

**Human Resources**

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Date: June 2, 2020

To: Supervisors of Student Employees

From: Talent Acquisition, Office of Human Resources

Subject: Student Employment During the Summer

Thank you for your recent support and efforts to reduce your student summer employment projections by 50%. Some groups are not utilizing summer student workers this year, while others have done a tremendous job of decreasing workloads and hour / budget commitments.

*If you have been approved to proceed with your summer student employment plans, Human Resources and Payroll will work closely with you to monitor hours and spend rates throughout the summer. We ask that you abide by your committed projections.*

**Information and Reminders:**

- Effective June 1<sup>st</sup>, only those students who have been authorized to work in the summer will receive pay. As shared by VP|CHRO Powell during the May 20<sup>th</sup> Townhall, the pay guarantee for student employees expired on May 31<sup>st</sup>.
- Requests for hiring over your projected budget are not permitted without approval from the Vice President and Chief Human Resources Officer.
- There will be no changes to existing student pay rates during this summer.
- If you are hiring new student workers, please email: [studemp@chapman.edu](mailto:studemp@chapman.edu). As long as the new hire is within your projected budget, our team will work with you to virtually, and expeditiously hire new student workers.
- G-Ship students (GRA, GTA, GWA, and GCA) will continue working, no changes.
- Human Resources will host a Student Employment Forum to provide information and resources on student employment for Fall, Spring, trimester, and Federal Work Study. More information coming your way soon.

**If you have Questions about:**

- Student employment, please contact Student Employment at [studemp@chapman.edu](mailto:studemp@chapman.edu) in the Office of Human Resources.

- Pay or timesheet related inquiries, please contact the Payroll Department in Financial Services at [payroll@chapman.edu](mailto:payroll@chapman.edu).
- Graduate assistantship (G-Ship) related inquiries, please contact the Graduate Education team in the Provost's Office at [graded@chapman.edu](mailto:graded@chapman.edu).