

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 Monthly Rate / Total Monthly 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%