

Hiring and Supervising Student Workers

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Talent Acquisition Department, Office of Student Employment

Hiring and Supervising Student Workers – Best Practices

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What is Student Employment?

As part of the University's Office of Human Resources, the Office of Student Employment (OSE) assists and guides degree-seeking students as they search for an opportunity to supplement their academic pursuits. The Office of Student Employment is located in Craig Hall.

? Help students find employment to supplement their academic goals

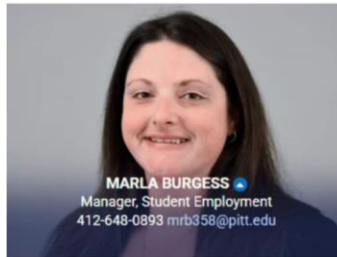
The Office of Student Employment Assists Students by:

- Providing students with access to job opportunities on campus.
- Facilitating departmental hiring of students to meet their part-time employment needs.
- Familiarizing and educating student employers and employees with the practices and procedures of student employment at the University of Pittsburgh, assuring that all institutional and governmental (state and federal) guidelines/requirements are met.
- Ensuring student work assignments are processed accurately and in a timely manner.

Goals of the Office Student Employment

- Assist students in earning money to finance their education
- Broaden students' classroom education with work skills that will complement their course of study
- Help students refine their unique talents and explore their career options
- Educate and assist employers in their role as student supervisors
- Provide administrative support to employers

Office of Student Employment Team



Responsible for developing & upholding policies and procedures to create an equitable and compliant environment, reviews exceptions requests, approves all Student Employment actions, and manages the Salesforce queue.



Responsible for functional tasks in Talent Center – offers, confirming start dates, monitoring & troubleshooting onboarding processes.



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Student Eligibility

- In order to be employed throughout the academic year, student employees must have **proof of enrollment for at least three (3) credits** in an on-going course of study/program at the University of Pittsburgh, such as a validated invoice or term certification. There is no credit requirement during the summer term, provided the student met or will meet the enrollment qualification in the previous spring or upcoming fall term.
- A student position cannot be changed automatically to a staff position and students cannot be moved automatically into a vacant regular staff position.
- Unless a student has been previously approved, **remote work is not permitted**. Similarly, remote I-9 forms will only be processed when they're essential for ensuring workers are hired in a timely manner.
- Students are covered by Worker's Compensation and liability insurance but are not eligible to participate in the other fringe benefits established for faculty and staff, including unemployment compensation.

Student Eligibility

Incoming Students

- Incoming freshmen/transfer/graduate students who have proof of registration for the upcoming fall term may be hired for employment during the summer term prior to the beginning of the academic year/fall term.

Certificate Programs

- Individuals who are enrolled at the University of Pittsburgh in all certificate programs do not qualify for student employment.

Paid Position Limitations

- To be eligible for student employment at the University, students cannot hold both a student worker role and any other assignment in another employment category, such as a certificate trainee position or All-Temps assignment.

Graduate Students Registered for Dissertation/Thesis Credits

- During the academic year, graduate students primarily registered for dissertation/thesis credits are not eligible for student employment positions outside of their academic department. Dissertation/thesis students are not enrolled in and do not attend actual courses, and preference must be given to students taking at least three (3) credits of actual coursework. Graduate students holding assistantships throughout the academic year may be paid as student employees by their department during the summer term. Individuals not meeting the above-mentioned requirement may still work through the University, but will be paid as temporary workers through All-Temps or through Faculty Records.

Non-Pitt Students

- Student employment exists to provide University of Pittsburgh students employment opportunities while attending school. As a result, non-Pitt students are ineligible for student employment at Pitt. Applicants that do not qualify for student employment may still be hired as temporary workers through All-Temps.

Key Partners

Departments (You!)

- The primary responsible parties and driving force behind recruitment efforts for student workers
- Departments create requisitions, screen applicants, create offers, offer the position to students, manage onboarding, screen student questions, and maintain student records post-hire

Office of Student Employment (OSE)

- OSE reviews initial requisitions, reviews and processes offers, answers policy questions, and troubleshoots Talent Center issues

Students

- Students are responsible for seeking and applying to openings via join.pitt.edu
- OSE does not source applicants
- OSE does not (and cannot) provide feedback on resumes or cover letters, or provide interview prep (Career Services offers these services)
- OSE does not determine FWS eligibility (the Office of Financial Aid handles eligibility, amounts, and alterations)

Key Partners

Admissions & Financial Aid

- Administers the Federal Work Study Program

Payroll

- Handles the processing of payment for student workers hourly wages, paid biweekly



Career Services

- Supports the University Internship Program

- Timecards need to be turned in by Mondays at noon at the latest to be paid biweekly.

