

RAINS RESEARCH ASSISTANT PROGRAM

**FACULTY GUIDELINES FOR
RAINS RESEARCH ASSISTANTS
2018-2019**

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. Students hired in the summer continuing through fall and spring must complete the Fall 2018/Spring 2019 application.
3. Salary: \$12 per hour for full-time undergraduates; \$13.50 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: There are two steps involved in hiring a student employee.
 - A. 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 Student Employment Authorization (SEA) form must be created.
 - B. Student Employment Services (SES) manages the Online SEA form. The Online SEA form must be created by the supervisor, accepted by the student, and authorized by SES before a student may begin working. If it is a student's first job on campus, they must also complete an I-9 form prior to having their SEA authorized. Create an Online SEA for the student, as outlined below:
 - a. Login to MyLMU.
 - b. Click on "System Logins" and choose "Student Employment Authorization Form."
 - c. Make sure to select the correct term (e.g. **Academic Year 2018-2019**).
 - d. Click on "Create New SEA."
 - e. *Student ID*: Enter the student's LMU ID (available through PROWL) and click "OK". If the ID exists, the student's name and email address will automatically appear in those fields.
 - f. *Fund Type*: Select "T-Work"
 - g. *Fund Name*: Select "T-Work"
 - h. *Award Amount*: Type in the approved amount of the award (number of hours x hourly rate).
 - i. *Account Number*: **11-2-21140-76260-8570**
 - j. *T-Work Spillover Account*: **Choose your department's account**
 - k. *LionJobs Position*: **RAINS RESEARCH ASSISTANT**
 - l. *Job Category*: Research

- m. *Job Level*: Select either “Research Undergraduate” or “Research Graduate” depending on your student
- n. *Pay Rate*: For undergraduate students \$12/hour; For graduate students \$13.50/hour
- o. Choose the Start and End Dates for this position.
- p. Allowable Date Ranges:
 - i. Summer 2018: May 06, 2018 – August 25, 2018
 - ii. Fall 2018 & Spring 2019: August 12, 2018 – May 18, 2019
- q. Read the Policy and Agreement statement and check the “I Agree” checkbox. Click “Save.”
- r. An email will be sent from SES to the student formally notifying him/her of the job offer. Students must accept and SES must authorize the Online SEA form in order to complete the hiring process. For SEA questions, please contact Student Employment Services at ses@lmu.edu or x87606.

Please remember that students may NOT begin to work until faculty supervisors and students receive an email notification from Student Employment Services that the Online SEA is authorized.

- 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.