**Are there any restrictions on who, or what kind of student, I may hire as my academic intern?**

Your intern must be a currently enrolled Amherst student (not yet a graduate), but may be in any class year, on work study or not, a major or non-major in your department. The most important criterion in selecting your intern is that she or he has the skills and abilities to facilitate progress on your targeted teaching and research projects.

**How do I appoint my intern and get him or her on the student payroll?**

If your intern has never had an on-campus job before, he or she will need to go to the Financial Aid Office to complete an 1-9 (employment eligibility) form and federal and state tax forms (W-4 and M-4). The student should take along two forms of identification, including picture ID and Social Security number confirmation (e.g., original SS card, passport, etc.).

In addition, and regardless of whether the student has worked on campus before, or specifically for you, your department will need to send a completed Student Employment Appointment Form to the Financial Aid Office. The account number for this appointment is stated in the award letter. For grant name, use "Amherst Academic Internship," and list yourself as principal investigator.

For questions about appointing your intern, call Nancy Robinson in the Financial Aid Office (x8228).

**Can my intern work fulltime?**

During the regular year, the average number of hours recommended for student employment is five to seven hours per week, though interns may be authorized to work up to ten hours per week. Discussing academic schedules and other time commitments in advance with your prospective interns is highly recommended. During January Interterm and other nonacademic periods, students may work full-time (40 hours per week), although they should be careful not to exceed their authorized earnings level if they are on financial aid.

**How does my intern get paid for his or her work?**

Students are paid on a biweekly basis. The rate of pay is $11.00 an hour, beginning January 1, 2017. The intern should record his or her hours on the Student Payroll Reporting Form, which is then signed by both you and the student and sent by you (or your department) to the Comptroller’s Office. Deadlines for submitting the Student Payroll Reporting Form are every other Monday, and are indicated on the back of the form. Time sheets MUST be received in the payroll office by NOON on the due date for students to receive their checks by that Friday. The student may arrange for direct deposit, or have the check sent to his or her campus mailbox. Students cannot be paid until they have a completed 1-9 and tax forms on file at Financial Aid.

For questions about student payroll forms, call the Controller’s Office (x2814).

**How will I know when my funds are fully expended?**

You are responsible for keeping track of your expenditures, which is easily accomplished by regularly turning in student time sheets and making a copy of each time sheet turned in.

**I was unable to expend all of the funds that I was awarded to pay a student intern. May I use these funds for something other than student labor (e.g., book purchases)? Alternatively, may I hire a student after my award has expired?**

These grant funds are intended specifically to pay your student intern; no other expenses are permitted. Awards are valid only for the period indicated in your award letter.