How Do I Process Summer Appointments for My Students?

1) Your student employee is already working in your department and will continue to work during summer:
   - There is nothing to do! The student may remain in the student position.

2) You want to hire a student for the summer who has not previously worked for you:
   - Hire the student using a Student Appointment form.

3) Your student employee is graduating but will be working for you during the summer:
   - Terminate the student appointment using the Student Transaction form.
   - Process a Temporary Appointment form to (re)hire the student as a temporary.

4) Your student employee will not be working in the summer but will be back to work in the fall:
   - There is nothing to do! It’s ok to leave student on the payroll over summer.

5) Your grad assistant does not have an assistantship for the summer session(s) but will be working during the summer:
   - You can use an Hourly Student Appointment form to hire the GA for the summer.

STUDENT and GA TRANSACTION FORMS

- Student and GA transaction forms are accessible through the Student Employment Online Transaction system (SEOT) on the HR Web site. [www.wmich.edu/hr/se-online.html](http://www.wmich.edu/hr/se-online.html)

- The Employee ID (EmpId) is required to submit a Student or GA transaction form. Do NOT use the WIN or SSN.

- Use the Student/GA Transaction form to:
  - Terminate a student/GA appointment
  - Change a student grade/step (e.g. B/2)
  - Change (or correct) a Pay Rate
  - Change the G/L Combo Code
  - Request or End Work Study
  - Change GA funding level, classification or appointment type.

QUESTIONS & ANSWERS

Q. What if I want to pay my current student a different pay rate for the summer? Do I need to do a new appointment form?
A. No! You can submit the pay change via the Student Transaction form.

Q. What if I don’t want to keep my student on for the fall semester & need to terminate my student at the end of the summer?
A. Submit a Student Transaction form for a separation; the effective date of the transaction would be the last day the student worked for you.

Q. What about FICA?
A. When the student is under- or non-enrolled during the summer sessions, FICA will be charged automatically. When the student starts classes, FICA again will be adjusted automatically.