GUIDE TO HIRING AND MANAGING GRANT-FUNDED EMPLOYEES

If you want to hire someone to work on your grant, the easiest process is to hire a student assistant. YOU DO NOT NEED TO ATTEND PEOPLEADMIN TRAINING IF YOU ONLY HIRE STUDENT ASSISTANTS.

I. Guidelines for Student Assistant employment
   1. Must be enrolled at least half time.
   2. Cannot work more than 20 hours a week while classes are in session
   3. Cannot work more than 40 hours a week between terms or during breaks.
   4. Pay rates for Student Assistants range from the minimum wage of $7.25 to a maximum of $10.00 for undergraduate students and $12.00 for graduate students. The actual rate of pay for your student assistant will vary depending on the type of work they are performing for your grant. For specific details on the appropriate pay rate for your position, contact your HR Partner (http://www.kennesaw.edu/hr/pdf/Partners.pdf).

II. Hiring a Student Assistant
   1. Find a student to work with you. The Sentinel offers recruiting options if necessary.
   2. Complete a Student Employment Personnel Action Form (SEPAF) found on the HR website. (http://www.kennesaw.edu/hr/pdf/SEPAF.pdf). Send the student to new employee orientation. They can call the HR front office at 770-423-6030 or send an email to hr@kennesaw.edu to sign up.

III. Getting your Student Assistant paid
   1. Student Assistants must log their hours in ADP's eTime module using a time stamp method at the beginning and end of their work shift.
   2. Time cards must be approved in eTime by the student and the hiring manager every other Friday at 5:00 p.m. for payment on the alternating Friday.

IV. Terminating your Student Assistant
   1. When your student has completed the work for your grant, submit a termination SEPAF to HR.
   2. If your selected student is not working out, you may terminate them using the SEPAF and hire another.

If student employment will not meet your needs, you must hire someone as a regular or temporary staff person. THE HIRING MANAGER MUST ATTEND PEOPLE ADMIN TRAINING IN ORDER TO HIRE. To inquire about the next training class, call the HR front office at 770-423-6030 or send an email to hr@kennesaw.edu

I. Guidelines for Staff Employment
   1. Pay rates must be in line with university wide classification and compensation guidelines. See *Most Common Job Positions for Grants and Contracts at Kennesaw State University* on the OGC website (http://www.kennesaw.edu/ogc/postaward_toolkit.html) for an appropriate job description and salary. If you are unable to find an appropriate job description in this abridged document, see the HR website (http://www.kennesaw.edu/hr/man_hiring_new.shtml) for the full list.

2. Temporary staff
    i. No benefits; subject to Defined Contribution 7.5% after-tax deduction (http://www.kennesaw.edu/hr/temp_emp_gdcp.shtml)
    ii. Must take a 30 day break in service ever y six months
    iii. Quicker to hire if you already have a specific person in mind; they must be qualified based on the classification chosen for the job
3. Regular Staff
    i. Positions must be posted for a minimum of ten days on KSU's online job site.
    ii. Regular staff without benefits can only work a maximum of 20 hours a week; subject to Defined Contribution 7.5% after-tax deduction (http://www.kennesaw.edu/hr/temp_emp_gdcp.shtml)
    iii. Regular employee must work at least 30 hours a week to be benefits eligible.

II. Hiring a Staff person - People Admin Process (in brief)

1. After attending training and establishing a user account, the hiring manager creates the job description in People Admin. See the instructional video on OGC's website that will walk you through the process. (http://www.kennesaw.edu/ogc/postaward_toolkit.html)
2. For help in choosing the most appropriate status (temp or regular), classification, and FTE (number of work hours) for your employee if you are unsure, contact your HR Partner http://www.kennesaw.edu/hr/pdf/Partners.pdf).
3. Once the job description has been approved by all those in the approval chain, the hiring manager receives an email notification prompting them to create the job posting in People Admin.
4. Regular staff positions require a posting for at least ten days; temp positions must only be posted as long as is necessary for applicant to apply.

III. Getting your Staff member paid

1. Pay status is determined by HR based on the classification and job duties for the position. Pay guidelines are the same for regular and temporary staff unless specified otherwise.
2. Hourly / Non-exempt employees
    i. Per federal FLSA guidelines, these employees are subject to overtime to be paid at time and a half after working 40 regular hours in a given payroll week. Comp time can also be arranged in lieu of overtime but must also be recorded at time and a half. All work over 40 hours must be pre-approved by the hiring manager.
    ii. Per federal guidelines, these employees must report the number of hours worked each day. Time must be entered and approved in the ADP eTime module by the staff member and the hiring manager every other Friday at 5:00 p.m. for payment on the alternating Friday.
3. Salaried / Exempt employees
    i. Per federal FLSA guidelines, these employees are not subject to overtime and do not have to report the number of hours worked.

ii. Regular salaried employees must submit a monthly time card via the ADP eTime module showing any exception time (furlough, sick or vacation) taken in that month. This time must be submitted by the date outlined by payroll, which is generally around the 20th of each month. Time for the remainder of the month should be estimated. In the event that time is estimated incorrectly, a paper leave from must be submitted in order to revise the time records (http://www.kennesaw.edu/business/forms/leave_request_report.shtml).

iii. All salaried staff members are paid on the last working day of the month for that month.

IV. Performance and Productivity

1. All job responsibilities, departmental policies and supervisor expectations should be communicated to the employee in writing upon hire and when updated.
2. All regular staff employees must have annual performance evaluations by the deadline communicated to campus by HR each year (generally in the spring by April 1).
3. Temp or regular employees who are not performing at the level of supervisor expectations should be coached on how to improve performance and meet expectations. The employee should also be notified of the consequences of not improving. While initial performance conversations may verbal, all should be followed up with written documentation. It is generally advisable to consult with your HR Partner (http://www.kennesaw.edu/hr/pdf/Partners.pdf) prior to beginning any conversations or correspondence which may end up being a part of a progressive discipline process.
4. Upon agreement with HR, staff employees may be terminated for poor performance and/or failure to meet expectations.

V. Terminating your staff member

1. Resignation letters should be forwarded to HR as soon as they are received. A PAF (http://www.kennesaw.edu/hr/pdf/PAF.pdf) will also be required to document the date and nature of the separation. Consult with your HR Partner about the process of replacing your staff member.
2. If your position will be eliminated due to loss of funding, contact your HR partner immediately to discuss notification to the employee as BOR guidelines require specific notice.