

# Fort Valley State University

## Summer Employment Guidelines

The summer employment period is Tuesday, May 10, 2016 through Sunday, August 14, 2016. Summer employment opportunities are not required to be posted. Hiring outside of the summer hiring period must be in accordance with the Office of Human Resources' competitive recruitment guidelines; any exceptions to these requirements must be pre-approved by the Office of Human Resources. **As with all hiring, no one is to begin working without approval from the Office of Human Resources, regardless of the start date on the PAN.**

### Summer Employment Categories

1. Student employees – summer employees enrolled in classes for summer 2016 will be hired as **students** and can work up to 25 hours per week. The required application documents are as follows:
  - FVSU Background Check Consent form (*only required for students working with individuals under the age of 18*). Information on processing the background check will be provided under separate cover.
2. Non-Student Employees - summer employees not enrolled in classes for summer 2016 will be hired as **temporary** employees and can work up to 40 hours per week. Non-Student employees will be required to complete the following application documents:
  - FVSU application (attached); please indicate the name of the camp/program in lieu of the job number
  - FVSU Background Check consent form. Information on processing the background check will be provided under separate cover.

### PAN Summer Completion Requirements

All PANs related to summer camp/summer employment must be received in the Office of Human Resources no later than **May 2, 2016**. This means you will need to begin the routing process of your PAN no later than **April 18, 2016**, as this should allow for adequate processing time to ensure our summer employees are paid in a timely manner.

**Under no circumstances will summer employees be permitted to work concurrent positions (more than one job at a time), regardless of their student status and/or number of hours they will be working.**

Please note that for Affordable Care Act (ACA) tracking purposes, all summer employees (FVSU students included) will be required to track ALL hours worked in the ADP/eTime system. The Office of Human Resources will provide each summer employee with the information pertinent to this via email.

A list of persons you intend to hire should be noted on the attached Summer Employment Log. The completed log should be emailed to [hardenl@fvsu.edu](mailto:hardenl@fvsu.edu) no later than **April 18, 2016**. This is to ensure that we have received the required approvals and hiring documents prior to receiving the Personnel Action Notice (PAN) form.

**Hiring documents (Social security card, driver's license, etc.) must be submitted directly from the employee to the FVSU Office of Human Resources; the department/supervisor should not to collect this information.**