



KEAN

WORLD-CLASS EDUCATION

# External Grant-Funded Student & Part-time Hiring and Payroll

Office of Research and Sponsored Program





KEAN

# Kean Student Eligibility

- **Undergraduate Students:** Must be enrolled in classes to be employed.
- **Graduate Administrative Assistant (GAA):** Must be enrolled in classes; assistantships begin in the Fall semester and continue through the Spring. Additional requirements may apply.
- **Graduate Research Assistant (GRA):** Must be enrolled in classes; assistantships begin in the Fall semester and continue through the Spring. Additional requirements may apply.
- **Academic Specialists: Must have earned a bachelor's degree, but can be enrolled in a graduate program.**
  - **Dual Titles Prohibited.** Kean University prohibits Academic Specialists from holding two positions/titles on campus simultaneously.
  - **For example:** Academic Specialists cannot work in two different departments at the same time even if the second position is sponsor funded.



# Hiring International and Exchange Students: General Information

**International and exchange students follow the same hiring process as other students but must complete some additional steps:**

- **International Students**

- Must have appropriate work authorization to work in the U.S., such as an active F-1 visa.
- They must obtain a letter of approval from Kean University's Designated School Official (DSO).
- Once approved, the student can use this letter to apply for a Social Security Number (SSN).

- **Exchange Students**

- Depending on their visa type (e.g., M-1 or J-1), exchange students may also be eligible to work in the U.S.
- They must obtain approval from Kean's DSO before beginning employment.



# Departmental Hiring Responsibilities

- **Principal Investigator/Project Director (PI/PD):** Responsible for completing hiring forms and obtaining approvals. Ensure information aligns with funding and University payment schedules.
- Grant-Funded Part-time Hiring Form, which is on the ORSP Post-Award webpage: [Form link](#)
  - \*Important: Students/Candidates must not begin work without HR clearance.\*
- Inquiries
  - Grant funding for student hiring: [postaward@kean.edu](mailto:postaward@kean.edu)
  - HR documentation: [studenthiring@kean.edu](mailto:studenthiring@kean.edu)
  - Graduate Assistantship hiring: [ga@kean.edu](mailto:ga@kean.edu)



# Grant-Funded Student Position Titles

- **Graduate Administrative Assistant (GAA) & Graduate Research Assistant (GRA)**
  - Full-Time: 15-20 hours/week; full tuition waiver.
  - Half-Time: 7.5-10 hours/week; half tuition waiver.
  - Quarter-Time: 3.75-5 hours/week; one-quarter tuition waiver.
  - Appointment: Academic year (Fall-Spring, not including summer/winter).
- **Academic Specialist (Part-Time, Temporary Graduate student/Non-Kean Candidate)**
  - Compensated on an hourly basis or an agreed upon flat rate contract and may only work a maximum of 15 hours per week.
- **Student Research Assistants (Part-Time, Semester-Based)**
  - Paid for hours worked from grant funds. Salary disbursed by HR/Payroll.



# How to Fill Out the Hiring Form

Locate the form on the ORSP Post-Award webpage

A screenshot of a webpage titled "HR Support Forms". The page has a white background with black text. At the top, the title "HR Support Forms" is followed by a horizontal orange line. Below this, the section "Onboarding Student Researchers" is displayed. A blue hyperlink for "External Grant-Funded Student & Part-time Staff Hiring form" is provided. A bold instruction states that all academic specialist documents must be completed with appropriate approvals before starting the form. A list of required documents is provided, including a candidate's resume, an application for academic specialist, an authorization to hire form, a job description, and a rationale for the position. A note at the bottom specifies that for rehiring, only the contract should be submitted.

**HR Support Forms**

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**Onboarding Student Researchers**

[External Grant-Funded Student & Part-time Staff Hiring form](#)

**ALL Academic Specialist Documents below should be completed with the appropriate approvals before beginning the form.**

Collect the following documents and **upload them as a single file.**

- *Candidate's resume*
- *Candidate's [Application for Academic Specialist](#) (completed by candidate)*
- *[Academic Specialist Authorization to Hire Form](#) (Page 1 is completed by the candidate, and Page 2 is completed PI/Project Director up to approvals 1 and 2)*
- *Job description (Created by PI/Project Director)*
- *Rationale for the Academic Specialist position (Created by PI/Project Director)*

**Note:** Rehiring the same Academic Specialist, *ONLY* submit the [contract](#)

OR

Go onto the ORSP webpage, find the "Forms" option from the side menu and scroll down to the "HR Support Forms" to find the link.

