

School of Nursing

ACADEMIC STUDENT EMPLOYEE (ASE) HIRING – PROCESS

1. Planning
 - a. Know the job description before posting the job. This gives groundwork for a more effective interview and the student knows what they are applying for as well. It also smoothes the approval and payroll process.
 - b. What % FTE is needed?
 - c. What budget(s) will be used?
 - d. Who will be the supervisor?
 - e. Identify any special requirements for the job: RN, language, web work, etc.
2. Posting
 - a. Provide Laura Mason with the job description (see the templates at https://sharepoint.washington.edu/nursing/hr/new_emp/ase/Templates) and dates for posting. She will post and send to the appropriate list.
 - b. Must post for five (5) working days.
 - c. Start filling out the payroll form.
3. Interviewing – should be done by supervisor
4. Selection
 - a. Guidelines for selection
 - i. Qualifications
 - ii. Fit with group/personal work style
 - iii. Decision should be merit-based, not need-based.
 - iv. Must be defensible if a rejected student challenges.
5. Hiring
 - a. Determine the correct pay grade and choose the proper title and job code for the position using the University of Washington TA/RA/SA Salary Schedules:
<http://www.grad.washington.edu/students/fa/salaries/2011-12salaries.pdf>
<http://www.grad.washington.edu/students/fa/salaries/salary-schedules.shtml>
 - i. Pre-master – no Master’s degree
 - ii. Intermediate – earned Master’s degree
 - iii. Candidate – achieved Doctoral Candidacy
 - b. Determine whether student is enrolled in a fee-based (PCE) or tuition-based program. This is important as the terms of the offer will differ depending on which type of program the student is in, and course payment (i.e. tuition) for PCE students should not be paid using certain kinds of state budgets.
 - c. Draft an appropriate offer letter using the correct offer letter template. The templates vary depending on whether the student is going to be a TA, RA, or SA, and whether the appointment is 50% FTE or less than 50%. See MyNursing under Human Resources/New Employee/Academic Student Employee for the most current templates to use:
https://sharepoint.washington.edu/nursing/hr/new_emp/ase/Templates

See Appendix A for checklist of information you need before you can complete offer letter templates.
 - d. Submit your draft offer letter electronically in Word or editable format (i.e., not PDF) to Christine Edgar, Administrative Specialist, (cedgar@uw.edu) for review/ dean-level approval before it goes to anyone for signing.
 - e. If the student is enrolled in a PCE/fee-based program AND has accepted a 50% appointment, you will need to complete a PCE Course Payment Request form that includes the budget number(s) from which course payments are to be made. See Appendix B for a sample that shows the information you need to

complete this form. This form is not needed if the appointment is for less than 50%. Please see the following link for the policy on course fee payment for PCE students:

<http://nursing.uw.edu/node/955>

- f. Submit the completed PCE Form, if needed, to Christine Edgar (cedgar@uw.edu) so that she can authorize PCE (or the Office of Planning and Budgeting if the student is a TA for a state-funded course) to charge the right budgets for course payment. You can submit the PCE form at the same time as the draft offer or it can be sent shortly thereafter.
6. Within 3 business days, Christine Edgar reviews the electronic version of the offer, and provides either comments/revisions in Track Changes, or dean-level approval to proceed with the offer. Christine will indicate if substantive revisions are needed. If so, a revised version should be resubmitted electronically to Christine.
7. When the letter is approved, the offer may then be printed and signed by Chair, Hiring Manager and Student
8. Christine submits the PCE report on behalf of the School and hiring unit.
9. Department sends Christine a hard-copy (or emails a scanned copy) of the final signed offer for Central Dean-level ASE files.
10. Department directs ASEs to fill-out the following paperwork:
W4 - <http://www.irs.gov/pub/irs-pdf/fw4.pdf>
Personal Data Form - http://www.washington.edu/admin/hr/forms/employment/personal_datafrm.doc
I9 - <http://www.uscis.gov/files/form/I-9.pdf>
11. Department enters the ASE into OPUS. Christine double-checks the PERM for errors, and prints the PERM to file with the offer letter.

Some further Notes:

- ASE – Academic Student Employee – formal name of the group of titles that includes RAs, TAs, and SAs
- RA – Research Assistant
- SA – staff assistant
- TA – Teaching Assistant – needs to meet minimum English proficiency, heavy student contact in a teaching role, therefore must do online FERPA training.
- Tuition terminology:
 - Tuition-based students: Students enrolled in state-funded academic programs
 - Fee-based students: Students enrolled in self-sustaining academic programs, most (but not all) are administered by Professional and Continuing Education (PCE), a unit of Educational Outreach.
 - Course fees: the equivalent of tuition for students in fee-based programs
- 50% FTE is required for tuition/course fee reimbursement.
- Less than 50% FTE total means no tuition/course fee reimbursement, but higher rate of pay (might have 25% in one department and 25% in another department. Need to watch for this with < 50% students).
- RA/TA/SA must be enrolled for 10 credits and paid for at least 5 pay periods during Autumn, Winter and Spring quarters.
- Students cannot “opt out” of the tuition reimbursement if they have a scholarship. SoN practice is that students are not able to hold a 50% appointment and receive scholarship funding concurrently.

APPENDIX A

Checklist of information needed to complete RA/TA/SA offer letter templates:

- Student Name & Address
- Dates of appointment
- Does student have a Masters degree, a PhD, or Doctoral candidacy? (Need to know to determine the level of the position to offer).
- Title and level (e.g. Research Assistant, Predoc Teaching Assoc I, Predoc Staff Assoc II)
- Name of faculty or staff supervisor
- %FTE
- If less than 50% FTE, calculation of workload: how many hours per quarter and per week. (Based on 440 hrs quarter/40 hrs week for 100% FTE).
- Which quarters are included in appointment?
- Position responsibilities (edited from hiring ad)
- Program student is enrolled in (e.g. DNP Nurse Midwifery)
- Is program tuition-based or fee-based? Fee-based students get course payments not tuition waivers. (Students working less than 50% do not get a tuition/course payment benefit, so this section is omitted from their offer letters.)
- If the student is an RA in the SoN but enrolled in a department outside of the SoN, does their home department use the Regular or Variable Salary Rate? (TAs and SAs based in other departments are paid the Regular Rate to work in the SoN.) See chart of which departments' students are paid the Variable RA Rates here: RAs: <http://www.grad.washington.edu/students/fa/salaries/ra2011-2012variable.pdf>
- For appointments less than 50% or for less than 5 of the 6 pay periods during Autumn, Winter, and Spring quarters, calculate salary based on TA/RA/SA Salary Schedule #2 using the Graduate School's TA/RA Salary Schedules page linked below.
- For Summer appointments, please see the Graduate School's TA/RA Salary Schedules page linked below for the Summer GRSA Salary Schedule and the Summer TA Supplement Instructions for the relevant year.

Graduate School's TA/RA Salary Schedules page: <http://www.grad.washington.edu/students/fa/salaries/salary-schedules.shtml>

Appendix B

SoN RA/TA/SA Course Payment Request

Student name:

Student identification number:

Employee identification number:

Budget number(s) for making PCE Course Payment:

Title & brief description of duties:

Course name and number where the student will be assisting, if applicable:

Number of credit hours for which the student is registered:

Department /Office where the student will be employed:

Degree program in which the student is matriculated: