

Reasons TO use a PSF

Below is a list of scenarios that require a PSF. Please refer to the "Action/Reason List For Student Employees" for a more comprehensive list of actions/reasons.

- ❖ **To Hire a New Student Employee**
 - A student employee has never been employed by GT.
 - Action/Reason: Hire/HIR
 - **Note:** A student employment packet, completed by the student employee, must be submitted to the Office of Human Resources with the PSF. Please send the student employee along with the PSF to the Office of Human Resources *on the first day of employment* so s/he can complete the student employment packet and the I-9 can be reviewed in person.
 - **Note:** A student cannot be set up as a Federal Work Study student unless s/he has been granted a FWS Award. Contact the Financial Aid Office for more information.

- ❖ **To Hire a Current Student Employee**
 - A student is currently working on campus in another department and you want to hire a student in your department.
 - Action/Reason: Hire/CON
 - **Note:** The Home Department for a Graduate Student must be the department of the student's major field of study. The Home Department for an undergraduate student is generally the department that first hired the student. Two departments can coordinate efforts to determine who should be the best home department. The PSF will require a signature from both departments (the old home department and the new home department).

- ❖ **To Hire a Current Student Employee in your department at another rate**
 - *Hourly Students:* A student is adding an additional job, working at a different rate in your department.
 - Action/Reason: Hire/CON
 - *Monthly Paid Students:* A student needs to be paid an additional amount for one month due to extra or additional responsibilities.
 - Action/Reason: Hire/CON
 - **Note:** The rate can be quoted as monthly OR hourly. If it is set up as an hourly rate, time documents will need to be submitted to Payroll.

An Action/Reason of Termination/EOA can be assigned on the same PSF.

- ❖ **To Hire a Former Student Employee**
 - A student is not currently working at Georgia Tech but has worked at GT in the past and is still on the HR/Payroll system.
 - Action/Reason: Rehire/REH

- ❖ **To Change a Student's Pay Rate**
 - A student employee is receiving a pay rate change with no other changes to the position.
 - Action/Reason: Pay Rate Change/ANO

- ❖ **To Change a Student's Percent Time**
 - *Hourly Paid Students:* An hourly paid student is having the percent time adjusted.

- Action/Reason: Data Change/DTC
- *Monthly Paid Students:* A monthly paid student is having the percent time adjusted, which makes the compensation rate change.
 - Action/Reason: Pay Rate Change/PCT
- ❖ To Correct a Previously Submitted Incorrect Pay Rate
 - A PSF was prepared and submitted that assigned the incorrect pay rate.
 - Action/Reason: Pay Rate Change/COR
- ❖ To Transfer a Student from one department to another
 - A student leaves one department to work for another department.
 - Action/Reason: Transfer/LAT
 - **Note:** Both departments will need to sign the PSF. If this also means a change in Home Department, please include this action in the comment section of the PSF.
- ❖ To Terminate a Student
 - A student is no longer working in the position within your department and is not transferring to another department.
 - Action: Termination
 - Reason: There are several reasons for which a student may be terminated. Refer to the Action/Reason List for Student Employees.
 - **Note:** The action of Termination requires that the effective date is in the first day of terminated status, or the day after the last day worked.
- ❖ To Change a Student's Home Department
 - A student is currently working in more than one department and ONLY the Home Department needs to be changed.
 - Action/Reason: Data Change/DTC
 - **Note:** A signature from each department (the old Home Department and the new Home Department) must be on the PSF.
 - A Graduate student's Home Department must be the student's major field of study.
- ❖ To Change the Employee Class from Federal Work-Study to Student or Vice Versa
 - A student's employee class is changing from Federal Work Study to a regular undergraduate or a graduate student or vice versa.
 - Action/Reason: Data Change/DTC
 - **Note:** If a student is being changed to Federal Work Study, prior to submission, the PSF must be signed by the Financial Aid Office to show approval of a Federal Work Study Award that has been granted to that student.
 - **Note:** If Financial Aid notifies the department that a student is no longer eligible for FWS, a prompt response must be made by the department to change the student from FWS to a regular student assistant.
- ❖ To Change a Student's Title
 - A student's life is changing from GRA to GSA or Student Assistant to GRA, etc.
 - Action/Reason: Position Change/TTL

❖ Special PSF Routing Processes

- *New Hire Employees:* Effective December 1, 1998, a PSF submitted to hire a new student employee must be accompanied by a student employment packet. The student should be sent on the first day of employment to the OHR Lobby (Front Desk) with the PSF to complete the employee packet.
- *Home Department Changes:* Any PSF that requires a home department change must have a signature from the old home department and the new home department.
- *Federal Work Study Students:* Any student that is classified as a Federal Work Study student must have been approved for a Federal Work Study Award. The PSF must be signed by the Financial Aid Office before coming to the Office of Human Resources.
- *Terminations:* If a student is being terminated as a student and hired in some other capacity on campus (Tech Temp, Classified, etc.), a termination PSF must be submitted to the Student and Non-US Citizen Employment Center, separate from a PSF which will appoint that student to the new position.
- *Multiple Funding:* If multiple funding is assigned, the approval initials from the outside department (outside of the work department) must be on the PSF.