The Systems

Talent Center – University's talent recruiting, hiring and onboarding system

Within Talent Center you can:

- Create Requisitions
- Review Applications
- Disposition Candidates
- Create Offers
- Monitor Onboarding

Once onboarding is 100% complete, Talent Center integrates with Pitt Worx to create the employee record/task.

The Systems

Pitt Worx – University's Human Resource and Payroll application system, where records are housed and maintained

Within Pitt Worx you can:

- Approve Timecards
 - Request Pay Increases for Student Workers
 - Inactivate Student Workers
 - Terminate Student Workers
 - Update task information
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- Make sure to keep up on terminations timely, increases, and that records are clean and up to date.

Sourcing and Recruiting

Do you have Talent Center Student Access?

Student Initiator:

- Creates and submits requisitions, review applications, update applicant statuses
- Creates student offers and submit for approval

Student Approver:

- Creates and submits requisitions, review applications, update applicant statuses
- Approve student offers (cannot create offers)

System Access Requests | Pitt Worx™ | University of Pittsburgh



Sourcing and Recruiting Interviewing and Hiring

- ✓ Post the Requisition
 - * Once created, requisitions will be submitted for Student Employment approval. Once approved, they will be posted to join.pitt.edu.
 - ✓ Students Apply to the Requisition
 - ✓ Interview Applicants
 - ✓ Create Offer
 - * Once created, offers will be submitted through the department approval process.
 - ✓ Offer Flow to Student Employment Queue
 - * Student Employment reviews all offers for eligibility and compliance with University policies.
 - ✓ Offer Approved by OSE and Extended
 - ✓ Department Offers the Student the Role Verbally
 - * Once offered verbally, the department will need to confirm the verbal offer in Talent Center before the student will receive the e-offer via email.
- Verbal confirm tends to be the step that holds up the remainder of the process. This needs to be done timely.

Onboarding

Once the verbal confirm task is executed, the student will receive an email directing them to join.pitt.edu.

- Once signed in to **join.pitt.edu**, they will click on the TASK link where they will accept or decline the offer.
 - If the student accepts the offer, the onboarding process will launch.
 - The onboarding process is completed in two phases:
 - **Onboarding:** Personal Information, Emergency Contacts, Worker's Compensation, EEO Forms, Self Identification, W2 Consent, and Direct Deposit Information.
 - **Pre-hire:** The Form I-9 and I-9 Verification, the CIC Plus: Tax Documents.
 - Backgrounds and CPCs will launch at that time if required.
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- The I-9 and tax documents tend to hold students up. Understand that is difficult because students do not come to campus with that information. Remind students once they leave for the summer to bring that information back in the fall.

Onboarding

Once the offer has been accepted, onboarding launches for the student.

- Onboarding must be completed, and the start date arrived before the student begins working.
- You will receive an onboarding completion email.
- Start date can be moved up once onboarding is complete.

It is vital that you maintain your student worker's employee record.

