

**SOUTH CAROLINA STATE UNIVERSITY  
PERSONNEL POLICIES AND PROCEDURES MANUAL**

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| SECTION: Recruitment and Employment                         | Section: I          |
|   | Subject: C.8        |
| SUBJECT: To Establish and Fill a Student Temporary Position | Effective: 06/05/09 |
|   | Revised: 05/29/09   |

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**TO ESTABLISH AND FILL A STUDENT TEMPORARY POSITION**

Individuals enrolled as students and are receiving Title IV Aid, shall be classified in a Student Temporary Position. Eligibility for work assignments of all student temporary employment must be approved by the Financial Aid Office prior to the student beginning employment.

Undergraduate students with temporary assignments who are receiving Title IV Aid shall not exceed 20 work hours per week. Graduate students with temporary assignments who are receiving Title IV Aid shall not exceed 25 work hours per week. The following procedures shall apply to establishing and filling student temporary assignments.

- A. The department submits, through its appropriate administrative channels and the Financial Aid Office, a Student Employment Data Request ([Form P-13S](#)) to the Budget Office to determine if there are sufficient funds in the department's budget to support the student temporary position. If the request cannot be approved by the Budget Office it will be returned to the department. If sufficient funds exist for the approval of the student temporary position, the Budget Office will process it and forward it to the Office of Human Resource Management (OHRM). [P-13S forms](#) for graduate students must also be approved by the Dean of Graduate Studies prior to submission to the Budget Office.
- B. Upon receipt of the [P-13S form](#), OHRM reviews the duties listed on the form and assigns the appropriate State classified or unclassified job title and notifies the department that the temporary position has been approved.
- C. After notification of the approved student temporary position, the Department instructs the student temporary employee to report to OHRM to complete personnel data forms (demographics). The hiring authority is responsible for informing student temporary employees that they are required to report to OHRM for proper processing. It is mandatory that the [P-13S](#) be approved and demographics be completed prior to the starting date of employment. No employee will be paid for work performed prior to approval by OHRM.
- D. Departments must notify OHRM and the Budget Office if a student temporary employee is terminated prior to the end of the assignment period. The notification must be in writing and indicate the effective date.