**How to Hire a Student Temp/Research Assistant**

**Hiring Undergraduate Students**

1. **FACULTY TO-DO LIST:** Complete this form supplying the following information:
   a. Student’s name & email
   b. Start Date
   c. Pay rate
   d. Funding source
   e. Potential length of appointment (example: Fall only, Fall through Spring term, 6 weeks, etc.)
   f. Permission for staff to sign payroll paperwork on your behalf or if you prefer to sign the hard copy

2. **STUDENT TO-DO LIST:** Student must return a completed Personal Data Form to Pamela with their signature. If the student has not worked at Northwestern previously, they will also need to complete the following:
   a. Form W-4
   b. Form IL-W4
   c. Direct Deposit form
   d. If non-residents (FNIS request form)
   e. Complete both parts of E-Verify’s I-9 process: Part one is online and part two at HR’s Payroll.

3. Once HR clears the student to start working, Pamela will notify the student and faculty. **Students cannot begin working until they have received the cleared to start email.** Students must regularly track hours in KRONOS. VPN connection is needed to log hours and students can refer to the single job instructions. If you have any difficulty, please contact KRONOS immediately at mytime@northwestern.edu.

**Payment Process:** Undergraduate students may be paid only on an hourly pay, using KRONOS. See top box on KRONOS help.

**Hiring Graduate Students**

1. **FACULTY TO-DO LIST:** Email Courtney (cyskowski@northwestern.edu) with
   a. A completed Graduate Student Permission to Work Request Form (see next page) with your signature under “Signature of Advisor” line (we can provide the EMPLID should the student not know it);
   b. Pay rate per HOUR; and
   c. Funding source (discretionary account, grants, etc.)

2. **STUDENT TO-DO LIST:** Student must return a completed Personal Data Form to Courtney.

3. Courtney will secure the necessary department approvals and then send the request to TGS for approval.

4. TGS will review, and if approved, send the request to WCAS for final approval and then to HR.

5. Courtney will then notify both the student and the faculty member the student is cleared to start working.

**Payment Process:** Depending upon the type and timeframe of the work, the graduate student will be set up in Kronos for hourly pay, or we will do a monthly add pay or a lump sum payment at the end of the project.

1. By the 5th of each month, the graduate student must email Courtney and their faculty supervisor with the hours worked for the previous month.
2. Once the faculty member approves the hours, an Additional Pay request will be entered. If fully approved before the middle of the month, the pay will be in the next monthly paycheck.

*Updated August 11, 2017*
Graduate Student Permission to Work Request Form

Additional Pay or "Add Pay" is used to pay incremental compensation, in excess of the regular stipend, when a graduate student is in an active, appointed position.

During the term of the appointed position, students are expected to continue making academic progress towards their degree. It is expected that the additional service will enhance students’ scholarship.

Student Last Name__________________________  Student First Name ____________________________

EMPLID ________________________________

Academic Home Program ________________________________________________________________

Nature of Service _________________________________________________________________

________________________________________________________________________________

FUNDING SOURCE (Chart String): _______________________________________________________________________

Number of hours per week ______________

Amount of Compensation ______________ per ☐ hour       ☐ week       ☐ month       ☐ total

Begin date ____________________________  End Date ____________________________

I have reviewed this additional pay and certify that this service will not inhibit the student’s completion of their degree.

________________________________________________________________________________

Signature of advisor  Date

________________________________________________________________________________

Signature of Chair, Director or DGS (if not advisor)  Date

________________________________________________________________________________

School level signature (if not routed electronically)  Date

________________________________________________________________________________

The Graduate School signature (if not routed electronically)  Date