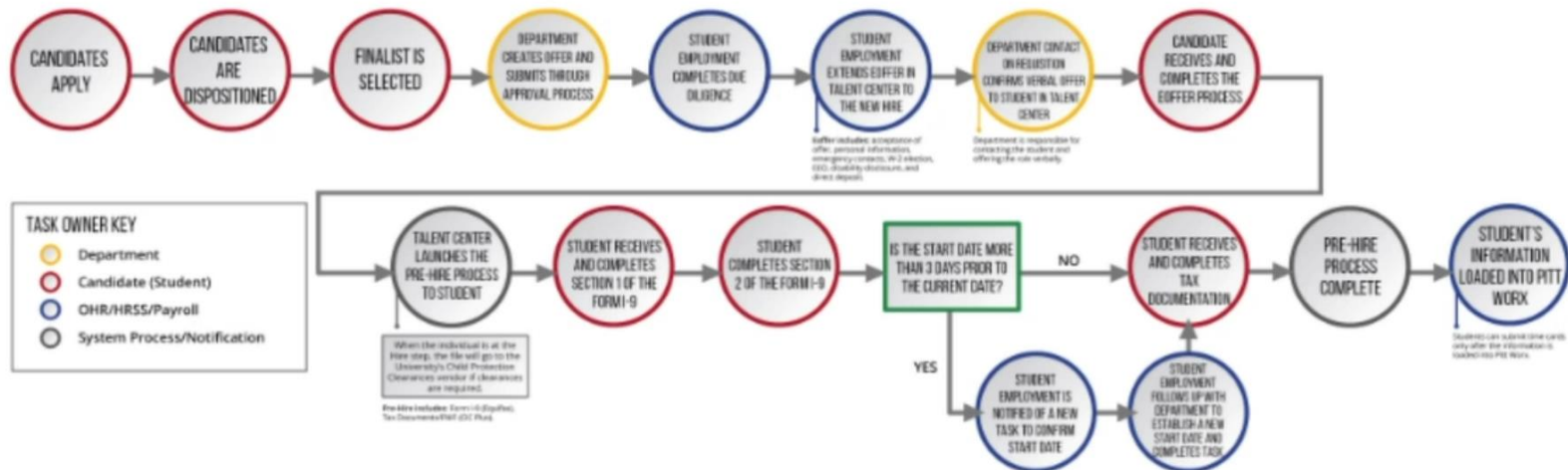
- Ensure that timecards are submitted regularly.
 - Timecards must be submitted weekly and approved before noon, Monday to be included in Payroll Processing.
 - Disposition records as appropriate on a regular basis.
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- Do not wait until the end of the month for timecards submissions. This needs to be done daily/weekly. Ensure students are doing this in a timely and regular manner.

Student Hiring Process



Student Hiring Process

All Campuses



Additional Resources

- Student Employment Manual
- Hiring Student Workers
- Talent Center Walkthroughs
- Pitt Worx Walkthroughs
- Student Levels
- Best Practices: Salary Increases for Student Workers
- Student Worker Compensation Project
- Inquiries can also be submitted through the OHR Contact Form

REMINDERS

Hours Limitations

Regular Academic Year (Fall and Spring Terms)

- Eligible students may work no more than 20 hours per week during the active academic year (fall and spring terms). Student Employment tracks hours worked to ensure compliance.

Summer Term, Winter Recess, Spring Recess

- Students may work 40 hours per week during the summer term, and during winter and spring recess, as well as during summer break. Student Employment tracks hours worked to ensure compliance.

Permitted Hours with Multiple University Jobs

- Generally, student workers are permitted to have more than one (1) job within the University at the same time if all jobs fall under the Student Employment category. This includes work-study positions, if the student has sufficient work-study funds. Students with multiple assignments must still comply with the cumulative 20 hours per week limit during the academic year and 40 hours per week during recess and summer term. It is the student's responsibility to coordinate their schedules with all supervisors to not exceed the hour limit, and failure to do so could result in reduction to one assignment.

- This is why timecards need to be submitted daily/weekly.

Onboarding Completion

DO NOT START STUDENTS UNTIL ONBOARDING IS COMPLETE AND START DATE HAS ARRIVED!

- Students need to have their valid original work authorization documents to complete the Form I-9
 - Start dates should be at least a week in advance, longer if CPCS or background checks are required
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- I-9 must be completed within 3 days of the student working.

System Cleanup

- Students **cannot have multiple categorical assignments**. If a new categorical assignment has begun, they cannot continue a previous assignment (Academic, Certificate, All-Temps)
- Requisitions cannot be transferred between Fiscal Years
- Duplicate Function in Talent Center should not be used
- All candidates should be dispositioned
- Look for the yearly email for the student mass termination end of May/early June!
- August graduates must terminate by December 31; December graduates must terminate by April 30.

Seasonal

- **Timecard deadlines will be earlier than usual:**
 - **Thanksgiving Holiday**
For this week, Nov. 16-22, timecards must be submitted and approved by Noon this Friday, Nov. 21.
 - **Winter Recess**
For the week of Dec. 14-20, timecards must be submitted and approved by Noon on Friday, Dec. 19.
- Positions posted to the career site that are set to expire over the Winter Recess will be automatically **extended through Jan. 31, 2026**. If you do not wish to have the position posting extended, please contact OHR by Friday, Dec. 5, 2025.
- All open positions that require Child Protection Clearances must have a start date on or after Jan. 5, 2026. Offers for positions requiring CPCs need to be submitted by Dec. 1, 2025 in order to process for that timeframe.

