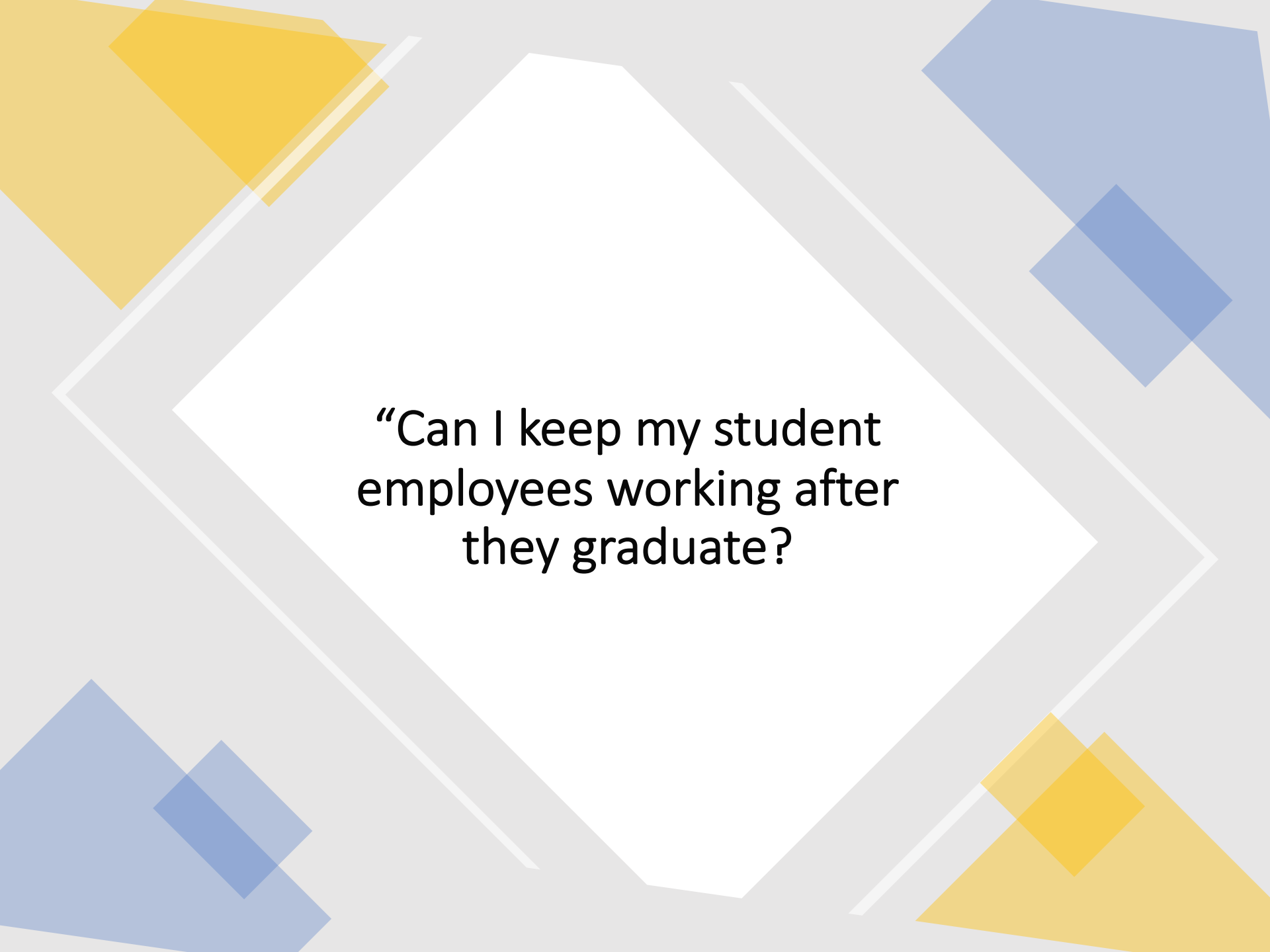


Student to Non- Student Hiring

- **Donna Piereder** – Mgr, Staff and Admin Employment
- **Denise Haney** – Asst Director, BYU Compensation

May 2020



“Can I keep my student
employees working after
they graduate?”

