

EKU Student Employment

2020 Summer FAQ

For Hiring Managers

Q: What are the summer dates?

A: Non-enrollment and Summer A is **5/10/20 – 7/11/20**. Summer B overlaps with Summer A, and those dates are **6/15/20 – 8/8/20**.

Q: Can my student(s) work on campus during the summer?

A: A needs analysis must be submitted and approved before a student may work on campus. A needs analysis can be submitted to human.resources@eku.edu. Please do not submit a student in the SWAN system until you have received approval for them to work on campus.

Q: What is a needs analysis?

A: A needs analysis is a justification for why student employment is needed this summer. The analysis should include job duties, the number of hours expected to work each week, date range, and if the work is remote or needs to be completed on campus.

Q: What is the deadline for getting my summer needs analysis submitted to Human Resources?

A: Friday, April 17th.

Q: If my student gets approved to work on campus, do I still need to submit a SWAN form?

A: Yes. No student should begin or resume working until the hiring official has received an automated work clearance email from SWAN.

Q: If my student(s) is working remotely during the summer, do I need to email HR a needs analysis?

A: Yes. All student positions are being evaluated.

Q: My students were approved to continue working on campus after April 4th for the remainder of the Spring semester, do I still need to get approval for them to work on campus during the summer?

A: Yes.

Q: Do I need to submit a needs analysis if my student employees are grant-funded?

A: Yes.

Q: Do I need to submit a needs analysis for my graduate assistant?

A: Yes.

Q: How many hours can a student work per week?

A: It depends on a student's enrollment status. Please see below:

- If the student is NOT enrolled in summer courses but is enrolled full-time in the fall, then the student may work up to 29 hours per week all summer.
- If the student IS enrolled in a summer course(s), the student may work up to 20 hours per week during the Summer term in which they are taking a course(s). For example, if the student is enrolled in a course during Summer A, but is not enrolled in a course in Summer B, AND is enrolled in the fall full-time, the student can work 20 hours per week during Summer A and 29 hours per week during Summer B.
- If the student is NOT enrolled in the fall full-time, then the student MUST be enrolled in a summer course to be eligible for summer student employment.

Q: Can students work 29 hours during the week of non-enrollment (5/10 – 5/16)?

A: Yes. As long as their SWAN form is approved for the 5/10 start date, the student may work 29 hours during the week of non-enrollment, no additional approval necessary.

Q: Can my student get an exception to work more than 29 hours per week?

A: No.

Q: Summer classes are online, so does my student employee still need to work around a class schedule?

A: For Summer A, they do not have to work around a class schedule; they can work any time as long as it is within their hours per week limit. This will be re-evaluated for Summer B. Please be on the lookout for more communication later this summer.

Q: Can we use federal work-study?

A: No. Federal work-study money is not available for the summer term.

Q: Do I need to submit a separate SWAN form for each Summer term?

A: No. Submit one SWAN form that encompasses all summer dates.

Q: Can I include fall dates on their summer SWAN form?

A: No. A separate form will need to be submitted for the fall term when the time comes. Please refrain from submitting fall forms at this time, as information is continually changing.

Q: What is the deadline to get my student(s) submitted in SWAN?

A: There is no deadline this year because of the extra steps you may have to take. However, SWAN forms will be processed on a first-come, first-serve basis so the sooner the better. Please allow at least one work week for processing after a SWAN form is successfully submitted.