Compensation Project

GO LIVE JAN. 11, 2026

Project Components:

- Adjusting Student Job Levels
- Raising the minimum wage and adjusting wage ranges
- Increasing the maximum cap on weekly hours

Hiring for Spring Semester

- Beginning in Nov. And Dec., use new levels and pay rates for new hires

SharePoint

- A one-stop-shop for resources to answer questions about the project and its implementation
- [Student Worker Compensation Project Resource Page](#)

Frequently Asked Questions

- **Can a student start working before their start date arrives?**

Students cannot start working until they are completely onboarded, **and** their start date has arrived.

- **Is there a minimum and maximum student salary?**

The minimum student salary is the university minimum wage of \$7.25/hr, and the maximum is \$15.00/hr. However, with adequate justification, a department can offer a salary above \$15.00/hr.

- **Do students have to fill out timecards for weeks they do not work?**

Students must fill out a timecard for hours that they have worked. If they did not work within a week, they do not have to submit a timecard.

- **How many hours per week can my student work?**

Students are limited to 20 hours per week.

Frequently Asked Questions Continued

- **Are there any times that my student can work more than 20 hours per week?**

Students may work up to 40 hours a week during official University breaks, which includes the winter break, spring break, and the summer session.

- **Can my student work more than one job?**

Students may work multiple assignments; however, they are still limited to 20 hours per week across all assignments.

- **My student is completely onboarded, why can't I see them in Pitt Worx?**

If your student has multiple assignments and you are the subsequent department, you will not have access to the student's Pitt Worx record however, you will still be able to approve their timecards.

- First assignment will show up as primary assignment. Any other assignment is listed as subsequence-gives department limited access. Only primary can terminate, update information, etc. Will have to submit the case for subsequent requests.
- If a student goes over 20 hours, it will affect the primary assignment, not the secondary
- Students do not need to fill out timecards if they do not work within a week

Q&A

If we are no longer permitted to hire more than 6 weeks before the start date we can't hire them in the spring to start paperwork to know what to bring in the fall anymore.

A: Have the 6 weeks policy in place because many things can change and presents and issue for client services team to ensure everything is compliant.

If we got a notification saying that our requisition is about to expire soon but we are still waiting for students to accept the verbal offer, should we request to extend the posting? And should the extension last long enough to make sure students get onboard during this time? Thank you!

A: The req can be closed, and the student will be able to complete onboarding.

hi student employment! i have a PI that's looking to bring on a student intern for credit, but this "research internship" plan seems a bit vague. i know this isn't necessarily in your field of expertise, but do you have a contact i can reach out to to coordinate a student internship for class credit? thanks in advance!

A True Internships for credit are processed through the Career Center:
Career Center | Division of Student Affairs

Can CMU students on an F-1 visa work on our campus as an All-temp?

A Please reach out to the All-Temps team. Jared Lanza is the manager he will be able to further assist. jared.lanza@pitt.edu. Hi Jessica, F-1 student's work authorization is only for the school they are enrolled in unless they have CPT/OPT authorization.

Our student employees are enrolled in the Law School so they are graduate students. We have some instances where a student may be pursuing a joint degree with CMU and are not currently enrolled in classes at Pitt but ARE enrolled in

CMU but want to accept a student employment position with one of our law faculty. Can they be hired in those instances?

A: Student employment cannot hire a student that is not enrolled for any credits. You could possibly hire the candidate through all temps.

Some of our students have multiple on campus jobs. Can we safely assume that those are all complying by the rules around student worker roles vs. temp/staff roles?

A: Yes, the system will not allow a student to hold different types of employment once they are classified as a student employment. Yes, each student offer is reviewed by our office. If the candidate had an active temp or staff role, the offer would be rejected

You said unless previously approved, remote work is not permitted. When was this put into place/effective?

A: This started to work on this in March 2025. Tried to figure out what the issues were with students not working on campus/in person. They do check on reqs that state hybrid or remote to be sure compliant.

