



# 2014 Summer Employment

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# General Summer Information

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- 2014 Summer Employment Dates: May 19 – Aug 22
- Hiring Priority List
  - Current ND students & incoming freshmen
  - Children of faculty & staff members who have graduated high school and are enrolled at other post-high school educational institutions
  - Children of faculty and staff who are enrolled in high school and who are at least 16 years of age
  - All others

## Established Pay Rates

Basic \$7.50    Intermediate \$7.90    Skilled \$8.40

# Employment of Minors

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- Who is required to obtain a work permit?
  - Indiana law requires students who have not graduated from high school and are 17 years of age and younger to obtain a work permit.
- What is the University policy on hiring minors?
  - The University does not employ minors **under the age of 16** due to restrictions on work under federal and state child labor legislation.
- How does a student apply/obtain a work permit?
  - Hiring departments must complete an [Intent to Employ](#) form and give the form to the student to contact his/her school to obtain the work permit.
  - Please attach the work permit to the Staff PAF.

# Employment of Relatives

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- The University welcomes the applications of employee relatives and will consider them based on qualifications for openings not under the direct or indirect supervision of a relative.
- For the purposes of this provision, a "relative" is defined as a spouse, parent, child, sibling, grandparent, grandchild, uncle, aunt, cousin, niece or nephew of the employee or of the employee's spouse. Relatives also include "step" relationships such as stepchild and stepparent.
- Due to operational needs, departments may implement more restrictive policies regarding the employment of relatives.

# Posting Process\*

- Request User Account (overnight process – must be submitted by 2pm to be active next business day)
- Initiate posting online at ND.jobs Hiring Manager Site (<http://jobs.nd.edu/hr>)
- Electronically submit to Budget Administrator for approval
- Budget Administrator submits to HR
- Position is posted on ND.jobs Applicant Site (<http://ND.jobs>)
- View applications online

\* Optional - Posting is not required if you have identified & selected candidates.

# Pre-Employment Requirements

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## Sex Offender Registry Check

- Required every year for all Staff hires as well as ND students working with minors
- Online application dated within six months required to initiate check
- Check initiated by Human Resources upon notification from Hiring Dept submitting through NDEmploy - <https://employ.nd.edu/>
- Results will be communicated to Departments

## Criminal Background Check

- Required every year for all Staff hires as well as those ND students working with minors
- Includes a felony & misdemeanor conviction check
- Results typically take up to 7 business days
- Results need to be obtained prior to start date

# Hiring Staff

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- Everyone except current or incoming ND Students are processed as Staff.

## What's needed?

- Summer Application online (Must be updated within 6 months of employment start date)
- Submit Pre-employment request through NDEmploy - <https://employ.nd.edu/>
- Staff PAF to HR - 200 Grace Hall
- [New Hire Forms](#)
  - I-9s must be completed in HR
- Work Permit (if necessary)

# Hiring ND Students

## Working with Minors:

- Summer Online Application at <http://ND.jobs> (Must be updated within 6 months of employment start date)
- Submit Pre-Employment Request through [NDEmploy](#) (sex offender/criminal background check)\* *Must clear before entering job into Student Jobs tool in insideND*
- Student jobs are submitted electronically by department through the Student Employment Services Channel in insideND
- New Hire Forms
  - Form I-9's are completed by the hiring department and the student
  - Completed Form I-9's along with copies of supporting documentation - send to student employment - 115 Main
  - Direct Deposit, W4 and WH4 - now online through insideND.
    - See "[Employment](#)" section of HR Forms webpage



# Hiring ND Students

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## Not working with Minors:

- Student jobs are submitted electronically by department through the Student Employment Services Channel on InsideND.
- New Hire Forms
  - Form I-9's are to be completed by the hiring department and the student
  - Completed Form I-9's along with copies of the supporting documentation - send to Student Employment - 115 Main Building
  - Direct Deposit, W4 and WH4 - now online through insideND.
    - See "[Employment](#)" section of HR Forms webpage

# Additional Assistance

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- **Office of Human Resources** – 200 Grace Hall  
Phone: 631-5900    Fax: 631-8263    Email: [askHR@nd.edu](mailto:askHR@nd.edu)
  - Shawn Oliver, *Recruiting Coordinator* ([soliver@nd.edu](mailto:soliver@nd.edu))
  - Alicia Ivy, *Employment Eligibility Associate* ([aivy@nd.edu](mailto:aivy@nd.edu))
  
- **Student Employment** – 115 Main Bldg.  
Phone: 631-6454    Fax: 631-6899    Email: [stdempl@nd.edu](mailto:stdempl@nd.edu)
  - Lori Fuson, *Student Service Rep II*
  
- **Payroll** – 724 Grace Hall  
Phone: 631-7575    Fax: 631-3138    Email: [askpayroll@nd.edu](mailto:askpayroll@nd.edu)
  - Aaron Blight, *UltraTime Administrator* ([blight.1@nd.edu](mailto:blight.1@nd.edu))
  - Jen Gaddey, *Bi-weekly Payroll Coordinator* ([jgaddey@nd.edu](mailto:jgaddey@nd.edu))