Employment Procedures

Procedures and Updates to Employment Process
Employment Processing

• Appointment Types

• Student Employment Process
  – How to process student employee
  – Overview of Student Employment Process

• Non-Student Employment Process
  – Concert Directors, Coaches etc…
  – How to process appointments
  – Overview of Non-Student Employment Process
Appointment Types

Student Appointment

- Any organization that wants to pay student for ANY service provided
  - i.e. photography, band/musical performance
  - This does not include prize payments, survey rewards or gifts
- Student must be a registered student at MIT and eligible to work on campus
- Can be a one time payment or weekly employment

Outside/Non-Student Appointment

- Can be a person otherwise not Non-Student with MIT
- Can be MIT staff or Faculty member
  - Existing MIT employees still need to go through this paperwork
- Cannot be a student no matter what the position may be
- Employment cannot begin prior to paperwork completion
Student Appointments
Student Appointments

Follow these procedures to begin a student appointment

• Go to the SOLE website
• Go to the Forms
• Student Payroll Form
  – Follow this link to head to the page
  – https://studentlife.mit.edu/sole/forms
Student Appointments

When completing the student payroll form please have the following information:

- Name of Payee
- Student ID#
- Your organization’s Cost Object
- Job Title
- Start/End date
- Supervisor (Not a student, if you do not have a supervisor please contact Ramon)
- Hourly wage
- Hours/week
Student Appointments

Follow these procedures to begin a student appointment

- Once the payroll form is completed/submitted
  - SOLE will enter student into the student payroll system
  - Student employee will receive an email from the HR Payroll Service Center
  - The student employee will then have to follow the instructions in the email
    - If there are any issues the student will be notified via email
  - They can then enter their time sheet information on ATLAS
    - ATLAS => General => Time and Vacation Entry => Time sheet Entry
  - Time sheets are approved on Monday’s for the previous weeks work
Overview of process

1. Complete Student Payroll form
2. Student's Appointment terms are setup by SOLE
3. Student Employee receives email and enters time on time sheet
4. Timesheet approved
5. Student Paid
Non-Student Employee
Non-Student Appointment

Follow these procedures to begin a student appointment

• Complete the Employment Agreement form via SOLE website or Engage

• Send completed/signed form to prospective employee

• Prospective Employee will submit form via Engage
  – https://engage.mit.edu/submitter/form/start/408584

• Submission will be sent back to student for approval in Engage

• SOLE will approve in Engage and begin processing
# Employment Agreement Form

**Link to form via Engage**


## Employment Agreement Form

<table>
<thead>
<tr>
<th>Name:</th>
<th>Email:</th>
<th>Phone #:</th>
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<table>
<thead>
<tr>
<th>Job Title:</th>
<th>Start &amp; End Date (end by 6/30/21):</th>
<th>MIT ID (if applicable):</th>
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<table>
<thead>
<tr>
<th>Student Organization:</th>
<th>Cost Object (Main Account Number):</th>
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<table>
<thead>
<tr>
<th>Monthly Rate of Pay*: $</th>
<th>Total Financial Commitment: $</th>
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<table>
<thead>
<tr>
<th>Authorization (Name):</th>
<th>Signature:</th>
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*Payment will begin on the last day of the month following the start date and will end on the last day of the month following the end date. For multi-month terms of employment, payment amounts should be equal. Student group will be subject to an 8% Employee Benefit (EB) fee, which should not be included in the financial commitment.

**Position Overview:**

In this section, provide a brief, high-level overview of the position.

**Principal Duties and Responsibilities (Essential Functions***)**:  
Describe the most important duties (major responsibilities that are critical to the role) and those that the position will spend the most time on first. If possible, include the percentage of time that will be spent on specific duties. Also, please attach employee's resume when submitting the form to SAO.

Have employee upload the form to the Engage Platform using this link:

[https://engage.mit.edu/submitter/form/start/498584](https://engage.mit.edu/submitter/form/start/498584)

**To comply with regulations by the American with Disabilities Act (ADA), the principal duties in the job descriptions must be essential to the job. To identify essential functions, focus on the purpose and the result of the duties rather than the manner in which they are performed. The following definition applies: a job function is essential if removal of that function would fundamentally change the job.**

**Agreement to the terms of this position requires the submission of an I-9 Form, a W-4 Form, and a Direct Deposit Form (optional). Must be legally authorized to work in the US. No work visa sponsorchip is provided. All forms are available on the Student Activities Office Website ([http://mitsoc.mit.edu/soa/forms/](http://mitsoc.mit.edu/soa/forms/)).**

**All employment forms (e.g. W-4, I-9) must be completed before employment start date.**
Overview of Process

Process for student & Employee
Student steps in green
Employee steps in blue
Emails will be received to help track the process

- Complete Employment Agreement Form
- Give Employment Agreement to Employee for submission
- Complete Document on Engage
- Submit Document route back to student for approval
- Student Approves Engage Document to SOLE
Overview of Process

This is the administrative process flow after the student and employee process has been complete.
Employment cannot begin until ALL paperwork is complete.

New Employee will be required to complete the following in order to begin instruction

Coach/Instructor receives email outlining their next steps
I-9 Verification
https://hr.mit.edu/i-9/verify/remote
Background Check
Online Diversity Training
• New Employee Resources
  – https://hr.mit.edu/new-employees
• Getting setup
  – http://atlas.mit.edu/newhire/welcome.html

Outside Non-Student

Additional New Employee Resources
Thank you!