

## HUMAN RESOURCES

### Summer Employment on Campus

Human Resources is pleased to open the process for submitting requisitions for summer employment. As in past years, all summer hire requests are subject to approval by each division's Vice President to confirm need and to ensure that summer hiring remains within the allocated budget. Human Resources manages all hiring needs during the summer months, including for Skidmore students. All requests for summer workers must be approved **BEFORE** any work begins.

Positions will be posted on or around March 10, 2025. Please have your requisitions in by that date if they need to be posted/advertised.

*Please wait to hire until you are absolutely sure of the hire date and the projected end date. Changing hire dates can become problematic in the database after someone has been processed through Oracle.*

Hiring a Skidmore Student in the Summer	Hiring a Temporary Summer Employee (Non-Skidmore Student)
The Hiring Department must complete a Job Requisition through the online recruitment module at the following link: <a href="https://skidmore.okta.com/">https://skidmore.okta.com/</a> . This process is consistent with how all students are hired whether it's the academic year, winter break or summer.	The Hiring Department must complete a Job Requisition through the online recruitment module at the following link: <a href="https://skidmore.okta.com/">https://skidmore.okta.com/</a> .
Instructions on how to complete a requisition for hiring a Skidmore student can be found here: <a href="#">Oracle Training Documents</a>	Instructions on how to complete a requisition for a non-Skidmore student hire can be found here: <a href="#">Recruitment Process</a>
For Skidmore Student hiring, all details are in the Oracle document.	Prior to starting the requisition, you will need to contact Jim Calhoun, Employment Coordinator, to obtain the Position Control Number (PCN) assigned to your summer position. When filling out the requisition, under "Requisition Structure", you choose "Summer" for the "Requisition Type" and include "Summer" in the Requisition Title.
All students must apply on-line to the job posting. Once <b>the hiring supervisor completes the on-line offer</b> in Oracle, the information is reviewed/approved by HR and an automated email goes to the student and the hiring supervisor.	If filling a position that was previously created you can look up the old requisition and recreate a new req using the PCN and the previous requisition.
Some positions are eligible for on-campus housing. For more information on summer student housing, and to see if your position is eligible, please click here: <a href="https://www.skidmore.edu/reslife/housing/summer-housing.php">https://www.skidmore.edu/reslife/housing/summer-housing.php</a> Residential Life has shared that the student summer housing application process is earlier this year: 3/3/2025 – 4/18/2025. You may want to finalize your hires in alignment with this deadline.	All hires must apply on-line to the job posting. On-line offer letters in Oracle will be <b>created by Human Resources</b> and the new hire will complete employment steps electronically.

<p>If a Skidmore student is not able to accept the job because they need to stay on campus and cannot afford housing, then a 70% housing subsidy may be offered. (Meal subsidies are not allowed.) If you wish to provide a housing subsidy, contact Patty Folts in Financial Services, <a href="mailto:pfolts@skidmore.edu">pfolts@skidmore.edu</a>, as information is required for billing purposes.</p>	<p>Any hourly employee will be <b>REQUIRED</b> to obtain a Skidmore email account with the exception of those employees whose job requires them to swipe in and out at a time clock.</p>
<p>Please keep equity in mind if you will be offering housing. If some of your students receive housing and others don't but they all are earning the same rate of pay, that may cause an equity issue. Please contact Nancy Bruno at <a href="mailto:nbruno@skidmore.edu">nbruno@skidmore.edu</a> or ext. 5807 to discuss if you have questions.</p>	<p><i>Minors under the age of 18 must provide working papers. These can be obtained from the high school they attend.</i></p>

- When creating a Job Requisition please put the following in the “Comments” section: The start date and end date of the position; where to advertise, if not internally only, or who you plan on hiring if rehiring someone from last year with a waiver request.
- Background checks *may* be required and will be performed once the offer is accepted. The hiring supervisor must inform potential hires of the requirement during the interview process. ***If a background check is required, it must be completed prior to the employee's start date. Please inform HR, Jim Calhoun ([jcalhoun@skidmore.edu](mailto:jcalhoun@skidmore.edu)), of the verbal acceptance for any job requiring a background check.***
- Summer employment task information **MUST** be completed in Oracle (Journeys) prior to or on the first day of employment regardless of the length of appointment. This includes the I-9 form which should be completed on or before day one. If the I-9 is not completed by day **three**, the person hired must stop working.
- Students and Summer Employees may work more than one position on campus **as long as positions are part-time**, the **TOTAL** number of hours worked in one week do not exceed 40 hours, and both positions are paid the same way, either both hourly or both salaried. Supervisors must be aware if their student/employee is working more than one job so they can manage hours worked with the other supervisor.
- All student employees and temporary employees are paid on the bi-weekly faculty/staff payroll system.