# How to Fill Out the Hiring Form



## External Grant Funded Part-Time Hiring

Office of Research & Sponsored Programs

### Instructions

This form is **ONLY** for external grant-funded part-time hiring, including current Kean students. **Principal Investigator/Project Director (PI/PD)**. You are responsible for completing this form and obtaining the appropriate approvals. Please ensure all information is accurate and corresponds with the funding and university payment schedules.

### Employment Eligibility

**Undergraduate students must be enrolled** in classes to be employed. If hiring the same student for more than one semester, complete a separate form for each semester.

#### Part-time Academic Specialist Candidate Eligibility

- Candidates must hold a bachelor's degree.
- Kean graduate students are eligible, but enrollment as a graduate student is not a requirement for employment.
- **If the student is already hired as an Academic Specialist, ONLY complete the following form [Academic specialist contract template](#)**
- **Current Kean employees are not eligible for this position if they are simultaneously employed in another department.**

### Required Documents for Hiring Academic Specialists

**Academic Specialist Documents below should be completed with the appropriate approvals before beginning this form.**

Collect the following documents and **upload as a single file.**

- *Candidate's resume*
- *Candidate's [Application for Academic Specialist](#)* (completed by candidate)
- *[Academic Specialist Authorization to Hire Form](#)* (Page 1 is completed by the candidate, and Page 2 is completed PI/Project Director up to approvals 1 and 2)
- *Job description* (Created by PI/Project Director)
- *Rationale for the Academic Specialist position* (Created by PI/Project Director)

### Approvals

The completed and signed form will be automatically submitted to ORSP (postaward@kean.edu) for review. If approved, the form will be automatically submitted to HR/Student Hiring for processing. Additional steps may be required for some positions.

**Processing time:** Estimated 2 weeks or more

**Under no circumstances shall a candidate commence work without official clearance from HR. Failure to follow these instructions may result in corrective action and delay processing.**

Questions?

Read the student hiring requirements if applicable.



Scroll to the bottom of the form to begin entering the hiring information.

\*If hiring an Academic Specialist additional forms are required and must be prepared before filling out this form.\*

# Academic Specialist Forms

## Required Documents for Hiring Academic Specialists

Academic Specialist Documents below should be completed with the appropriate approvals before beginning this form.

Collect the following documents and **upload as a single file**.

- Candidate's resume
- Candidate's [Application for Academic Specialist](#) (completed by candidate)
- [Academic Specialist Authorization to Hire Form](#) (Page 1 is completed by the candidate, and Page 2 is completed PI/Project Director up to approvals 1 and 2)
- Job description (Created by PI/Project Director)
- Rationale for the Academic Specialist position (Created by PI/Project Director)

Complete the forms located on the first page of the form.

Step 1: Candidate completes (3 forms): Candidate's resume, academic specialist application, and acknowledgment form



**PROFILE**  
Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua.

**EDUCATION**

2000-2007 UNIVERSITY DEGREE  
Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua.

2007-2010 UNIVERSITY DEGREE  
Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua.

**WORK EXPERIENCE**

2014-2015 COMPANY NAME  
Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua.

2015-2017 COMPANY NAME  
Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua.

**CONTACT**  
NAME SURENAME  
GRAPHIC DESIGNER  
companyname@gmail.com  
companyname.com  
+ (123) 45 67 8910

**SKILLS**  
SKILL 1

**KEAN UNIVERSITY**  
1000 MORRIS AVENUE  
UNION, NJ 07093

Position applied for: \_\_\_\_\_

Adjunct  Academic Specialist

Availability (Please check each work shift for which you are available):  Day Shift  Evening Shift  Night Shift  Weekends

Please PRINT legibly or TYPE answers. Please be aware that misrepresentation may be cause for removal.

