The Rains Research Assistant Program is intended to support faculty research by providing financial support for faculty to hire a student research assistant. This program is available to all tenured & tenure-track faculty. Please consider hiring first-year students as evidence suggests that first-year students mentored closely and working with faculty are more likely to return to campus.

Faculty Application Process:
- Complete the online Rains Faculty Application. Once the application is submitted, the Office of Faculty Affairs will route the application to the appropriate Chair and Dean for approval.
- Upon OFA approval, you will be notified by email and provided instructions on how to complete the student application process, which utilizes Student Employment Services’ online SEA form.

If faculty members are going to be out of the area on sabbatical, they must have their Dean designate an alternate supervisor to approve MyTime hours. All awards are restricted to a maximum of 120 hours for the academic year, including the preceding summer. Amounts that exceed the 120 hour limit will be paid for out of the department or school/college budget. All hours must be completed by the end of the academic year. Faculty are responsible for keeping track of their declining award balance and their student(s)’ declining balance(s). Questions regarding the Rains Research Assistant Program may be directed to ofd@lmu.edu.

Application Deadlines:
- Continuing faculty: Monday, April 20, 2015
- New faculty: Tuesday, September 8, 2015

Expected Date of Approval Notification: No later than Friday, May 8, 2015.

Important Note: Due to increased demand for this program, we can no longer guarantee funding for all applications. First priority will be given to those faculty who submit applications by the deadline. Newly hired tenure-track faculty in Fall 2015 will have next priority. Applications from continuing faculty received after the Monday, April 20, 2015 deadline will automatically go on the waiting list and will be approved subject to available funding at that time.
Following are the established and approved guidelines for the use of student research assistants by tenured & tenure-track faculty:

1. Faculty are responsible for keeping track of their declining award balance and their student(s)’ declining hours (Please go onto MyTime to track your students’ hours).

2. The student hired must be currently enrolled in either an LMU graduate or undergraduate program during the academic year for which the request is made. Students being hired must apply every academic year. Students hired in the summer MUST be continuing their enrollment in the summer or fall semester.

3. Salary: $10 per hour for full-time undergraduates; $12 per hour for graduate students. Students may not work more than 20 hours per week during school sessions, 40 hours per week during school vacations, 8 hours per day, and 6 consecutive days in a workweek (Sunday through Saturday). Any work beyond these amounts earns overtime pay. Any overtime paid will deplete the award balance more quickly.

4. Hiring the Student: In conjunction with the online Student Employment Authorization (SEA) form that Student Employment Services (SES) has implemented, there are two steps involved in hiring a student worker. Once the student has been chosen, the student should first complete the online application, which can be found on the Office of Faculty Affairs website. After a student application has been received, the Office of Faculty Affairs will notify the faculty sponsor that an online SEA form may be created for the student, as outlined below:
   a) Login to MyLMU.
   b) Click on “System Logins” and choose “Student Employment Authorization Form.”
   c) Enter the student’s LMU ID (available through PROWL). If the ID exists, the student’s name and email address will automatically appear in those fields.
   d) Click on “Create New SEA.”
   e) Make sure to select the correct term (e.g. Academic Year 2015-2016).
   f) Select “T-Work” from the “Fund Type” drop down menu.
   g) Select “T-Work” from the “Award type” drop down menu.
   h) Type in the approved amount of the award (number of hours x hourly rate).
   i) For the Job Details fields, please select or input the following information:
   j) Account Number: 11-2-21140-76260-8570
      Job Title: “Rains”
      Lion Jobs Position: RAINS RESEARCH ASSISTANT
      Job Category: For undergraduate students, select LEVEL 3 ($10/hour); For graduate students, select LEVEL 7 ($12/hour)
   k) Choose the Start and End Dates for this position.
   l) Allowable Date Ranges:
m) Read the Policy and Agreement statement and check the “I Agree” checkbox. Click “Save.”

n) An email will be sent from SES to the student formally notifying him/her of the job offer, to which the student must respond in order to complete the hiring process. For SEA questions, please contact Student Employment Services at ses@lmu.edu.

Please remember that students may NOT begin to work until faculty supervisors and students receive email notification from Student Employment Services that the hiring process is complete.

5. MyTime, Student Payment System: All supervisors (faculty/administrators) will be held accountable for any student who goes over the allotted hours. When the allocation runs out, the student must stop working immediately. Amounts that exceed the 120 hour limit will be paid for out of the department or School/College budget.

a) Faculty/administrative assistants are responsible for approving student MyTime hours. All students must enter their hours in MyTime in order to be paid. If you have questions regarding MyTime, please contact Payroll at (310) 338-2713 or mytime@lmu.edu.

b) It is very important for faculty to keep track of the number of hours used and also to ensure that MyTime is submitted in accordance with the student payroll schedule, so that the student can be paid in a timely manner.

c) Students who go over their award may have their financial aid award affected. Please have the student check with the Financial Aid Office for more information.