

Hiring NUS students at Yale-NUS College under the NUS Student Work Scheme (NSWS)

This process can be used to hire NUS students at Yale-NUS College. It will be in place until further notice. For further information, refer to the NSWS Guidelines for Hiring Managers at: <http://nus.edu.sg/cfg/employers/post-job>.

1. Hiring Manager obtains email approval from the Hiring Department Director for the total amount that (s)he plans to spend on the student's appointment. Hires under the NSWS fall under Other Operating Expenses (OOE).
2. Hiring Manager forwards the email approval to the departmental contact point to serve as a supporting document.
3. **(For Teaching Assistant/Research Assistant hires only)** Hiring Manager and student to be hired complete the NSWS Supplementary Form. When completing the form, note any restrictions that apply to the student's working hours, in accordance with their nationality and their program type. If the student is to be paid a monthly salary instead of an hourly rate, it's recommended to have a fixed total number of hours for the duration of the appointment, and indicate it in the contract.
 - Student brings the NSWS Supplementary Form to his/her home department (NUS Faculty) and asks an administrator to sign off under Part 1, "For All Students".
 - Student submits the completed form to the contact point at the hiring department at Yale-NUS.
 - The Director of the hiring department signs at the bottom of the NSWS Supplementary Form.
4. The hiring department contact point prepares a contract for the student, using the NSWS Contract Template. Notes:
 - All highlighted fields must be updated according to the position details.
 - The people on Cc should be the approvers of the student hire and/or the budget for the hire – e.g. the Department Director or Divisional Director.
 - The contract can be backdated, as long as the student and the employer have a mutual agreement on this and submit their timesheet and payment form at the time they sign the contract.
 - It is possible to submit a payment form without a contract (although this is no longer considered as NSWS work). In this case, it is best to attach a supporting email to the payment form.
5. The hiring department contact point obtains contract signatures from the Hiring Manager and the student.
6. Departmental contact point sends student the following after the student signs the contract:
 - Yale-NUS Personal Data Notice
 - NSWS Claim Form (i.e. the NSWS timesheet)
 - Request for Payment (RFP) Form

7. By the 1st working day of every month, the student must submit his/her completed NSW Claim and RFP Form to the Hiring Manager in hard copy, for the work done the previous month.

NSWS Claim Form

- Hiring Manager reviews and signs on the timesheet, under “Verified by Supervising Officer (NUS Staff)”.
- Student signs under Declaration.
- Hiring department contact point signs under Approval by Head or His/Her Delegate.

Note: If the student is paid monthly, (s)he does not have to submit a timesheet. Instead, the Hiring Manager must write a note on the RFP form that the student has completed his/her required duties for the month.

Request for Payment (RFP) Form

- Departmental contact point reviews the RFP form and signs under “Verified By”.
- Departmental contact point enters the Department Director or Divisional Director’s name under “Approved By”. No signature is required in this field.

8. The hiring department contact point submits the completed claim to the Yale-NUS Finance office for dispatch to NUS OFS.
9. The Department Director or Divisional Director indicated under “Approved By” on the RFP Form will receive an email alert from OFS to approve the claim online.