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ SS: \_\_\_\_\_ DOB: \_\_\_\_\_

Street Address: \_\_\_\_\_ Home Phone #: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ Alternate Phone #: \_\_\_\_\_

Email Address: \_\_\_\_\_ Social Security #: \_\_\_\_\_

Have you ever applied for employment at Kean University?  Yes  No Age you of legal age to work?  Yes  No  
(\*If yes, state month and year)

Proof of Age, Education, Military Status, Citizenship and Work Eligibility may be required upon employment offer.

1. If you are a student, what is your expected graduation date?
2. Do you possess a driver's license that is valid in New Jersey?  Yes  No
3. Do you possess a Commercial Driver's License?  Yes  No  
(Answer question #3 only if it is a requirement as indicated on the job announcement or job specification)
4. Are you either a U.S. citizen or an alien authorized to work in the U.S.?  Yes  No
5. Are you in the U.S. on a visa which permits you to work at Kean University?  Yes  No Visa Type: \_\_\_\_\_
6. Are you a Veteran?  Yes  No  
(\*If yes, have you established Veterans Preference with the New Jersey Civil Service Commission after April 1, 1987)?  
 Yes  No
7. Are you now or have you ever been a member of a NJ State Pension System/Retirement Plan?  Yes  No  
(\*If yes, indicate system plan name)
8. Have you ever worked or been educated under a different name?  Yes  No  
(\*If yes, under what name?)
9. Are you currently on a special or regular reemployment list or any list resulting from an examination administered by the New Jersey Civil Service Commission?  Yes  No (\*If yes, provide list and symbols)
10. Please list any friends or relatives currently working at Kean University: \_\_\_\_\_
11. Are you currently employed by Kean University?  Yes  No (\*If yes, state position): \_\_\_\_\_

**Education, Skills and Abilities**

Name and Location of School	Course #/Title	No. Years Completed	Dkt. # (if applicable)	Degree or Diploma
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Revised 10/2019

**KEAN UNIVERSITY**  
ACADEMIC SPECIALIST ACKNOWLEDGEMENT

**PERSONAL DATA** (To be completed by the prospective employee)

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Home Phone Number: \_\_\_\_\_ Alt. Phone Number: \_\_\_\_\_

Social Security Number: \_\_\_\_\_ Kean ID #: (if applicable): \_\_\_\_\_

Work Authorization (if applicable): \_\_\_\_\_ Expiration Date: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Degree(s) Received: \_\_\_\_\_ Date Conferred: \_\_\_\_\_  
\*A Bachelor's Degree is required. Please forward official transcripts to the Office of Human Resources.

**Acknowledgements:**

**I acknowledge:**

- When I receive an offer from the hiring department, I am responsible to present myself to the Office of Human Resources for new hire onboarding.
- The Office of Human Resources will notify me in writing of an authorized start date subsequent to completion of onboarding. Prospective employees who have begun working before being authorized to do so, in writing by the Office of Human Resources, may be subject to rejection of the offer of employment and/or termination.
- Academic Specialist employment is on an intermittent basis or for fixed periods of a short duration as on a semester-to-semester basis and may not exceed 15 hours per week.
- I am prohibited from holding two positions/titles on campus simultaneously. If I accept any employment in any other capacity at Kean University, I am responsible for notifying my department and the Office of Human Resources and must resign from my previous position.

# Academic Specialist Forms

**Step 2:** PI/PD completes (3 forms):  
[Authorization to hire form](#) should be filled up to #2 under approvals (ORSP is the budget approver).

Next, add the job description (PI creates), and the rationale for the Academic Specialist position (PI creates).

