

# DIRECT WAGE HIRING PROCESS

The Office of Human Resources

# DIRECT WAGE HIRING

- A direct wage employment position is a temporary, hourly, and part-time assignment. Direct wage employees are employed on an as needed, non-contractual, at-will basis with no expectation of continued employment and are contingent on availability of funds.
- Employees can only serve in one temporary assignment during their employment with South Texas College. In addition, employees are not required to be attending school.

# DIRECT WAGE NEW HIRE

- **New Hire Complete packet consists of:**
  - Direct Wage Notice of Employment
  - Complete Staff Application
    - Includes: Application (documents signed), resume, and a copy of complete transcripts.
  - Three Employment Reference Checks for Part-time Staff
    - Note: Personal reference checks such as friends, acquaintance, family, or friend of family are not accepted.
    - Note: If a Direct Wage applicant has no prior employment history then other examples of acceptable professional references are instructors or advisors.

# DIRECT WAGE: REQUIRED DOCUMENTS

## **New hire employees:**

- Direct Wage Notice of Employment form
- South Texas College Staff Employment Application
- Employment Reference Checks for Part-time Staff

## **Returning employees within the same department and less than six month of separation of employment:**

- Direct Wage Notice of Employment

## **Returning employees within the same department and more than six month of separation of employment:**

- Direct Wage Notice of Employment form
- Background Check Authorization and Release Form
- DPS Computerized Criminal History (CCH) Verification form

# DIRECT WAGE: REQUIRED DOCUMENTS

## **Employees with position changes within the same department:**

- Direct Wage Notice of Employment form

## **Employees transferring to a different department:**

- Direct Wage Notice of Employment form
- South Texas College Staff Employment Application

# DIRECT WAGE GUIDELINES

- In order to comply with Teacher Retirement System (TRS) of Texas regulations, a direct wage employee:
  - must work 14 hours per week or less if there is no full-time equivalent for a given position (E.g. Clerk, Note Taker);
  - may work up to 19 hours per week if there is a full-time equivalent for a given position (E.g. Secretary, Customer Service Technician).
- Also:
  - must meet educational requirement of position title.

# QUICK NOTES

## When an application is needed

- New Hire
- Current Employee transferring to a new department.
- One year lapse of a employment has passed. (A Direct Wage new hire packet would be required.)

## When Reference Checks are needed

- New Hire
- One year lapse of employment.
- Note: Use Employment Reference Check form for Part-time Staff.

# QUICK NOTES

## When a job description is needed

- No prior job description has been created.
- A request for a Direct Wage job description template may be forwarded to the HR Staffing Specialist.

## When a signed Memorandum is needed

- When a Full Time Direct Wage Notice of Employment is submitted. (More than 19 hours)
- Every Full Time Direct Wage Notice of Employment.
- Memorandums must be signed by the Financial Manager.



# DIRECT WAGE NOTICE OF EMPLOYMENTS (20 TO 29 HOURS PER WEEK)

- Special circumstances may result for a direct wage employee to work increased hours of 20 to 29 hours per week for a period of no more than 12 weeks. Special circumstances may include a current employee out on approved extended leave or a vacancy in the department. Approval must be obtained before an employee begins the assignment. If a direct wage employee continues an assignment exceeding 29 hours per week after 12 weeks, they will become benefit eligible. The hiring department will be liable for the cost of the accrued benefits. There are no extensions for an employee to continue increased hours beyond 12 weeks. Should the assignment continue, the hours per week must be reduced to 19 hours or less. Employees can only have this type of assignment once during their employment with South Texas College.
- It is imperative the hiring manager monitors the part-time employee schedules to ensure they remain at or under approved hours.

# GUIDELINES

- Any direct wage assignments with increased hours of 20 to 29 hours per week for a period of no more than 12 weeks (no extensions) must have a memorandum with a justification signed by the financial manager attached to the Direct Wage Notice of Employment form.
- “As per Affordable Care Act regulations any employee working more than 30 hours per week (130 hours per month) for 4.5 months will be considered full-time benefit eligible. Maximum number of hours requested for a part-time non-benefit eligible position will be 29 hours per week for a period of no more than 12 weeks without triggering benefit eligibility requirements.”

# WORK STUDY

- The primary purpose of the Federal and State Work Study Program as outlined by Federal Regulations is to provide part-time employment for students who demonstrate financial need in order to defray/contribute to the cost of higher education. Work study employment allows students the opportunity to earn their aid and is not intended to interfere with a student's education; a student's studies will be given first priority.
- Students interested in work study employment must submit an application to the Student Financial Services department. Please contact the Student Financial Services department for additional information or refer to the link below.

[https://studentservices.southtexascollege.edu/finaid/work\\_study.html](https://studentservices.southtexascollege.edu/finaid/work_study.html)

# HOURLY PAY RATES

## Direct Wage minimum wage

- Minimum wage is \$9.00/hour.
- Hourly rate should commensurate with education/experience.
- To check funding availability, please contact the Business Office at 956-872-4601.

## Work Study minimum wage

- Minimum wage is \$9.00/hour.
- Hourly rate is stipulated by the Financial Aid Director of South Texas College.
- Funds come from the Federal Work Study Program and are allocated to South Texas College by the Department of Education and the Texas Work Study Program. Funds are allocated by the Texas Higher Education Coordinating Board.
- For further information, please contact Student Financial Services at 956-872-8375.

# DIRECT WAGE NOTICE OF EMPLOYMENT

# EMPLOYEE INFORMATION



## DIRECT WAGE Notice of Employment

### Employee Information

Today's Date \_\_\_\_\_

Original NOE

Revised NOE

Cancellation/Deletion

Name of Employee \_\_\_\_\_ Emp. ID or Last 4 of SSN \_\_\_\_\_  
Last First Middle

Division \_\_\_\_\_ Department \_\_\_\_\_ Home Organization Code \_\_\_\_\_

Campus \_\_\_\_\_ Bldg./Room # \_\_\_\_\_ Office Phone # \_\_\_\_\_ Supervisor \_\_\_\_\_

Assignment Start Date \_\_\_\_\_ Assignment End Date \_\_\_\_\_

Position Title: \_\_\_\_\_

*HR use only:*

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# POINTS OF CONTACT

- For Direct Wage Notice of Employment revisions contact:  
[HR\\_Payroll@southtexascollege.edu](mailto:HR_Payroll@southtexascollege.edu)
- For Direct Wage packet status:  
[HR\\_Staffing@southtexascollege.edu](mailto:HR_Staffing@southtexascollege.edu)
- For Direct Wage benefit eligibility inquiries contact:  
HR Benefits at  
[HR\\_Benefits@southtexascollege.edu](mailto:HR_Benefits@southtexascollege.edu)
- To verify funding or grant funding contact Business Office at (956) 872-4601.

# BEST PRACTICE

- Verify funding for direct wage request(s) prior to submitting new hire packet/NOE.
- Advise all part-time applicants to submit applications to the Office of Human Resources for processing.
- Verify that all information is complete on the Direct Wage Notice of Employment.
- Verify all reference checks are professional reference checks and complete and signed.
- Verify Direct Wage Notice of Employment packet is complete prior to submitting for recommendation.