Hiring Graduate Students as Hourly Employees - Research

All student hourly hires must be in writing via **[email]**.

Please send the request to hire to **Maryann – holts@cs.rutgers.edu**

The information needed for this type of hire is:

> ➢ Full name of student
> ➢ Effective dates
> ➢ # of hours/week; hourly rate
> ➢ Project/fund source

IMPORTANT DETAILS:

Activating the Appointment: Students cannot work until the hourly personnel/payroll is set up in the University system. We will work directly with the students concerning the payroll process. The payroll set up can take a bit of time so it's important that we have the hiring request in writing at least two weeks prior to the start date. And please make it clear to the students that the work cannot begin until all particulars are complete.

Sick Leave: The students are hired as hourly employees and are eligible for 1 hour of sick leave for every 30 hours worked. Students can accrue up to 40 hours of sick time in any year. Please note that sick time is not permitted to be charged to a federal project. The hours must be charged to your available non-federal research funds.

Hourly Rate: If being hired during the summer and if the student held a TA/GA appointment during the AY, they should be hired at the equivalent hourly rate of the AY GA appointment. If that is the case, the hourly rate will be made available annually. Otherwise, the student can be hired for an agreed upon rate based on the position duties.

Funding: A member of the CS business staff will check the fund source to confirm sufficient funding to cover the appointment.   You will be contacted should there be any fund source issues.

Hours/Week:
- Summer: The standard summer student appointment in CS is 30-35 hours/week for "full time." Students can be hired for any number of hours/week (not to exceed 40/week).
- Academic year: During the AY, there are limits to the number of hours that can be worked. International students are limited to 20/week (combined all appts) and US citizens do not have a limit [but should not exceed 40/week].
- Overtime: If a student works more than 40 hours/week they are eligible for OT compensation - OT is not permitted on federal projects. It is important to ensure that full time hires do not exceed 40 hours/week or if they do then your non-federal funds will be used to cover OT costs, if necessary.

Remote Requirement: Hourly students must work on campus. If the student is working 5 days per week, then they have the option to work remote – 3 days in the office and 2 days off campus. Off campus work is allowable in only 4 states, NJ, NY, PA, DE.