# Employment Guide

## Temporary, On-call and Student Employees

This document guides the process for hiring, changing status and/or terminating individuals in MSU Extension who occupy a temporary, on-call or student (TOCS) position.

## Table of Contents

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Types of Employment – as defined by Michigan State University</td>
<td>2</td>
</tr>
<tr>
<td>Titles for MSUE Temporary, On-calls and Student Employees</td>
<td>3</td>
</tr>
<tr>
<td>Steps Required to Fill / Request a Position</td>
<td>4</td>
</tr>
<tr>
<td>On-call Minor Employment</td>
<td>6</td>
</tr>
<tr>
<td>Change of Status Guidelines &amp; Process</td>
<td>8</td>
</tr>
<tr>
<td>Funding and Account Number Changes</td>
<td>9</td>
</tr>
<tr>
<td>Termination Process</td>
<td>9</td>
</tr>
<tr>
<td>Student Employment</td>
<td>10</td>
</tr>
<tr>
<td>General Student Employment</td>
<td>10</td>
</tr>
<tr>
<td>Summer Employment Guidelines</td>
<td>10</td>
</tr>
<tr>
<td>Internships</td>
<td>11</td>
</tr>
<tr>
<td>Work Study</td>
<td>13</td>
</tr>
</tbody>
</table>
Types of Employment – as defined by Michigan State University

Temporary employment – appointment lasting no more than 9 months, working 20 – 40 hours per week

Within MSU Extension, individuals may have a maximum of two back-to-back temporary appointments; separated by a minimum of a 7 day break in service (it is possible for an employee to have more than two temporary appointments; however after the second temporary appointment a full 90 day break in service is required before the individual can be rehired). Further, temporary employees are defined by employment percent, ranging from 50 – 100% (see definitions below). Costs associated with employees that work 30 hours per week or more, will not go into effect until 2015. However beginning 2014, MSUE is implementing a pre-approval hiring process to ensure the costs can be contained.

- Employment status between 50% - 74% = 20-29 hours per week
- Employment status between 75% - 100% = 30-40 hours per week – all temporary employees hired at this level will be immediately eligible for benefit coverage under the Affordable Care Act and related costs will apply (approximately $417 per month, for the entire 9 month appointment).

On-Call employment – able to work a maximum of 19 hours per week

On-call appointments are provided for individuals appointed on a short-term basis, working a maximum of 19 hours per week. Supervisors are responsible for notifying Human Resources when an on-call appointment ends.

For additional information regarding On-call minors (employing an individual under the age of 18), see page 6 of this Employment Guide.

Student employment – able to work a maximum of 29 hours per week

A student employee is a part-time employee who is duly enrolled at Michigan State University, is registered for classes and whose primary purpose for being at the University is the achievement of a degree or certification.

The HR/Payroll system strictly enforces student employee work hour policies of 29 hours per week (20 for international students), regardless of the number of positions worked and/or graduate assistantships. For example, if a student works 20 hours Sunday through Wednesday for MSU Stores; that student can only work a maximum of 9 hours Thursday through Saturday for MSU Concessions. During finals week, semester breaks and during the summer semester, all students are limited to 40 hours per week.

For additional information on Student Summer Employment, see page 10 of this Employment Guide.
Titles for MSUE Temporary, On-calls and Student Employees

Below are the University approved titles and brief descriptions that can be used for temporary, on-calls and students employed by MSU Extension. When the TOC Pre-Approval Request form is submitted, a brief description will need to be included of the duties/responsibilities the individual will be performing. Based on the information provided by the supervisor, MSUE HR will determine the Job Title that best fits. This information will be communicated back to the requestor at the time of approval.

- **Extension Program Worker** - provides support similar to an Extension Program Assistant/Associate/Instructor, 4-H Program Coordinator, and/or Extension Nutrition Program Instructor.
- **Clerical Aide** - provides clerical support; responsibilities may include secretarial, receptionist, bookkeeping, information processing, or related clerical tasks.
- **Technical Aide** - provides technical support; responsibilities may include computer programming or operations; research support; medical patient care; technical equipment maintenance, repair, fabrication or operation; or other technical support functions.
- **Professional Aide** - provides professional support. Responsibilities may include general business, science, medical, agricultural or other professional support functions.
- **Labor Aide** - provides food service, custodial, general labor or maintenance support for department’s located off-campus.
- **For a full list of all MSU Student employee job titles and related pay,** go to: [http://ebs.msu.edu/HRPayroll/ApptsHiringEmployeeServices/docs/StudentJobDescriptions.pdf](http://ebs.msu.edu/HRPayroll/ApptsHiringEmployeeServices/docs/StudentJobDescriptions.pdf)
  
  *this link is being provided as a reference, MSUE HR will determine the actual student title based on the description of work (which is provided on the TOCS Pre-Approval form).*
Steps Required to Fill / Request a Position

Employment may not start or be offered until all of these steps have been completed:

1) The completed TOCS Pre-Approval Request Form is submitted and approved;
2) All hire paperwork is received and processed;
3) You have received an email notification from MSUE HR that it’s ok for employment to begin.

