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. 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 OK and for some reason they are not eligible to work, we cannot pay them!

Please send University Park students to the Human Resources Office in 106A Katz Building. HR will work with the students to make sure all the necessary paperwork is completed.

In addition to the required payroll forms, no student may begin work until they have applied for the position. All wage employee applicants must apply through Penn State’s Electronic Jobs Management System (EJMS) in order to comply with federal regulations. Please check with HR for more details about this process. And no student may begin work until they have completed a background check and clearance has been received from Human Resources. Background checks are conducted by a third-party vendor, First Advantage. Information regarding the background check process is included in the packet of information they will receive from HR.

Once a student has been hired and you have received a confirmation email from Human Resources saying the student is allowed to begin work, the student must complete and submit an approved bi-weekly Wage Time Sheet. Time sheets approved by the student’s supervisor should be submitted to Cathy Tranell in room 252. It is important to submit timesheets in a timely manner. Due dates are available on the website at pennstatelaw.psu.edu/finance-office/wage-payroll. It is the policy of Penn State Law and the School of International Affairs that students may not be employed more than 20 hours per week in any week that the student is enrolled in more than twelve class hours.

Unless otherwise specified by a grant proposal, the current student pay rate for law students and other grad students is $11 per hour. Ordinarily our funds go to current law or SIA students. There must be a compelling reason for any exceptions. All exceptions (graduates, withdrawals, undergrads) must be approved.

Faculty Research Assistances - 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. 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 Financial Aid 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 percent of the cost.

If you have any questions, please contact HR or Cathy.

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