.
5. Use H01 Earnings Code and combocode on Timesheets and Kronos.

**FROM: Non-Student Part-Time**

1. Student completes the Summer Financial Aid Application which is available online at: und.edu/financial-aid. Student must accept Federal Work Study on CampusConnection. Department supervisor runs the student through JobX Validator. Student must also be enrolled in a minimum of 6 credits or participating in a co-op program.
2. Student can not start working until they are run through the JobX Validator.
3. Submit a Job Data Change form to terminate Non-student, part-time position.
4. Complete a Job Data Hire form, using a student pool position, with Workstudy funding. Submit a Position Funding form only if adding or deleting combocodes, or if changing dollar amounts for the position for Budget purposes.
5. Obtain authorized signatures and submit to Career Services.
6. Use H14 Earnings Code and No combocode on timesheets. Verify H14 and correct Home Labor account is set up in Kronos.

1. Department supervisor runs the student through JobX Validator. To qualify for Institutional employment, a student must: 1) Be registered for at least 6 credits per semester (fall, spring or summer); 2) Participate in a co-op program; 3) Have been a student in the previous semester; OR 4) Have registered as a student for the next semester.
2. Student can not start working until they are run through the JobX Validator.
3. Submit a Job Data Change form to terminate Non-student, part-time position.
4. Complete a Job Data Hire form, using a student pool position. Submit a Position Funding form only if adding or deleting combocodes, or if changing dollar amounts for the position for Budget purposes.
5. Obtain authorized signatures and submit to Career Services.
6. Use H01 Earnings Code with appropriate Combo Code on timesheets. Verify H01 and correct Home Labor account is set up in Kronos.

1. No Action Required.

Special Note: These instructions are not to be used for the following situations: 1) Employees switching departments 2) Employees changing job duties-that would require a Workers’ Comp Code change 3) Employees switching between student positions and graduate student positions/lecturers/benefited staff or faculty 4) Employees who have never been a student and were hired as a non-student and now qualify as a student. A termination and rehire must be processed. See New Hire instructions.

Last Update: 5/1/2011