

## **Coronavirus/COVID-19 Student Employment FAQs**

Last updated: April 13, 2020

### **What is the University's policy regarding student workers, and how is it changing in response to the pandemic?**

Following recent communications regarding the pause on most University spending and hiring and those announcing changes in our approach to student employment for Spring Quarter, the University is revising the Position Approval Committee (PAC) process to better track and more efficiently address critical hiring needs.

### **What should administrators do if they rely on help from student workers?**

Northwestern recognizes that many members of the staff and faculty rely on the work of students for daily operations, and the University noted that this change, while necessary, is not meant to impose administrative burdens. To expedite decision-making on student positions while complying with hiring guideline for essential work, all requests should be submitted using a newly-created "Temporary Student Request Form," which is a short-form customized to this purpose.

### **Is there a way to bypass Position Approval Committee (PAC) review?**

No, in order to centralize institutional approval of all positions across the University during this critical period, the PAC will now review all requests for temporary student workers.

### **Do requests for Teaching Assistants need to go through the PAC?**

Yes. In order to centralize institutional approval of all positions across the University during this critical period, the PAC will now review all requests for temporary student work.

### **If a non-Teaching Assistant job is related to a student's program of study, is it exempt from the PAC process?**

No. In order to centralize institutional approval of all positions across the University during this critical period, the PAC will now review all requests for temporary student work.

### **What will the Position Approval Committee (PAC) consider when reviewing requests for temporary student worker positions?**

All requests for temporary student workers must justify the essential nature of the activity to meet current hiring guidelines. The PAC will further prioritize approval of positions directly related to teaching, learning and research. Given University policy and the State of Illinois stay at home order, all temporary work by students must be able to be performed remotely, unless it is specifically designated as essential onsite activity.

# Northwestern

## **My student worker(s) are responsible for daily operations. How long should I expect to wait for Position Approval Committee (PAC) review?**

The PAC reviews requests on a weekly basis. Depending on the nature of the request, decisions on temporary student worker will be provided between 1 and 4 business days.

## **I want to hire my student worker into a position that replaces their Federal Work-Study Position. What do I need to know?**

If they are willing and able, a student worker who would have worked for you in a Work-Study position during Spring Quarter can be hired into a temporary student worker position, once that position has been reviewed by the PAC. Temporary student worker positions, unlike Federal Work-Study (FWS) positions, are fully compensated by the hiring unit. There will not be any hires in the FWS program in the Spring Quarter.

## **My student workers began working at the start of Spring Quarter. How should I proceed?**

Please submit requests and indicate that the student has started work. For reporting purposes, we need to capture all compensation expenses. Exceptions to hiring before approval will be captured for reporting. We recognize that in some cases, timing was such that hiring had to start as classes were starting and the student temp hiring mechanism was not yet established and communicated.

## **What approvals are needed from within the school or unit for temporary student employment requests to the PAC?**

Prior to PAC review, temporary student employment requests must go through internal review and approval at the school or unit-level. The Temporary Student Request Form requires a signature from a school/unit-level approver. The level of approval within a school or unit is determined by the school/unit. Please note that the weekly hiring report to the SVP and Provost is at the school/unit level.

## **I need to hire multiple students into the same position. Do I have to fill out an individual form for each student?**

No, the Temporary Student Request Form will enable employers to submit a batch request when hiring multiple students into the same position.

## **Once I complete the Temporary Student Request Form and hear back from PAC, how do I submit my student temp request to be hired?**

Approved student hires will be submitted through the same HR Operations Document Submission process as currently in use: <https://www.northwestern.edu/myhr/forms/document-submission.html>.

1. Before submission, review the employee's record in the I-9 Service Center to ensure their I-9 is complete.

## Northwestern

2. Navigate to the online form. Complete the “Request Information” tab, choosing “Temp Paperwork.” Continue to, and complete, the Temp Detail tab.
3. Attach the Position Approval Committee (PAC) “TEMPORARY STUDENT REQUEST FORM” form where indicated.
4. Attach a Personal Data Form where indicated.
  - If the employee was working at Northwestern within the last 6 months, a new personal data form from the employee is not required. In this case, you may attach a personal data form that has “no changes needed” written on it. Employees not working for six months or more must complete a new form.
5. Submit. You will receive an email that your submission was received; another email will be sent when the hire has been processed.

See further general information on the [HR Operations Document Submission online](#).