## KEAN UNIVERSITY AUTHORIZATION TO HIRE FORM

### REQUEST FOR ACADEMIC SPECIALIST (To be completed by the department)

Full Name of Proposed Candidate: \_\_\_\_\_  
 Department: \_\_\_\_\_ Fund: \_\_\_\_\_ Cost Center: \_\_\_\_\_ Object Code: 5111  
 Name of Supervisor: \_\_\_\_\_ Supervisor Email: \_\_\_\_\_

- New Position** (If this is a New Position, please attached a justification for your request, a detailed job Description, an Application for Employment and a current Resume)  
 **Rehire** (If a rehire, please submit the job description.)  
 **Replacement** (If a replacement: please attach a justification for your request, a detailed job description, an Application for Employment, a current Resume, and complete the below information)

Previous Employee's Name: \_\_\_\_\_ Separation Date: \_\_\_\_\_

<b>Hourly Assignment</b>	Semester/Academic Year: _____	<b><u>For HR Use Only</u></b>
	Requested Hourly Rate: \$ _____	Status: _____ ID #: _____
	Anticipated Start Date: _____	<input type="checkbox"/> New Hire
	Anticipated End Date: _____	<input type="checkbox"/> Rehire
		<input type="checkbox"/> Transfer/Status Chg. <input type="checkbox"/> Transfer/Rehire
	Approved Hourly Rate: \$ _____	Approved Start Date: _____
	Approved End Date: _____	Approved End Date: _____

### APPROVALS (the department is responsible for obtaining the first four approvals.)

- |   |   |
|---|---|
| 1. _____ Date _____<br>Chair/C.C. Dir./Exec.Dir. Signature<br>_____<br>Print Name | 2. _____ Date _____<br>Dean (if applicable)<br>_____<br>Print name              |
| 3. _____ Date _____<br>Budget Director (Fin. Svcs.) Sign.<br>_____<br>Print Name  | 4. _____ Date _____<br>Division Vice President Signature<br>_____<br>Print Name |



# Academic Specialist Forms

**Step 3:** PI/PD uploads the candidate's materials and PI/PD forms to this link

**Step 4:** All materials must be included



Q25  
**Academic Specialist Start & End Dates**

Start Date: (MMDD/YYYY)

End Date: (MMDD/YYYY)

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Q24  
**Academic Specialist Payment details**

Hourly rate (if applicable)

SpF one-time flat rate payment (if applicable)

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Q23  
**Academic Specialist FUNDING INFORMATION**

Note:  
Academic Specialist Object code 5111  
SpF flat rate stipend Object code 5120 (if applicable)

Fund #:

Cost Center #:

Object Code#:

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Q26  
**Upload One PDF file**

The files must contain the following:

- Candidate's Resume
- Candidate's Application
- Acknowledgment form
- Authorization to Hire form
- Job description
- Rationale for the Academic Specialist position

No file chosen

# Academic Specialist Forms

If the student is already hired as an Academic Specialist, [complete the following form](#)  
Or if paying the student a flat rate.

Academic specialist contract, should also be included in the upload.



  
**KEAN**  
UNIVERSITY  
ACADEMIC SPECIALIST CONTRACT

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Name: \_\_\_\_\_ SSN: \_\_\_\_\_  
Kean ID#: \_\_\_\_\_ Email Address: \_\_\_\_\_  
Street Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

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Length of Contract: \_\_\_\_\_ to \_\_\_\_\_  
Fund: \_\_\_\_\_ Cost Center: \_\_\_\_\_  
Job Title: **Academic Specialist**  
Compensation for Assignment: \$ \_\_\_\_\_

---

Assignment: \_\_\_\_\_

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*Prospective employees signature:* \_\_\_\_\_

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Approved by:

