

SPIA Request to Hire a Student Worker

Submit to SPIABusiness@uga.edu

1. Date Request Submitted: _____ 2. Is this a RUSH request? _____

**If hiring needs to be complete BEFORE anticipated start date below, indicate this is a RUSH request. RUSH requests do no guarantee hiring processes will be complete by requested start date.*

3. Requested start date: _____ 4. Anticipated end date: _____

**There is a minimum 3 week processing time from date of request to possible start date, even if a RUSH request. For non-RUSH requests, hiring will be timed to be complete by requested start date. UGA central HR reserves right to change start date depending on dates of submission. A student worker cannot begin working for UGA until officially cleared to work by central HR and will not be paid for any time worked before official start date.*

4 Faculty/Staff Responsible for Supervising: _____

**Supervisors must commit to approve a student's timesheet in OneUSG Connect on a biweekly basis.*

6. Funding Source for Position (name of account): _____

7. Reason/need for hiring student: _____

8. Skill set needed to fill position: _____

9. Name of Student to Hire _____ 10. Student's email: _____

11. Hourly pay requested: \$ _____ per hour 12. Total payment for position not to exceed: \$ _____

**Hourly pay rates at SPIA for temporary student workers:*

- \$9-\$11/hour for undergraduates, basic skills
- \$10-\$12/hour for graduates, basic skills
- Up to \$30/hour for graduates, with clearly defined specialized skills needed for position.

13. Hours to work per week: _____ 14. Number of weeks to work: _____

15. Is the student enrolled in classes during semester of planned employment? (Y/N) _____

16. Does the student have other positions on campus? _____

**An enrolled student can work only up to 20 hours total per week, across all job on campus.*

17. "Position of Trust" questions:

**These yes/no questions establish if this is a position of trust. Positions of trust require background checks.*

- Will student need after-hours access to building? _____
- Will student have access to confidential data records? _____
- Will student be responsible for the care of minors under age 18? _____
- Will student be required to drive a vehicle for the position? _____

Process to hire a student worker at UGA:

1. Faculty/staff member notifies SPIA Business Office of desire to hire a student worker with this completed form.
2. Based on start date, the Business Office creates student position, and sends application link to student.
3. Student applies for position on the UGA job website with link received from Business Office.
4. HR reviews hiring proposal, and initiates a background check of student, if needed. If background check needed, HR first contacts student to provide consent, and cannot proceed until consent is received.
5. Background check takes up to 10 business days.
6. Once background check and all application materials are completed, student is hired. It takes up to 3 further days for student to appear in OneUSG. Student then provides direct deposit information.
7. Student is now officially hired and cleared to begin working, and recording hours worked in OneUSG Connect.
8. Within 3 days of starting work, student must complete I-9 form at Central HR (go to 225 S. Jackson St.)