The steps below should be used when hiring a new employee or rehiring an employee that has previously worked for MSU and/or MSUE.

1. **TOCS Pre-Approval Request Form** – must be completed for any new hire or rehire

   a. Four (4) weeks prior to the anticipated start date for an individual you must complete the **TOCS Pre-Approval Request form**. Within the form, there is a direct submit icon which will allow you to electronically submit the request. Or, it may be emailed to **TOC_StudentInbox@anr.msu.edu**, for approval.

   b. After the completed form is received, approval of the Institute Director, District Coordinator, Fiscal Officer and MSUE Director of Human Resources will be obtained (these approvals will be obtained on campus once the form is received, you do not need to obtain these prior to sending the form).

   c. Once a decision (approval or denial) has been reached, you will be notified by MSUE HR if you are able to move forward with the hire/filling of the vacancy. MSUE HR will return the **TOCS Pre-Approval Request form**, via email, which will also include a job reference number and the Job Title for the position. The **job reference number and job title MUST be included on the TOCS Hire Form** (see #2 below).

2. **TOCS Hire Form** – must be completed for any new hire or rehire

   Once you’ve received approval from MSUE HR, you may move forward with filling the vacancy. Then, you will need to provide the completed **TOCS Hire Form** and all necessary employment paperwork at least **three (3) weeks prior to the start date**.

   a. **TOC_Student Hire Form**
      
      i. Complete entire form (incomplete forms will not be processed and may delay the start date of the employee)

      ii. Included on the form must be the **Job Reference Number** and the **Job Title** (these are provided from MSUE HR at the time you receive approval for the position).
iii. The form must be signed by the new employee as well as the supervisor (the signed hard copy of the form must be returned with the other hire documents).

b. **Supporting Documents**: Complete/obtain all other required paperwork/documents that must be submitted with the Hire Form. These include:

   i. **I-9 form** (an example of a completed I-9 and instructions can be found on the MSUE HR site: [http://od.msue.msu.edu/human_resources/internal_hiring_procedures_forms](http://od.msue.msu.edu/human_resources/internal_hiring_procedures_forms))
   
   ii. Copy of new employee’s Social Security Card*
   
   iii. Copy of new employee’s Driver’s License or photo ID*
   
   iv. Additional documents are required for hiring on-call minors (anyone under the age of 18), please see page 6 for further information.

   *These documents are required for payroll purposes, even if the employee does not use these documents to complete the I-9 form.

c. **Mail** the completed TOCS Hire Form and **supporting documents** to the address below at least **three (3) weeks PRIOR to the date of employment**.

   MSU Extension Human Resources Office
   Justin S. Morrill Hall of Agriculture
   446 W. Circle Drive, Suite 160
   East Lansing, MI 48824

3. After hire paperwork has been processed, you will receive an email from MSUE HR informing you that the individual may begin employment. The new employee will also receive information from MSUE HR concerning their new employment.
On-call Minor Employment

The steps below apply when hiring an individual under the age of 18. The TOCS Pre-Approval Request Form must be completed, submitted and approved prior to completing any of the steps below.

**Steps to employ an On-call Minor:**

1. Applicant must obtain Work Permit from his/her high school. Below outlines who is responsible for completing each part/section of the work permit.
   - Part I – completed by employing department (supervisor, District Support, etc.)
   - Part II – completed by the student/applicant
   - Part III – completed by the minors school

   MSU HR Work Permit Information: [http://www.hr.msu.edu/documents/supportstaffpolproc/vacanciestemp.htm](http://www.hr.msu.edu/documents/supportstaffpolproc/vacanciestemp.htm)


2. Applicant takes the following forms to their parent or legal guardian for completion and signature:
   - Permission for Medical Treatment of a Minor (Parent Consent form): [http://www.hr.msu.edu/hiring/hiring_docs/ParentConsentForTreatment.pdf](http://www.hr.msu.edu/hiring/hiring_docs/ParentConsentForTreatment.pdf)

3. Applicant completes the TOCS Hire Form; see page 4 of this Employment Guide for additional information.

4. Applicant returns items listed below to the hiring supervisor. The hiring supervisor will check these for completeness and accuracy and send these documents with the hiring packet to MSUE HR (see step #6 below).
   - Completed Work Permit (step #1 above)
   - Permission for Medical Treatment of a Minor (step #2 above)
   - Background Screen request form (step #2 above)
   - TOCS Hire form (see page 4)
5. **Applicant completes the I-9 form with the hiring supervisor**

The parent or legal guardian may need to complete the I-9 form, based on the criteria below. This information can also be found on the HR web page under MSUE Hiring Procedures/Forms (http://od.msue.msu.edu/human_resources/internal_hiring_procedures_forms).

