

## Student Employment PSF Tips

### **Job Codes**

The following Job Codes should be used for student job titles. This information must be included on the PSF.

- Student Assistant 2005
- Graduate Assistant 2030
- Graduate Teaching Assistant 2031
- Graduate Research Assistant 2033
- Graduate Student Assistant 2052

### **How to determine Multiple Jobs vs. Multiple Funding**

To determine whether or not a student's job should be multiple jobs or multiple funding, one job, please use the following questions/guidelines:

#### *Multiple Jobs*

- Is the student working two jobs and two different hourly rates?
- Is the student working in two unrelated departments at the same or different rates?
- Is the student earning additional compensation for a specific period of time for extra work performed that month or quarter?
- Is the student both a GRA/GTA and a GSA?

If the answer is YES to any of the above questions, **the student will have multiple jobs**. This means that a PSF will need to be generated for EACH job. When a new job is added, the action/reason will be Hire/CON.

#### *Multiple Funding*

- Is the student both a GRA and GTA?
- Is the student's salary being funded by more than one department?
- Is the student being paid hourly, but funded by two units within a larger department (ie, SAC and the Aquatic Center)?

If the answer is YES to any of the above questions, **the student has one job, but is funded by multiple departments**. Only 1 PSF will need to be generated, but the respective department must approve all project numbers.

## Compensation Frequency and Rate

The information below outlines the compensation frequency and rate. These are all of the available options, however, students are typically "*Hourly*" or "*Monthly*." If using anything other than these two, contact the Student Employment Center for more information.

- Hourly Rate (HR = amt earned per hour)
  - A monthly compensation frequency DOES NOT determine the length of time the student is employed
  - All student assistants are paid hourly, some GRAs, GTAs, and GSAs are paid hourly.
  - Payment is made every two weeks.
  - A Time Document is required for each pay period.
- Monthly Rate (MR = amt earned per month)
  - GRAs, GTAs and GSAs are set up as monthly if they are not paid hourly.
  - Payment is made in a monthly payment on the last working day of the month.
  - A monthly compensation frequency DOES NOT determine the length of time the student is employed.

## Percent Distribution

A salaried employee (anyone that is not paid hourly) must have a percent distribution assigned for each project number(s). *The Percent Distribution must always total 100%.*

- Formula: Use this formula to complete the % Distribution for each project number.

Partial Montly Rate / Total Montly Rate = % Distribution to that Project Number

- Example: A student is earning \$1,000 per month. You know that \$300 is coming from Project A, \$500 from Project B, and \$200 from Project C.

The % Distribution is:

- Project A  $\$300/\$1000 = 3/10 = .3$  or 30%
- Project B  $\$500/\$1000 = 5/10 = .5$  or 50%
- Project C  $\$200/\$1000 = 2/10 = .2$  or 20%