If you are a 9-month faculty employee who will be conducting research over the summer and are expecting to receive pay from an external grant, please send the following information to HSBC.HR@oregonstate.edu:

- Employee name
- Index number
- Start and end dates of summer academic wage appointment
- Amount to be paid or FTE
- Brief description of work to be performed

As a reminder:

9-month academic/research faculty are limited to earning 2.5 months equivalent of their spring term 2015 annual salary rate during the summer. Exception may be made for those supporting themselves on external grant funds during the summer. 9-month faculty members requesting more than 2.5 months equivalent during the summer should seek written approval from their immediate supervisor and Dean prior to contacting HSBC HR to establish a summer appointment.

Additional review and approval from the Senior Vice Provost for Academic Affairs will be required for faculty who have received 3 full months of summer pay in the last 5 or more consecutive years, and are requesting 3 months summer pay for a 6th or more consecutive year. Please contact HSBC HR to initiate the process.

To assure timely action for June pay, please submit your information by Friday, May 15th. HSBC HR will gladly continue to receive information for summer appointments after that date. However, we cannot guarantee that information received after June 8th for June 16-30 appointments will be entered in time to run with June payroll and may result in a manual/paper check. Contact HSBC HR for information about July, August and September deadlines.

Upon receiving your summer pay information, HSBC HR will prepare a summer appointment letter and send to your unit for signatures.

**Summer Teaching Appointments for 9-Month Faculty**

HSBC HR will be communicating directly with the unit heads regarding set up of summer teaching appointments for 9-month academic faculty. If you have a question or concern regarding your summer teaching appointment, please contact your supervisor, director or department head/chair.

**Retention of Student Search Files**

Supervisors/search committee chairs are required to retain student search records for a minimum of 1 year after completion of the search. Additional information about records retention can be found on the OSU Libraries webpage at: http://scarc.library.oregonstate.edu/records-management.html
Student Employment - Summer Session

If you will be hiring a new student worker, reappointing a prior student worker, or continuing a current student worker over the summer, please consider the following information:

U.S. Citizen and Resident Alien Student
One of the following enrollment requirements must be met for student employment during the summer months:

- The student was eligible for student employment during the prior Spring Term and intends to enroll for the upcoming Fall Term as an eligible degree-seeking student; OR
- The student is enrolled in Summer Session for at least three (3) credit hours and intends to enroll Fall Term as an eligible degree-seeking student (unless the student will be graduating at the end of Summer Session)

International Student
One of the following enrollment requirements must be met for student employment during the summer months:

- The international student must have continuously attended a qualifying learning institution full-time for the past 3 terms (unless newly admitted during the current academic year) and intends to enroll for the upcoming Fall Term as an eligible degree-seeking student; OR
- The international student is attending summer session classes and intends to enroll for at least 12 credit hours for the upcoming Fall term

Maximum Allowable Work Hours during Summer Session

<table>
<thead>
<tr>
<th>Student Status</th>
<th>Maximum Allowable Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>All eligible students who are not attending classes, including high school students</td>
<td>Maximum of 40 hours/week</td>
</tr>
<tr>
<td>Eligible undergraduate and post-baccalaureate student Enrolled in 5 credit hours or more</td>
<td>Maximum of .49 FTE or 20 hours/week</td>
</tr>
<tr>
<td>Eligible undergraduate international student Enrolled in 12 credit hours or more</td>
<td>Maximum of .49 FTE or 20 hours/week</td>
</tr>
<tr>
<td>Eligible graduate student Enrolled in 5 credit hours or more</td>
<td>Maximum of .49 FTE or 20 hours/week</td>
</tr>
<tr>
<td>Eligible graduate student who is also an international student Enrolled in 9 credit hours or more</td>
<td>Maximum of .49 FTE or 20 hours/week</td>
</tr>
</tbody>
</table>

Students attending classes during Summer Session are limited to the hours noted above during the time classes are in session. If eligible students meet or exceed the total credit hours for summer listed above, they are limited to the maximum allowable hours during the sessions in which they are registered. During sessions in which they are not registered, they are eligible to work 40 hours per week.

Summer Employment & Students Graduating Spring Term

A student who graduates in the spring is not eligible to work as a student employee during the summer unless the student has been officially admitted to the Graduate School or a post baccalaureate degree program and plans to begin a graduate or post bac program in the fall. If you wish to retain a graduating student as an employee throughout all or a portion of the summer, please contact HSBC.HR@oregonstate.edu to discuss options.
**Hiring a New Hourly Student Worker vs. Reappointing a Prior Student Worker**

If you will be hiring a new hourly student worker (even if the student works or has worked elsewhere on campus), we are required to open a competitive posting for a minimum of 3 work days. Students cannot be direct-appointed to a position. Potential student hires identified outside the process should be redirected to the competitive posting for instructions about how to apply. To get started, complete the following form located on our website at [http://oregonstate.edu/dept/fa/bc/healthsciences/](http://oregonstate.edu/dept/fa/bc/healthsciences/):

- Student Posting Request Form

If you will be reappointing a prior student worker to the same position he/she filled at an earlier time, contact Gina Morford, Gina.Morford@oregonstate.edu, 7-7119 to discuss. We will evaluate the circumstances and position responsibilities to determine the appropriate hiring process.

**Options for Graduate Assistant Summer Appointments**

If you have a current graduate student on an assistantship and want to continue to employ him/her over the summer, these are your options:

1) **Continue to pay monthly stipend based on working FTE (this is referred to as a "suffix 55" position)**
   - Student is continuing the same work that was being performed while in the assistantship*
   - Student continues to receive a monthly stipend following the current pay cycle
   - Students can work up to 100% or 1.0 FTE if not enrolled or enrolled in four or less credit hours
   - Tell us:
     - Begin and end dates (between 6/16/15 and 9/15/15)
     - FTE or stipend amount (and we’ll figure the FTE)
     - Index number

2) **Pay as an hourly student worker (at the graduate assistant hourly rate)**
   - Student is continuing the same work that was being performed while in the assistantship*
   - Student must intend to be enrolled fall term
   - Pay reporting schedule will change from monthly (1st-31st) to mid-month (16th-15th)
   - Hourly timesheet must be submitted through EmpCenter on the 16th of each month
   - Tell us:
     - Index number

3) **Continue the graduate assistantship and tuition remission**
   - Student must be registered for 9 credits during summer term
   - Tell us:
     - Begin and end dates
     - FTE or stipend amount (and we’ll figure the FTE)
     - Index number

*If the graduate student will be performing different work during the summer than the work that was performed while in the assistantship, this will be considered to be a new position and will require a competitive search. The hourly rate will be determined based on position duties and minimum requirements of the position. To initiate the competitive recruitment process, please complete the Student Posting Request Form located on the HSBC website: [http://oregonstate.edu/dept/fa/bc/healthsciences/](http://oregonstate.edu/dept/fa/bc/healthsciences/)

If you have questions, please contact your Human Resources Consultant or send an email to HSBC.HR@oregonstate.edu.