- If an employee is under 18 and is able to produce proof of identity as defined in column B on the last page of the I-9 form, the employee can complete the I-9 themselves without parent/legal guardian.
- If a minor is not able to produce proof of identity, a parent or legal guardian is able to establish identity for the minor by completing Section 1 of the form, filling in “Individual Under Age 18” in the Signature of Employee line and completing the Preparer/Translator Certification (see sample below).

![](signature.png)

- In either case the employee is still required to produce authorization to work documents as defined in column C (see example below).

![](identification.png)

6. **The hiring supervisor sends the following (completed) documents to MSUE HR.**

- I-9 form
- Copy of Driver’s License or Photo ID
- Copy of Social Security Card
- Completed Work Permit
- Permission for Medical Treatment of a Minor form
- Background Screen request form
- TOC_Student Hire Form

MSUE HR receive the original I-9 form, please be sure to MAIL hard copies of these forms to the address below:

MSU Extension Human Resources Office  
Justin S. Morrill Hall of Agriculture  
446 W. Circle Drive, Suite 160  
East Lansing, MI 48824
Change of Status Guidelines & Process

**Definition:** an employment change to a current / active employee.

**Change of Status Types:**

1. **Employment Type Change** (temp to on-call or vice versa)
   - An individual may move from temporary to on-call status, once, without requiring a break in service\(^1\).
   - An individual may move from on-call to temporary, once, without requiring a break in service (except as noted below \(^2\)); however, when that individual hits nine months (aggregate), then the break in service will be required.
   - An individual may not have more than two back to back 9 month temporary appointments without a 90 day break in service.

\(^1\)A break in service is defined as seven consecutive days not employed by MSU.
\(^2\)An individual may not move from temporary to on-call and back to temporary (or vice versa) without a 90 day break in service.

2. **Employment Percent Change** (increase or decrease of employment percent/hours worked per week)

3. **Pay Rate Change**

4. **Supervisor Change**

**Form:** TOCS Change of Status form

**Location of Form:** MSUE HR web page: [http://od.msue.msu.edu/human_resources/internal_hiring_procedures_forms](http://od.msue.msu.edu/human_resources/internal_hiring_procedures_forms)

**Submission information:** Change of Status forms must be submitted **two weeks prior** to the change effective date.
Funding and Account Number Changes

**Definition:** Any change to an active employee’s funding. This includes account number changes, changes to a grant account end date or percentages associated with those account(s)/grant(s).

**Form:** Funding/Account Number Change Request Form

**Location of Form:** MSUE HR web page: http://od.msue.msu.edu/human_resources/internal_hiring_procedures_forms

**Submission information:** Funding changes should be submitted as soon as you are aware of the change, but no less than seven days prior to the effective date of change.

While retroactive funding changes may be made, these cannot be more than four weeks in arrears.

Once the form is complete, it needs to be emailed to TOC_StudentInbox@anr.msu.edu.

Termination Process

**Definition:** Any separation in employment – resignation, involuntary termination, student employee graduated, etc. (note: on-call employees that have not worked for 6 consecutive months will automatically be terminated).

**Form:** There is not a form for this process, see the submission information below for instructions.

**Submission information:** As soon as an employee resigns, please email a copy of the resignation letter or resignation email to TOC_StudentInbox@anr.msu.edu. The resignation letter must include the last day worked.

If the employee is being terminated for reasons other than resignation, the supervisor should email the TOC_StudentInbox@anr.msu.edu, with any information regarding reason for termination as well as the employees last day worked.

* On or before the employees last day, please complete the MSUE Separation Checklist and Exit Interview Template. Both of these documents can be found on the HR web page, under Separation from Employment: http://od.msue.msu.edu/human_resources/separation_from_employment.
Student Employment

General Student Employment
For information on hiring student employees during the Fall or Spring semesters, please follow the Steps Required to Fill / Request a Position, located on page 4 of this Employment Guide. For information on hiring student during the Summer semesters, please see below.

