University of Minnesota

Employer's Guide to Student Employment and Work-Study
2017-18

Student Employment Programs, a division of the Office of Human Resources-Operations, is an employment service that assists University and local employers and University students through the employment process. This guide is designed to help University departments with their recruiting and staffing needs and questions. Several program areas exist to facilitate this end, including:

On Campus Employment   612-626-8608
Off Campus Employment   612-626-8608
Job Location and Development   612-626-8608
Work-Study Program   612-626-8608
Community Service Programs   612-626-8608
Office of Human Resources

Program Overview

On Campus Employment services University departments in processing jobs and recruiting applicants. Positions are available in job families including academic support, admin support, food service/labor/security, health support services, and tech support services. Employment Consultants provide guidance with human resources issues, including job analysis and compensation.

Off Campus/Job Location and Development services off campus employers in processing jobs and recruiting applicants. Job Location and Development enables students to find off campus employment related to their career goals with non-profit organizations, Fortune 500 companies, and other small businesses.

Work-Study Program

This state and federally funded program encourages part-time employment for undergraduates and graduate students who need the earnings to help meet the costs of attending college. Work-Study (WS) provides a source of income and job experience to students, as well as a 70% reimbursement to University employers who create part-time employment for students.

Students may also use their Work-Study funds through the Community Service Programs (CSP), and the America Reads Program. These programs offer positions both on and off campus working with approved non-profit organizations in areas such as health care, at-risk youth, childcare, literacy tutoring, math tutoring, and neighborhood and rural development. Reimbursement to employers for these programs ranges from 75% to 100%.

Student Eligibility

Students must meet the minimum credit requirements listed in order to hold a student job on campus. Independent Study credits apply toward the minimum only for the term in which they were initially registered.

The Work-Study Program does not permit Independent Study registration only. Students who drop below the minimum credit requirement lose student employment eligibility and employers lose Work-Study funding. Employers are responsible for 100% of a WS student's earnings, retroactive to the beginning of the semester. Credit requirements are as follows:

Minimum Credit Required for each Fall and Spring Semester

Student Status	Regular	Work-Study
Undergraduate	6	6
Graduate	3	3
Non-degree	6	N/A
International Undergraduate	12	N/A
International Graduate	6	N/A
International Non-degree	12	N/A

Minimum Credit Required for Summer

Student Status	Regular	Work-Study
Undergraduate	0*	6
Graduate	0*	3
Non-degree	6	N/A
International Undergraduate	0*	N/A
International Graduate	0*	N/A
International Non-degree	6	N/A

*Students without Work-Study who are enrolled in degree-granting program, met the minimum credit requirement during spring semester, did not graduate, and intend to register for fall semester do not need to register for summer. Students who are graduating during the summer and/or are not registered for the fall must register for the minimum credit requirement in the summer.

Employment Dates for 2017-2018

- Students admitted for Fall semester 2017 may begin working August 21, 2017. Students who are not registered by the first day of classes, September 05, 2017, must be terminated from their positions.

- Students admitted for Spring semester 2018 may begin working on December 27, 2017. Students who are not registered by the first day of classes, January 16, 2018, must be terminated from their positions.

- Students who are not enrolled in the Spring 2018 term, but are enrolled for the requisite number of credits across May and Summer sessions, may begin working on May 14, 2018, as long as they are admitted for May Session 2018. If admission begins in the Summer Term 2018, students may begin working June 11, 2018.

- Dates for Work-Study employment are listed on page 3 of this guide under the section entitled "Work-Study Employment".

Process for Hiring Student Employees

The following guidelines will help you as hiring authorities take full advantage of hiring student employees. If you would like more detail, you may view the policy and procedures in the Administrative Policy: *Student Employment*.

If you wish to post and advertise your position for all interested students, you may recruit student applicants through the Office of Student Employment Programs by following the five steps listed below. If you already know of a student you wish to hire, proceed directly to step four.

1) Complete an On-line Job Posting

If you can only hire a student with WS, please list as the first qualification for the position, "Must Have Work-Study Funds".

2) You may require that students apply on-line or you may choose alternate application instructions in that section of the posting.

When you make contact with student applicants, we suggest that you ask the following questions:

- Are you a currently registered student?
- What is your class standing (freshman, junior)? (If important)
- Do you have Work-Study **and** may we use your Work-Study award?
- When are you available to work?

