HIRING COLLEGE STUDENTS

The Last Day that Graduating Students May Work Through Student Employment: May 20, 2018

There are three choices to consider when hiring recently graduated, (former UR "students"), non-matriculated or current students.

1. Hiring “Students” Through Human Resources: Use this option for recently graduated, former “students” who are unable to be hired through Student Employment, or through Form 506/520 (see #2). This includes non-matriculated UR “students”, who will continue to work past May 20, 2018, non-UR students, and co-op/intern students from other universities. These “students” must be hired through HR using the same process as for other staff hires:

   a. HRMS Form 600 — Staff Requisition:
      This form is used to hire “students” (as identified above) as Time-As-Reported (TAR) with an End Date; this form can be accessed by logging into HRMS. Send the completed 600 Form to your HR Liaison at the HR Service Center, Box 278955, and indicate that there is a Strong Candidate Identified (SCI). For Medical Center Divisions, a signed and approved Medical Center Exemption Form is required. The applicable TAR fringe benefit rate is charged to your department.

   b. Strong Staffing:
      Former "students" may be hired for up to six months through Strong Staffing, the University's in-house temporary services department, by calling Cynthia Gavin at 273-3639. Strong Staffing Requisition Forms are available at www.rochester.edu/jobopp/strongstaffing/forms/. The applicable Strong Staffing fringe benefit rate is charged to your department.

      (i) When requesting that a former “student” be hired by Strong Staffing, be sure to allow two weeks minimum for Strong Staffing's pre-employment requirements to be met to ensure the “student” does not experience an interruption in pay.

      (ii) Strong Staffing will schedule your summer hire(s) for a mandatory Payroll Orientation, conducted weekly.

      (iii) Positions involving direct face-to-face contact with patients require a physical and a drug screen; patient contact positions also require that former “students” attend UR Orientation. Strong Staffing will coordinate and schedule these pre-requisites.

2. Hiring Current Students Using HRMS Form 506/520 for Graduate Student/Postdoctoral Appointments: Use this option for hiring current University of Rochester Graduate Student and Postdoctoral candidates. Students from other schools would be hired into staff positions (see #1) unless approved by the Dean of Graduate Studies.

3. Hiring Current Students through the Student Employment Office: This option is used for hiring current matriculated UR students not hired on a 506/520 form (see #2). Visit JobLink through the Employer link on the HRMS home page. JobLink allows you to post jobs, review student applications, hire matriculated UR students, verify I-9s, and access the Student Employer Handbook.

      - May 20, 2018, is the last day graduating students may work through Student Employment. All students that graduate become inactive following graduation.

Note: Departments are responsible for terminating students that have resigned, graduated, or are on inactive status [leave of absence] etc. through Student Employment; visit JobLink > Resource Library > Changes to Placement Records Forms > Termination Request.

For questions related to hiring students, please feel free to contact:

Employment Services’ Liaisons: Gracie DiCesare X5-2098, Kari Hewitt X3-2556, Pam White X5-7012, Sara Akhmedjianova X5-4644, Deanna Donohue X5-2343

Strong Staffing: Cynthia Gavin X3-3639

Student Employment: Tom Cabic or Lauren Ward X5-3226