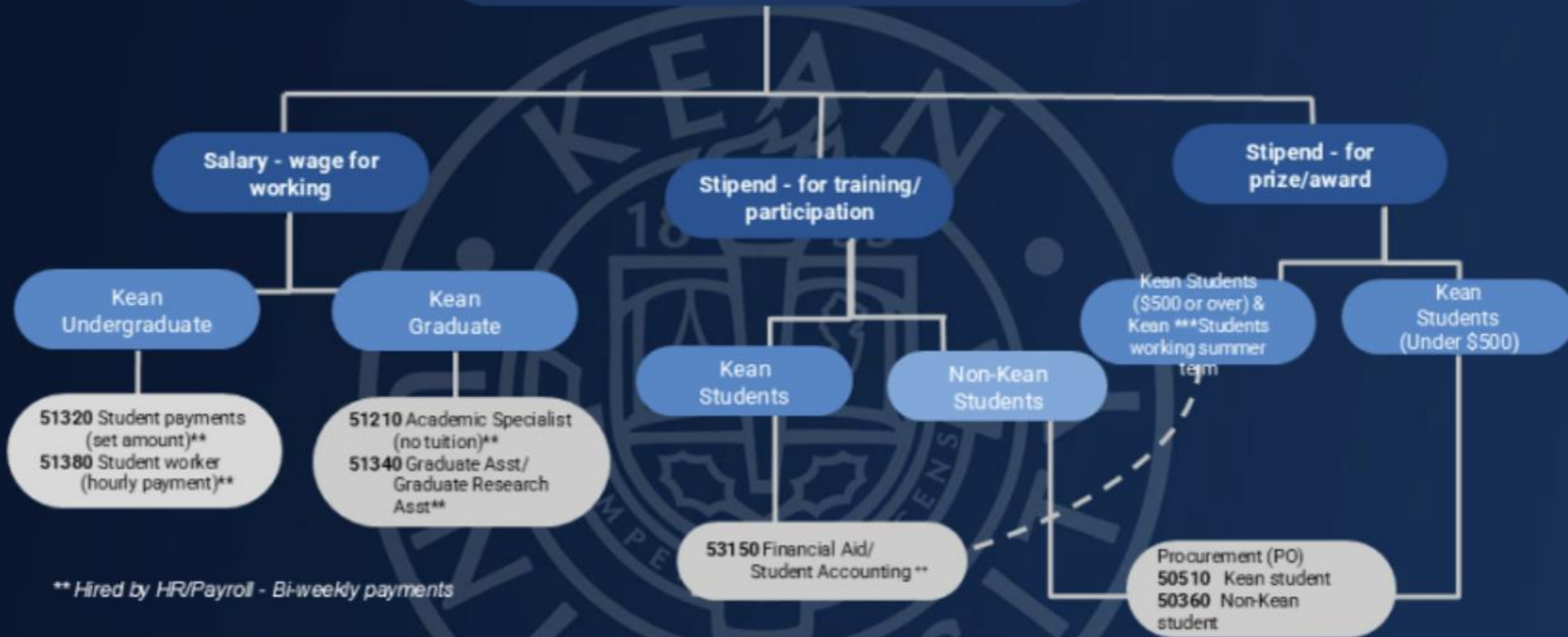
_____ Chair/Executive Director	_____ Dean <i>(If applicable)</i>
_____ Division Vice President	_____ Jennifer Strahan, Budget Director

# Understanding Kean's Student Payment Types

- **Definitions**
  - **Employment:** Compensation for assigned work (salary-based).
  - **Participant Stipend:** Not considered compensation, often lump-sum, no specific tasks required.
  - **Fellowship:** Merit-based scholarships for advanced studies (paid via stipend).
  - **Scholarship:** Need/merit-based financial support (paid via stipend).
  - **Internship:** Program offered to potential employees, may be paid/unpaid.



# Grant-Funded Student Payments



\*\* Hired by HR/Payroll - Bi-weekly payments

++ Check/Direct Deposit Issued by Student Accounting/Accounts Payable

\*\*\* Students working during the summer term will be paid in the fall term through Financial Aid/Student Accounting refund.

