Can A Graduating Student Still Be Considered A Student Employee?

- No. Once a Butler student graduates from the University and is not enrolled in classes, they can no longer be considered a student employee.
- A graduating student would need to be hired as part-time "staff" through HR's PageUp system by their supervisor.
- However, the option to hire a student who has graduated as part-time "staff" in PageUp does not exist at this time due to Butler's staff hiring freeze. Questions? Contact HR staff – Anila Din & Tammy Pressler

Can Students Work Over The Summer of 2020 (Remotely)?

- There are several stipulations for allowing students to work remotely over this summer:
  - If students are working to directly support other students’ educational success (e.g., tutors), then those students may continue to work over the summer:
    - However, only students who are living/residing in the state of Indiana may continue to work for Butler remotely over the summer.
    - Out of state/out of the country students will not be allowed to work for Butler remotely over the summer (due to various state tax laws).
  - If students would be doing fairly routine office work/administrative work, then those students would fall under our general hiring freeze and will not be permitted to work remotely over the summer.
  - If you have questions about your whether your summer position is acceptable, contact Alyssa Laskowski (alaskows@butler.edu) or HR staff – Anila Din & Tammy Pressler directly with a detailed job description.

Will Students Be Allowed To Work On Campus In Person Summer 2020?

- No. Students will not be permitted to work on campus physically over the summer months. They are not cleared as part of Butler’s return to campus work plan.
- Questions? Contact HR staff – Anila Din & Tammy Pressler

How Do I Submit Tax Paperwork For Student Employees Remotely?

- The CaPS office and HR offices are closed physically on campus and will not be able to collect student’s paperwork in person at this time.
- New Hire Students: These are students who have never had an on campus job at Butler before, and are required to submit tax paperwork.
  - However, at this time New Hire students and their supervisors CANNOT submit any tax paperwork to HR for processing, and therefore cannot be hired to work. Students have to already be in the student eHire system as HR has no way of processing new tax paperwork (normally done in person).
  - The only exception for hiring a New Hire student and submitting tax paperwork is if the position is grant funded and has received prior approval.
- Existing Hire Students: These are students who have already held an on campus job at Butler before, and are not required to submit tax paperwork. Supervisors only need to enter/submit Existing Hire student’s job details in eHire for HR to process.
- Questions about paperwork? Contact Sue Gray in HR (ssgray@butler.edu).

How Do I Terminate A Student Who Is Not Coming Back To Work?

- Student employees can be terminated/removed from their on-campus jobs through our eHire system. Please use this helpful guide: https://www.butler.edu/sites/default/files/how_do_i_terminate_a_student.pdf

What Are The Plans for Student Hiring in Fall 2020?

- This is still to be determined by HR leadership and university leaders. Questions? Contact HR staff – Anila Din & Tammy Pressler.