

---

## RAINS RESEARCH ASSISTANT PROGRAM

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

#### Tracking Student Hours

Faculty are responsible for keeping track of their students' declining hours. To see how many hours a student has reported and has been paid for as of the most recent payroll date, you may run a report at any time by logging into <https://my.lmu.edu/>:

- Click on System Logins (top left of your screen)
- Click on Report Generator, then on Student Labor Costing Report
- In the Start date, enter the first day a student could have worked in the current semester
- In the End date, enter "today's" date
- Press Download Report
- An Excel spreadsheet should download and automatically open on your computer

#### Student Eligibility & Application

To be eligible for hire, students must be currently enrolled in either an LMU undergraduate or graduate program during the academic year for which the request is made. Students hired in the summer *MUST* be continuing their enrollment in the summer or upcoming fall semester. Students hired to work during the summer must complete the Summer application. Students hired to work during the Fall and/or Spring must complete the Fall/Spring application even if they worked the preceding summer.

#### Salary & Allowable Working Hours

Undergraduate students are paid \$13.25 per hour. Graduate students are paid \$13.50 per hour and the Graduate Office matches their hours at \$12.00 per hour as Financial Aid credit. 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 work week (Sunday through Saturday). Any work beyond these amounts earns overtime pay. Any overtime paid will deplete the award balance more quickly.

#### Hiring the Student – Qualtrics Application and SEA Form

Once the student has been chosen, (s)he must complete the online Qualtrics application which can be found here: <https://academics.lmu.edu/ofd/resources/rainsresearchassistantprogram/>. Once an application is completed, the Office of Faculty Affairs will inform the faculty sponsor via email that an Online Student Employment Authorization (SEA) form must be created by either the faculty or the authorized Administrative staff member, accepted by the student, and authorized by Student Employment Services before a student may begin working. If it is the 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:

Please note that Google Chrome is the most compatible browser to use for this system, followed by Internet Explorer, and then Firefox. Safari is not compatible with this system.

1. Login to myLMU
2. Click on "System Logins"
3. Click on "Student Employment Authorization Form"
4. **Process Term: Summer / Fall / Spring**
5. **SEA Status: \*\*All\*\***

6. Click on “Create New SEA”
7. **Student ID:** Enter the student ID (available through PROWL) and press OK – Student’s name and email will populate automatically
8. **Fund Type:** Select “T-Work” from drop down menu
9. **Fund Name:** Select “T-Work” from the drop down menu
10. **Award Amount:** Type in the amount of the award (multiply the number of hours you want the student to work by his/her hourly rate)
11. **Account Number:** Select 11-2-21140-76260-8570 from the drop-down menu
12. **T-Work Spillover Account:** Select your departmental account number
  - a. If you don’t have access to your departmental account number, send an email to [ofd@lmu.edu](mailto:ofd@lmu.edu) and request assistance
13. **Working Job Title:** Rains Research Assistant
14. **Job Category:** Research
15. **Job Level:** Research Undergraduate OR Research Graduate
16. **Pay Rate:** \$13.25 for undergraduate students / \$13.50 for graduate students
17. **Start Date:** Enter the date you would like your student to begin working
18. **End Date:** Enter the date you would like your student to stop working.
  - a. For Example: the allowable date ranges for summer 2018 were 05/06/18 to 08/25/18
19. Read the Policy and Agreement statement, check the “I Agree” checkbox then click on the “Create SEA” box
20. SES will automatically send a formal job offer email to the student
21. Once the student accepts the job offer, SES will review the application for approval
22. Once approved, SES will email you notification of said approval
23. Your student can begin working AFTER you receive the approval notification

### **MyTime / Student Payment System**

Hours that exceed your approved allocation will be paid out of your department or School/College budget.

- The person designated as the student’s supervisor (the faculty member or an authorized administrative assistant) is 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](mailto:mytime@lmu.edu).
- The person designated as the student’s supervisor (the faculty member or an authorized administrative assistant) must keep track of the number of hours worked and to ensure that MyTime is submitted and approved in accordance with the student payroll schedule so that students are paid in a timely manner.
- Students who exceed their award may have their financial aid award affected. Please have the student check with the Financial Aid Office for more information.