



DATE: May 21, 2021

TO: Student Worker Managers

Important information and updates regarding Student Employment for the summer 2021 term:

- The effective date for the Summer Compensation Plan switch in Workday is 5/23/2021. Please note, students enrolled in classes during the third term will remain in the Academic Compensation Plan in Workday;
- Due to COVID testing program requirements, May graduates who will be working on campus this summer must be terminated from their student jobs and hired as seasonal staff in Workday
 - Please contact the UHR Recruitment & Staffing team at employment@brown.edu for information on the seasonal staff hire process;
- All student jobs must be posted in Workday; When Posting jobs, include **Remote** or **Onsite** in Student Job Titles (for example: Undergraduate Research Assistant – Remote), as this will help students identify jobs;
- Students must complete the I-9 Form process prior to beginning work; please utilize the *Student I-9 Verification report* in Workday to check the I-9 status of students;
- The HR Service Center is open on campus **by appointment only**. Students who need to complete the I-9 Form process should email the HR Service Center at hrrservicecenter@brown.edu;
- A student's job must be added to their Workday record before the student begins work;
- Prior to hiring for onsite jobs, students must have completed the online educational module sent by Campus Life, and signed the Student Commitment to COVID-19 Community Health and Safety Requirements (the Student Employment team will verify);
- Students who are on a leave of absence are not eligible to work under student status;

- An alternate option is to hire a non-active student as seasonal staff; please contact the UHR Recruitment & Staffing team at employment@brown.edu for information on this option;
- Students located in the United States can work remotely under current COVID-19 telecommuting guidelines; Undergraduate students who are non-resident aliens located outside of the United States who will be working remotely, need to be paid via supplier invoice. Paying International Student Workers via Supplier Invoice;
 - If your department has undergraduate, non-resident alien student workers who will work remotely this Summer outside of the US, please end their jobs in Workday as soon as possible.