

Short Term / Seasonal Hiring

Division of Human Resources

Kathy McNamara, PHR

Manager, Employment Operations

Spring 2015



Rensselaer

Seasonal Hiring

Agenda

- Scope: Summer or Seasonal Hiring
 - Apart from SOAPS Office
- Worker Classification
 - Employee
 - Contractor
- A word about unpaid visitors

Seasonal Hiring

– Is this hire part of a SOAPS Program?

- If yes, contact SOAPS Office
- All HR Requirements apply, so start well in advance

– Identify Funds

- Summer 2015: No E&G Funded Seasonal Hires

– Background Checks are Needed!

- Regardless of the program, funding source or worker classification please send the resume and contact information to austej@rpi.edu as far in advance as possible
- If a background check was completed in the past 12-18 months, a new one is not necessary.

Seasonal Hiring

- Do you suspect this is an Independent Contractor?
 - **BG Check still applies**
 - Send resume and contact info to Jenn Austen (austej@rpi.edu)
 - **HR makes the determination based on IRS Questionnaire and Statement of work**
 - It is not a contractor if
 - » You are hiring the person to assist, facilitate, coordinate
 - » You are hiring the person to teach for credit courses
 - **If you think contractor:**
 - Follow Procurement rules (ICA, W-9)
 - Complete an IRS questionnaire
 - Submit through OSCAR with a statement of work
 - HR will notify you if this is or is not a contractor

Seasonal Hiring

- **Is the person a current, former or soon to be graduating RPI Student?**
 - **BG Check applies for former and graduating students**
 - Send resume and contact info to Jenn Austen (austej@rpi.edu)
 - **Former and graduating students must visit HR BEFORE work starts**
 - Form I-9 – original ID as described on list of acceptable documents
 - Working papers?
 - **“Current” student means:**
 - Enrolled more than half time in the current semester (Spring) and
 - Planning to enroll more than half time in the next semester (Fall)
 - Current students must complete an I-9 in accordance with Payroll Office Instructions

Seasonal Hiring

– Do you think this is an employee?

- **BG Check Applies**

- Send resume and contact info to Jenn Austen (austej@rpi.edu)

- **Employees must visit HR BEFORE work starts**

- Form I-9 – list of acceptable documents
- Under 18? Working papers needed – send the student to his or her guidance office. New papers needed at age 16

- **No Search Required If:**

- Cumulative Appointment is under 9 months and
- You have already identified a person

- **Need a Search?**

- You can use the People Admin Applicant Tracking System
- Contact HR at least 3 months in advance

Seasonal Hiring

– Do you think this is an employee? (continued)

- **Complete an Employment Transaction Form**

- **Position Number**

- » Portfolios and Large Departments will have pooled position numbers
 - » One position number per title

- **Titles**

- » **Titles and pay are based on the duties**

- » **Common Summer Titles**

- **Research Assistant:** Often an undergrad from another school between semesters. Assist with routine duties in a research, laboratory or related setting. may prepare information for analysis, examination or presentation; may conduct library or internet research, may participate in field or laboratory activities; may facilitate data collection or perform documentation activities; may perform incidental or clerical tasks
 - **Summer Assistant:** Often a High School student. Assist with routine duties as directed. Copying, filing, data entry, running errands, customer service.



Seasonal Hiring

- **Do you think this is an employee? (continued)**

- **Complete an Employment Transaction Form (continued)**
 - **Pay Rate**
 - » Remember: minimum wage in NYS is \$8.75/hr.
 - (Will be \$9.00/hr on December 31, 2015)
 - » Research Assistant: \$10.00 - \$15.00/hr
 - » Summer Assistant: \$8.75 – 9.50/hr
 - **Approvals**
 - » HR requires the Portfolio Owner, or authorized designee signature
 - » SOAPS hires require additional approval
 - **Submit to HR**
 - » Send to hmail@rpi.edu



Seasonal Hiring

– Seasonal Employee – next steps

- HR receives ETF and...
 - Verifies background check
 - Sends a Welcome (or Welcome back) email with instructions
 - » Employment Paperwork
 - » I-9 (requires in person visit)
 - » Parking
 - » Signed Letter
 - Creates and Sends an Invitation of Employment Letter

Seasonal Hiring

- **A word about Unpaid Visitors**

- **Anyone who is performing services that are compensable under the Fair Labor Standards Act must be paid at least minimum wage, is subject to recording and time keeping requirements, and is eligible for overtime.**

- **Policy on Interns and Volunteers found here:**

- » **<http://www.rpi.edu/dept/hr/policy/HRPolicySection300.pdf>**



Rensselaer

Resources

Division of Human Resources

- Kathy McNamara, Manager, Employment Operations (mcnamk@rpi.edu)
- Jenn Austen, Employment Operations Specialist (austej@rpi.edu)
- Anne Marie Bilynsky, Director, Compensation and Employment (bilyna@rpi.edu)

HR Website Links:

- **Hiring** <http://hr.rpi.edu/update.do?artcenterkey=18>
- **Forms** <http://hr.rpi.edu/update.do?artcenterkey=275>
- **Form I-9** <http://www.uscis.gov/sites/default/files/files/form/i-9.pdf>
- **Policies** <http://hr.rpi.edu/update.do?artcenterkey=281>
- **Independent Contractor :** <http://www.rpi.edu/dept/purchasing/oscar/approvers.html>

Discussion

