Here are some basic policies to keep in mind when hiring students.

No student should begin work until they have completed the necessary paperwork enabling them to work.

- Background check forms must be completed as part of the student’s new hire paperwork. The student **may not** begin to work until the background check clearance has been received by Human Resources. The student and his/her supervisor will be notified when the student may begin to work. **No one** may begin working prior to receiving this notification.

- **An I-9 must be completed by all new employees within three-days-of-hire.** The Law School is responsible for payment of any monetary fines for failure to properly comply with I-9 completion rules, knowingly hiring or continuing to employ an unauthorized worker, etc. It is very important **all international students** have their paperwork completed, and we receive confirmation of authorization to work before they begin. If they begin work before they have been given the okay and for some reason they are not eligible to work, we cannot pay them!

Please send Carlisle students to Jo Lipson in room 127 and UP students to Rachel Arnold in room 105A. Jo and Rachel will work with the students to make sure all the necessary paperwork is completed.

Time cards should also be sent to either Jo or Rachel. They should be submitted in a timely manner and **not held.** As a supervisor you must approve all hours worked prior to submission for payment. Student payroll due dates and student time cards are both available on the internet under Information for Current Students at [http://law.psu.edu/current_students](http://law.psu.edu/current_students)

Remember ABA Standard 204(f): “A student may not be employed more than 20 hours per week in any week in which the student is enrolled in more than twelve class hours.” The school’s policy is to apply this rule to **ALL** students employed by the Law School and SIA.
Unless otherwise specified by a grant proposal, the current student pay rate for Law School students and other Grad students is $10 per hour. Ordinarily our funds go to current Law School or SIA students. There must be a compelling reason for any exceptions. All exceptions (graduates, withdrawals, undergrads) must be approved.

**Faculty Research Assistants** - The general policy is a total of 40 hours in the summer and 20 hours during the academic year. You may employ more than one research assistant, but the total hours should not exceed these limits. You will need approval to exceed the normal annual limits.

If you are looking for a student to employ and would like assistance or have not been successful in your search, please talk to Career Services or Susan Bogart to see if they are able to help by posting the position or suggesting students who are looking for work-study positions. When positions are filled with work-study eligible students, we only pay 25% of the cost.

If you have any questions, please contact Jo, Rachel or me.

Thanks for your help in making the student payroll process run smoothly.