Summer Employment Guidelines

If an individual does not meet the criteria below, they will need to be appointed as an on-call or temporary type employee.

Criteria to work as a “student employee” during the summer semesters:

- An individual may be considered a student employee if s/he has been assigned a student number, has attended AOP (Academic Orientation Program), and/or has been admitted/readmitted for fall semester, and is enrolled for summer or fall semester classes.
- A student hired for summer semester cannot begin working until the semester officially starts if s/he was not enrolled spring semester, or, if a new student, until they have gone through AOP and have signed up for fall classes.
- Students who are to continue working during the summer in the same job they held spring semester do not need to be reprocessed for employment.
- A student who graduates or is not returning to classes Summer or Fall Semester may stay on Student Employee payroll until the second week of June (please contact MSUE HR for the exact date).
- A student employed on the Graduate Assistant and Student payrolls may not exceed 40 hours a week for all students including international students on the combined payrolls.
Internships

Internships@State (I@S)

What is I@S?
Internships@State (I@S) is a program designed to provide Michigan State University students with internships in MSU departments. The focus of the program is helping to create more on-campus internships. Internships at MSU allows students to save time and money while obtaining valuable real-world experience with a world class employer - MSU! I@S began in 2008 and is designed to identify and build internship opportunities at MSU. As a Boldness by Design initiative for Enhancing the Student Experience, the expectations of this program are to:

- Expand work opportunities for undergraduate students
- Enhance student’s understanding of practical academic learning
- Prepare students better for the work force
- Increase the demand for MSU graduates
- Become a Benchmark Institution for education and preparing students for the working world.

I@S provides MSU students with:

- Practical experience
- Professional mentoring and training
- Enhanced skills needed after graduation

I@S Requirements for a position to be eligible for an internship at MSU:

- The intern must be an MSU student
- Internship must be a minimum of 6 weeks in length
- Position offers professional development and adds value to the organization

I@S - Responsibilities of the Supervisor

- Provide a meaningful experience
- Provide proper supervision
- Complete the Learning Agreement with the student intern
- Complete two evaluations (mid & final internship supervisor evaluations)
- Regular communication with intern regarding their performance
- Internships can be paid or unpaid
**I@S Required Forms**

The I@S program has specific forms that are required for an internship to be officially recognized through the program.

Learning Agreement - The Learning Agreement must be completed by the internship supervisor and the student intern and forwarded to MSUE HR at TOC_StudentInbox@anr.msu.edu, within the first week of a student’s internship start date.

Mid- and Final Evaluation Forms are completed by both the student and the internship supervisor. Intern and supervisor review their forms together and copies of each are sent to MSUE HR at TOC_StudentInbox@anr.msu.edu.

**Internship form links:**

- [Learning Agreement](#)
- [Mid Internship Evaluation - Supervisor](#)
- [Mid Internship Evaluation - Student](#)
- [Final Internship Evaluation - Supervisor](#)
- [Final Internship Evaluation - Student](#)

**How do I process a student internship?**

When you’re ready to appoint a student through the I@S program, please start by following the Steps Required to Fill / Request a Position, located on page 4 of this Employment Guide.
**Work Study**

**General questions about Student Work-Study should be directed to MSUE HR. The information below is specific to Student Employment.**

**Student Eligibility for Work-Study**

A student who can demonstrate financial need and has qualified through the Office of Financial Aid may be eligible for federal or state aid programs. Under the [Work-Study Program](#), the student is granted a specific allotment of money to be earned in a job while attending the University. The federal government pays seventy percent of the student's wage. The remaining thirty percent is paid by the employing department. It is important to note that the program is designed to create additional employment opportunities for students. Also, Work-Study students may not work more than 29 hours per week for Work-Study reimbursement during the academic year or summer semester. During periods between semesters and finals week, they may work up to 40 hours per week; however, departments will only be reimbursed for the first 29 hours worked per week.

- **Work-Study students must maintain the following enrollment minimums during the academic year:**
  - Undergraduates: 6 credits per semester
  - Masters: 5 credits per semester
  - PhD: 3 credits per semester

- **Work-Study Earnings Limit**

  The amount the student can earn on the Work-Study Program is limited to the amount of the Work-Study award for the academic year or summer semester period. The student can continue employment after exhausting the Work-Study award amount for the aid period provided the employer is willing to pay 100% of the student's earnings. These additional earnings will not jeopardize the student's current financial aid award.

- **Due to federal regulations, work-study students can only be hired as hourly employees.**

*Updated 3-25-2015*