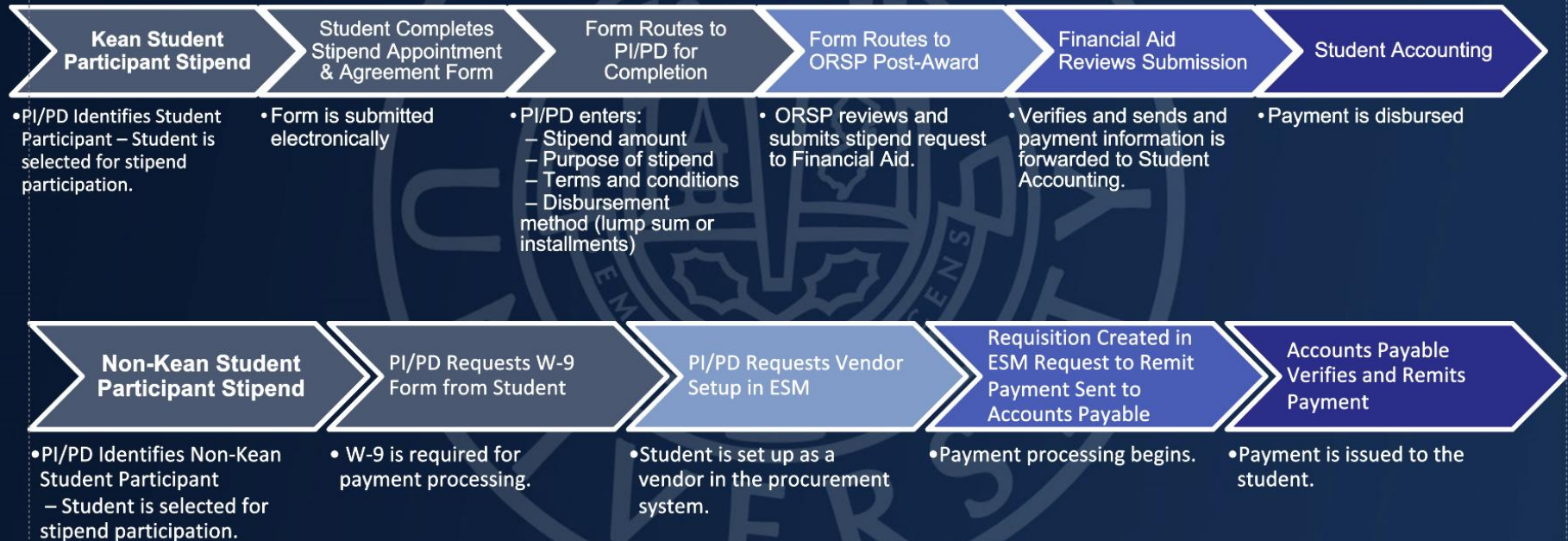
# Student Participant Stipend Payments

Must be requested using the [electronic stipend form](#) according to the request deadline schedule

Students should be made aware that the stipend payment does NOT occur on a bi-weekly basis.



# Student Participant Stipend Process



# How to request a Kean Student Participant Stipend

## Step 1:

The Principal Investigator (PI) or Project Director (PD) provides the Kean student with the ***Student Participant Stipend Appointment & Acknowledgement Form***, [CLICK HERE](#) ORSP will not accept stipend payment requests submitted via email.

## Step 2:

The student and PI/PD complete the form. The PI/PD should reference the stipend deadline calendar to ensure the request is submitted in accordance with published deadlines.

## Step 3:

Once submitted, the form is automatically routed to the ORSP Post-Award office. Post-Award staff will verify the information and submit the stipend request to the Office of Financial Aid based on the stipend deadline calendar.

## Financial Aid and Student Accounting Responsibilities

All stipend requests are reviewed by Financial Aid and Student Accounting to ensure they contain the necessary and appropriate information for payment. If approved, Student Accounting processes the payment accordingly.

More information about [Financial Aid Disbursement](#)

## Inquiries:

**ALL** inquiries related to student stipend payments should be directed to the Office of Student Accounting, located on the 3rd Floor of the Administration Building on the Kean University Union campus.

**For General Inquiries:** [stuactg@kean.edu](mailto:stuactg@kean.edu)

# SAMPLE

## External Grant-Funded Student Participant Stipend Agreement Form

The student should complete the first two pages of the form and then click "Submit." After submission, the form will automatically be sent to the email address the student provides for the PI/PD.

### STUDENT SECTIONS

1

**External Grant-Funded Stipend Appointment Letter and Agreement Form**  
External Grant Funded

Student Information Agreement Details

**Kean University**  
Office of Research & Sponsored Programs (ORSP)

This form serves to confirm a student's understanding and acceptance of the terms related to receiving a **student participant stipend** funded by a grant at Kean University.

**Grant-Funded Student Participant Stipends** are not considered wages or compensation for services rendered. The stipend intends to provide financial support, enabling students to pursue educational or research activities that align with their academic goals and would otherwise be uncompensated.