Is there a certain # of applicants we must screen/interview before we make our final decision?

A: No, it is up to the discrepancy of the department.

What is your definition of remote? We don't have an office for most of our staff, so we consider our students remote when they work on campus but not in our office.

A: This more applies to out of state students. Need to make sure on security site

Our team works a hybrid schedule and would not want to have a student come in to an empty office on days in which we are remote which may work for them. If they are still working from somewhere on campus (dorm, library, etc.), is that still considered remote? Or do they need to be reporting to the same established office?

In the summer months can students work remotely if they are in PA?

If we have a graduate student that is working in Systems Development and complete a Flexible Work Agreement would they be permitted to work remotely if they are local.

We have students that continue year to year. Just double-checking; those students won't be automatically terminated if they have not graduated?

A: That is correct.

When will the students begin to be able to work the 25 hours per week?

A: January 11, 2026

A: Hi, can international students work more than 20 hrs per week in the summer?

International Students are still limited to 20 hours in the Summer. If their visa/work authorization documents are valid for the summer they are permitted to work 40 hours a week.

If the student is working in a Pitt facility (building), does a staff or faculty need to be on hand for supervision?

A: Depends on the nature of the work. Depends on your department and policies.

Office of Student Employment – Sarah DeMarco sad278@pitt.edu & Madison Harding mah919@pitt.edu – Student employment coordinators (Matthews Waide is moving to Student Affairs HR)

- Student start dates cannot be pushed forward but can be moved back

What is Student Employment?

- Assists to finance their education
- Help refine their talents & explore career options
- Educate & assist employers in their roles as student supervisors
- Provide administrative support to employers

General Requirements

- Has to be enrolled in at least 3 credit course in Spring or Fall (Summer not required)
- Cannot hire certificate programs, academic appointments, dissertation/thesis due to limitations in PittWorx (cannot be done)
- A student working on Dissertation can work for All Temps
- If an undergrad does not qualify for student hiring, cannot be hired through All Temps

Non-Pitt Students

- Ineligible for student employment at Pitt
- Can apply through All Temps
- Students who do not take classes or drops out, must be terminated immediately as student employment (can apply through All Temps)

Student Employee cannot be the driving force behind hiring. Departments are responsible for this such as sourcing candidates, recruiting, interviewing, feedback, etc.

Student Employment does not determine Federal Work Student Eligibility. The Office of Financial Aid handles FWS eligibility, amounts, and alterations. Work study students cover 75% of salary, per 2024 guidelines.

Pitt Internship Program – supports the University Internship Program

General Reminders

- Students are **NOT** to work prior to completing the full onboarding process and the start date has arrived (includes clearances & department pre-hire requirements)
- Must possess original government issued documents to complete the I-9 process. (Social Security Number to international students will be provided)
- Students are limited to 20 hours per week across ALL positions. Students can work multiple jobs, limited to 20 hours combined
- During summer students can work 40 hours per week max
- There is no limit how many hours per day students can work, just cannot go over the 20 hours per week during semesters and 40 hours per week during summer term
- Timecards must be approved before noon on Mondays
- Requisitions cannot be carried over from previous fiscal years and cannot be duplicated. A new requisition and transfer the information.
- All candidates must be disposition in Talent Center
- Start dates should be set for at least 1 week from the offer creation, to take place on a Monday, but no longer than 6 weeks. Recommendation: Set 2 weeks past the offers create if position requires background checks.
- Must confirm the verbal offer first
- Work study no longer filters out candidates. Must go to candidate's profile information to see if student has a FWS award.

Once onboarding is completed 100%, will open PittWorx profile/information.

Once an e-offer has gone out, student will receive an email directing them to join.pitt.edu.

Two phases:

1. Onboarding: personal info, emergency contacts, worker's comp, EEO forms, Self-identification, W2 Consent, & Direct Deposit Information
2. Pre-hire: I-9 and I-9 verification, CIC, tax documents
Backgrounds & CPCs not always required

Again, students CANNOT start until the onboarding & start date has arrived. You will receive an email once onboard is complete.

Students **MUST** submit timecards regularly.

Common Issues

- Students not completing onboarding
- Students not submitting timecards
- Student starting before onboarding is complete
- Selected an ineligible student
- Short turnarounds between offer submission & start date

*Note: Student employment works off queue, so they work in order of queue.