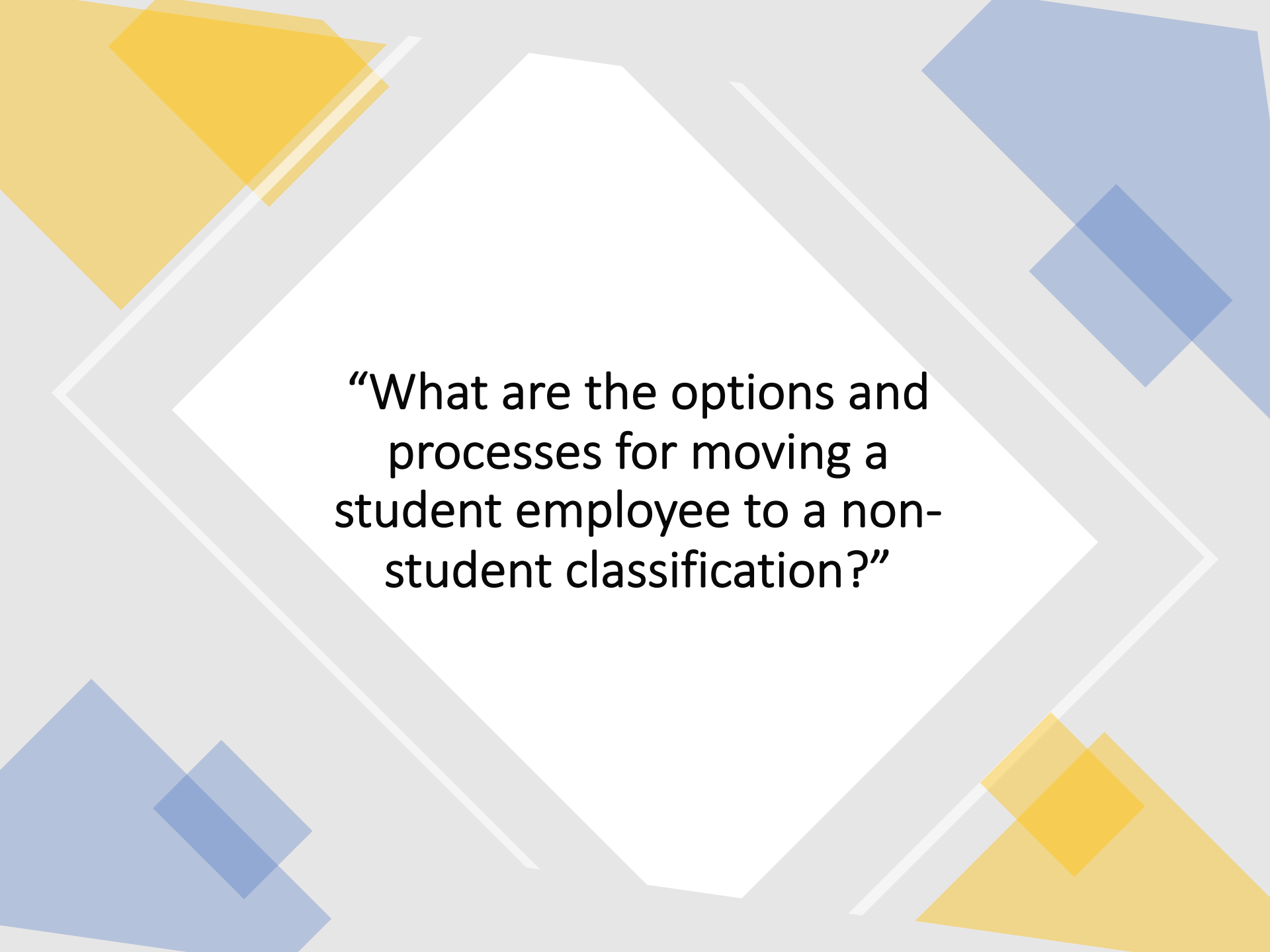
Definition of a Student Employee

“Employees of schools, colleges or universities who are enrolled and regularly attending classes...whose educational relationship with the school predominates over the person’s employee relationship”

-Internal Revenue Service

Limitations as a Graduating Student Employee

- Non-international student employees can typically work up to two weeks after graduation
- In unusual circumstances, a request for a short extension may be submitted
- International students typically cannot continue to work after graduation
- For more information, contact Student Employment: 2-3562 or student_hire@byu.edu



“What are the options and processes for moving a student employee to a non-student classification?”

Options for Extending Employment

- $\frac{1}{2}$ -time hourly staff
- $\frac{3}{4}$ -time hourly staff

Hiring Student to Non-student Classifications

½ Time Hourly Staff

- Part-time non-student employee
- 17.5 hours per week average
- May work up to 910 hours – includes student hours worked
- ACA 28-hour rule applies – includes student hours worked
- Not eligible for benefits
- Paid on an hourly basis
- Can be used when student employees are not practicable or available
- Benefit rate 7.6%

If an employee is near 910 hours or has met 1000 hours, the employee cannot be hired in this classification.

Hiring Student to Non-student Classifications

$\frac{3}{4}$ Time Hourly Staff

- Part-time non-student employee
- ACA 28-hour average applies – includes student hours worked
- Eligible for savings plans
- May also be eligible for retirement benefits
- Not eligible for medical plans
- Paid on an hourly basis
- Benefit rate 32.2%

If an employee meets or is close to meeting 1000 hours, this part-time classification is used, even if the work schedule is typically half-time hours or less.

Hiring Student to Non-student Approvals

- **½-time**
 - Dean/Director approval or
 - VP approval
- **¾-time**
 - Dean/Director approval or
 - VP approval
- **Non-members**
 - VP approval to interview
 - VP approval to hire

To confirm appropriate approval, contact the HR consultant over your area or Staff Employment.