Once all the necessary parties have signed this form, we will send you a copy of the completed agreement for your records.

**Full Legal Name \*** **Kean Email \***

Test Student teststudent@kean.edu

**Kean Student ID Number \*** **Phone \***

12345 (213) 516-1654

**Academic Level** **Degree Program \***

Undergraduate  Graduate Computer Science

**External Grant-Funded Project Information**

**Project/Grant Title**

Test Grant

**PI/Project Director Name \***

Post Award

**PI/Project Director Kean Email \***

postaward@kean.edu

**Next** **Save**

2

Agreement Details

**Acknowledgment and Agreement:**

I acknowledge and agree to the following regarding the stipend awarded to me:

I, Test Student, acknowledge this section.

**Nature of Stipend:**

- This stipend is provided as financial assistance and is not compensation for employment or services rendered.
- Receipt of this stipend is related to my educational studies or research. It is **NOT** compensation for services rendered.
- No taxes will be withheld from this stipend, and I am responsible for any tax obligations. [Kean University](#)

I, Test Student, acknowledge and agree to this section.

**Financial Aid Impact:**

- I understand that my total financial aid resources - including stipends - cannot exceed my cost of attendance. Therefore, receiving this stipend may reduce my existing federal loans and/or other awards.
- I have reviewed my current aid package or consulted with the Office of Financial Aid, to determine the potential impact this stipend may have on my existing awards.

I, Test Student, acknowledge and understand my responsibilities.

**Compliance and Responsibilities:**

- I will comply with all university policies and procedures related to stipend disbursement.
- I will promptly inform the Office of Financial Aid of any changes in my enrollment status or financial situation.

**Required Signature:** The student affirms understanding of the stipend and any conditions outlined.

**Student - Test Student \*** **Date Signed \***

7/9/2025

**Print Name \***

Test Student

The PI/PD will receive an email with a link to the form. To access the stipend agreement, click "Review & Sign" in the email, then complete the PI/PD section of the form.

### PI/PD Section

3

Signature is needed for Test Student's Stipend Appointment

**PI/PD Section**

External Grant-Funded Stipend Appointment Letter and Agreement Form

**Review & Sign**

**Principal Investigator (PI) / Project Director Section**

**Stipend Details**

**Cost Center/GL**

**Project/Grant Title**

Stipend Request Deadline	Estimated Posting Date	Student Accounting Estimated Payment Date
7/15/2025 (Tue)	Week of 07/22/2025	Week of 08/04/2025
8/13/2025 (Wed)	Week of 08/20/2025	Week of 09/08/2025
10/08/2025 (Wed)	Week of 10/22/2025	Week of 11/03/2025
11/06/2025 (Thu)	Week of 11/26/2025	Week of 12/01/2025
12/02/2025 (Tue)	Week of 12/16/2025	Week of 01/06/2026
02/05/2026 (Thu)	Week of 02/19/2026	Week of 03/02/2026
03/05/2026 (Thu)	Week of 03/19/2026	Week of 04/06/2026
04/08/2026 (Wed)	Week of 04/22/2026	Week of 05/04/2026
05/06/2026 (Wed)	Week of 05/20/2026	Week of 06/01/2026
06/03/2026 (Wed)	Week of 06/17/2026	Week of 06/20/2026
07/06/2026 (Wed)	Week of 07/22/2026	Week of 08/03/2026
08/05/2026 (Wed)	Week of 08/19/2026	Week of 09/06/2026

**Disbursement Method** **Total Stipend Amount (\$) \***

Lump Sum  Installments

**If Installments, indicate schedule using the calendar above \***

Period of Support (Start-End Dates)

Please provide a brief statement about the purpose of the stipend and the student's role in the project: \*

**Terms and Conditions of the Stipend (if applicable)**

If the stipend is contingent upon specific conditions (e.g., enrollment, GPA, participation), list them here. Attach additional documentation if needed.

**Specific conditions \***

Additional Documentation if applicable

4

**For any questions, please feel free to  
contact at:**

**Email:** [postaward@kean.edu](mailto:postaward@kean.edu)

**ORSP staff are available**

Monday – Friday

9:00am-5:00pm

Thank You!

