**Student Research Employee (SRE) Process**

**Definition:** Individuals have a defined scope of work and provide services in accordance with a work schedule and existing Rice program or sponsored project. Employees report to their supervisor (faculty or staff member). Their work and results provide a primary benefit to Rice not the employee. Employees receive payment based on the services provided to Rice and are paid for hours worked. **NOTE:** Individuals receiving payments from *Welch awards* are considered employees.

1. **Department offers nonexempt research position to individual.**
   - **Rice Student (Undergrad or Graduate)**
   - **Non-Rice Student (temporary employee)**

2. **SRE must be enrolled through Esther during the academic year or upcoming academic year.**
   - **SRE completes Form I-9 with Payroll Office and presents I-9 documentation to Payroll representative prior to the start of employment.**
   - **Department completes the EPAF through Esther on/before the first day of work to hire the SRE in an S position using the 60810 (undergraduate) or 60880 (graduate) account. Refer to EPAF documentation in Esther for more information.**

3. **SRE not registered – Dean’s Office must approve appointment.**
   - **Department completes the PAF to hire the student in a U position using the 60870 (visiting student) account and submits to HR prior to the first day of work.** Refer to the HR website for the PAF and any other paperwork for temporary employees.
   - **SRE completes Form I-9 with Human Resources and presents I-9 documentation to Human Resources representative before/on the first day of employment.** SRE receives new employee information.

4. **Once Payroll receives and processes the EPAF or PAF, the SRE will have access to the timesheet in WTE through Esther and receive pay on the B2 (bi-weekly) payroll.**