International Student to Non-Student Employment

*Those with only F1 visas cannot
be hired in non-student
positions*

*A combination of F1 with CPT or OPT may
be possible – check with the Staff
Employment Office, 2-4588*

Hiring Student to Non-student Clearances

- **Background Check**
 - Basic
 - Standard
- **Ecclesiastical Check**
 - Temple recommend holder
 - Temple worthy
- **Honor Code Interview (non-members)**
 - Conducted by dean or director

Two key items to
remember:

28-hour Average

- *Part-time employee hours cannot exceed an average of 28-hours per work week in the established measurement period(s)*
- *Student and intended non-student work hours plus time left in the ACA measurement period(s) dictate whether the employee can continue part-time employment*

1000-Hour Rule

Having EVER met the 1000-hour threshold or being close to meeting it determines which part-time job classification can be used

Not met nor near: 1/2-time

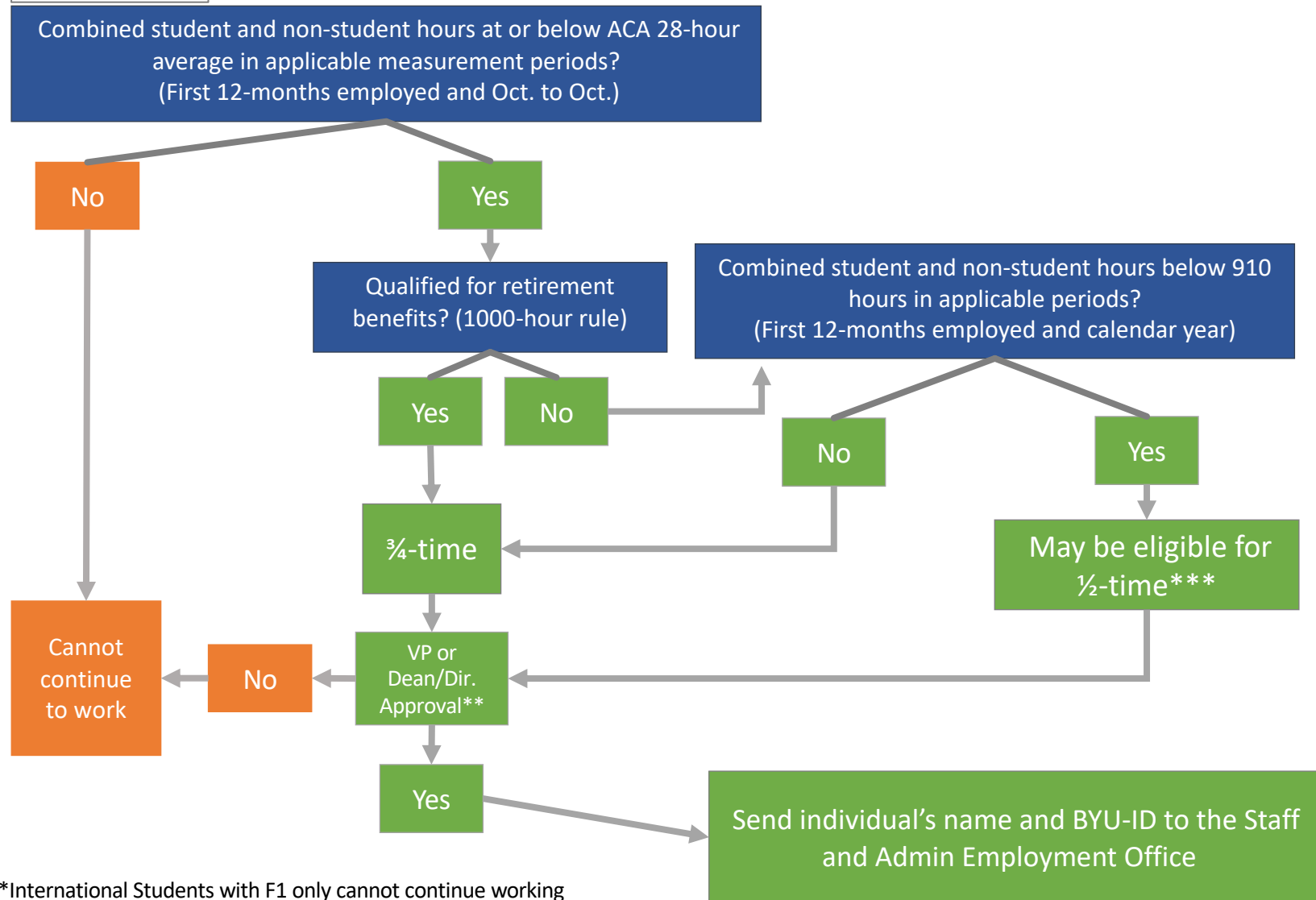
Met or near: 3/4-time

Are these alternatives?

- Pay as an Independent Contractor - No
- Bring in as a volunteer – No
- Pay with a credit card – No
- Pay through Venmo – No
- Pay with gift cards - No
- Pay on Fasttrack – No
- Pay with cash – No

Student* to Non-Student Employment Decision Tree

Start Here



*International Students with F1 only cannot continue working

**Varies by Vice President

***Contact Staff & Admin Employment Office to verify