

# Student Employee Supervisor Tips

## PAR Forms

- Effective dates
  - ~Must be the beginning of the pay period
  - ~Refer to the Payroll calendar: [Biweekly employees](#)
- Credit hours
  - ~Must be listed on the form
  - ~Students must be enrolled for at least 6 credit hours during fall and spring semester
- Signatures
  - ~All signatures must be included on the form
- Position numbers
  - ~Ensure correct position numbers are listed
  - ~Contact your Budget Analyst if you have questions

## Termination Forms

- Must be completed for students who are no longer working for your department
- OneUSG employee ID number only (not 870 number)
- Termination dates
  - ~Date listed on the form cannot be prior to the last date worked
- Work Study (WS) & Student Assistant (SA) termination form locations
  - ~SA terminations must be submitted via the HR website: [Student Termination Form](#)
  - ~WS terminations must be submitted via the Financial Aid website: [FWS Termination Form](#)

### STUDENT TERMINATION FORM

HUMAN RESOURCES AND EMPLOYEE DEVELOPMENT

This form is to be completed by supervisors upon termination of their student (include Work Study Students or Graduate Assistants, please follow the normal requests).

Student's First and Last Name \* Student OneUSG ID Number \*

Effective Date \* Reason \*

## Approving Time

- Supervisors must approve time before the Payroll deadline
- Students with multiple jobs
  - ~Supervisor must confirm the hours are entered on the correct timecard
- Timecards must be updated and approved before the termination date or students will not be able to enter hours

## Compliance Training

- New student employees must complete compliance training in BlazeVIEW within 30 days of hire date
- Annual compliance training must be completed in Percipio

## Reminders

- Students cannot begin working until a confirmation email is received
- Students can only work a total of two jobs
- Students can only work 19 hrs/wk in all jobs during fall and spring semester

