Process for hiring staff and student assistants on external grants
Revised 1.13.21
PURPOSE: The purpose of this document is to outline the process for hiring staff employees and student assistants working on
external grants (W-Funds).
STEPS: 1. Principal Investigators initiate the process by contacting the ORSP Post Award Specialist to hire staff or student employees on
grants. * FOR STUDENT EMPLOYEES: PI provides to ORSP the following--student's email, NetID, PeopleSoft ID# (on student Bay
Card), start/end dates of appointment, rate of pay, and confirms grant source and/or chartfield.
FOR STAFF EMPLOYEES: PI provides to ORSP the position name, rate of pay, and appointment dates to ORSP, and
confirms grant source and/or chartfield. For temp hires, the PI also provides the staff member's first and last name. 2. ORSP to confirm staff or student employment is an allowable expense and the grant has sufficient funds. 3. ORSP submits a request for Presidential Approval for requested positions. * FOR STUDENT EMPLOYEES: PI cannot proceed to have students work until Presidential Approval is obtained
FOR STAFF EMPLOYEES: While Presidential Approval is being obtained, PI will begin working with department/college
MPP and HR to submit hiring paperwork (job description, recruitment documents, etc.) 4. Once Presidential Approval is obtained: * FOR STUDENT EMPLOYEES: Departments/Programs who are already initiating the hiring of students and submitting the
SEAFs, will continue to do so and will be alerted once the Presidential approval is obtained so they may proceed. For any
others, ORSP will submit SEAF, indicating the job code (refer to notes below), position number (varies by position and dept),
and will list PI or their delegate (e.g., Department Administrative Support) as supervisor, PI’s Department number, the full
chartfield in notes, and attaches enrollment verification. ORSP routes for needed signatures and submits to Payroll with a
copy to ORSP Budget Analyst, ORSP Student Assistant, and Dept Admin Support. If needed, department should submit
eSARF for PI or delegate to ensure access to timecards.
If this involves a Federal Work Study (FWS) student, please coordinate with ORSP. Job code will list 1871 and SEAF will be
routed to Financial AId (Lucretia Whitener) who confirms student is eligible, signs, and the SEAF is then automatically routed
to Payroll. The initioll nC cou㈀�etoimఀtS　Aica"ပ⍄n"ပ⍄n"ᦐᔣ䐀儠㄀㘀al　�䐀wtoƈ Ste maenbtnalyst, ORSP S,eᔣ䐀̀ e�圀i t 瀀�ŀ8, Pƈ Sttany routed P n SԀtained*
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