In addition, please tell the student what materials, if any, they should bring to the interview, i.e. resume, application, references, etc. When you have received enough calls/e-mails for interviews, contact the Office of Student Employment Programs at 612-626-8608 to have your position put on hold until a hiring decision has been made. Proceed with scheduling interviews.

3) Conduct interviews.

Interviews may be conducted over the phone or in person. It is not necessary to interview all applicants, however, all applicants should be treated in a similar manner (e.g., if you decide to interview over the phone, use that procedure for all applicants).

4) Verify Eligibility for Student Employment.

Before you make a job offer, verify the student's eligibility: student is properly registered and if the student has Work-Study.

5) Make a job offer.

After you have verified each student's eligibility, you may make the job offer. Once the student has accepted the job, update your applicant pool, close your position on-line as filled and proceed with appointment documentation.

Appointing Student Employees

Regular Student Employment (undergraduates and non-union represented graduate students):

1) Have student complete the I9/W2 process.
2) Enter payroll information into PeopleSoft for a new hire. Colleges and administrative units are responsible for maintaining source documents with approvals for data entered into the system.
3) Students not meeting the proper credit requirements noted on page 1 of this document must be terminated from their student employment position.

See Next Page.

Work-Study Employment

Appointing Students with Work-Study:

- Verify with the student any work study award. You may request a copy of the Financial Aid Award Notification (FAAN) from the student. Ask for permission to use the student's Work-Study award and have the student acknowledge permission granted.
- Enter payroll information into PeopleSoft, including the appropriate combo code for Work-Study students. Colleges and administrative units are responsible for maintaining source documents with approvals for data entered into the system.
- Place the student's work study in the PeopleSoft Work-Study Placement Panel.
- The Work-Study award represents the **maximum gross earnings** for which employing departments will receive Work-Study reimbursement. In other words, the student's gross earnings are subtracted from the award total each pay period. Departments are reimbursed for 70 percent of a Work-Study student's gross earnings until the award is gone.
- The first day a student may use Fall/Spring 2017-2018 Work-Study funds is August 21, 2017. The last day a student may use Fall/Spring Work-Study funds is May 13, 2018.
- The first day a student may use May/Summer Work-Study funds is May 14, 2018. The last day a student may use Summer Work-Study funds is August 19, 2018.
- All students with Work-Study must report time in Time and Absence regardless of fixed percentage or flexible hourly appointments.
- Students may continue to work using WS funds during breaks and between semesters if they were properly registered for the previous term and can prove proper registration for the upcoming semester.
- Students may accept more than one position, but Work-Study reimbursement ceases when the student's total earnings exceed the total Work-Study award. You may ask the student if s/he is seeking or is currently employed in another position using his/her WS funds. WS awards may then be divided between the two employing departments. How the award is divided between the two employing departments is up to the student. Student employment staff will need to assist in splitting the placement of the award in the PeopleSoft Work-Study Placement Panel. Call 612/626-8608 for that assistance.
- Work-Study cannot be used in excess of 40 hours of employment per week, nor to fund: paid holidays, paid sick days, paid parental leave, paid military leave, or paid jury duty.

Employers of Work-Study students are responsible for:

- **Verifying proper registration each semester.** See the minimum credit requirements listed on page one of this guide.
- **Using the appropriate departmental combo code.**
- **Placing the award using the PeopleSoft Work-Study Award Placement Panel.** The award must be manually placed in this panel with the correct job record number.
- **Monitoring Work-Study earnings.** Use the Work-Study Placement Panel in PeopleSoft to monitor all Work-Study earnings.
- **Terminating a student's Work-Study appointment and changing the appointment to a non-Work-Study account when the student earns their total Work-Study award for the semester.** The award total, is the maximum amount that the student may earn in gross pay during the award period indicated. Note that award amounts can change due to changes in the financial aid package. Monitoring the Work-Study Placement Panel in PeopleSoft will catch these changes.

- **Retaining Work-Study employee reported paid time for five years.** Paid time is required for both fixed percentage and flexible appointments. State and federal auditors may ask for a random sample of student timecards each year and you may be asked to provide original timecards for the audit.
- **Following the instructions in this guide.** Your department may be charged 100 percent of a student's wages if you fail to comply with the established processes outlined in this guide.

Monitoring Work-Study Earnings

Work-Study earnings are limited to each student's total award. The Office of Student Finance determines a student's award based on the individual needs of the student and the amount the state and federal Work-Study money allocated to the University.

The amount of the Work-Study award represents the maximum gross earnings for which employing departments will receive Work-Study reimbursement. In other words, the student's gross earnings are subtracted from the award total each pay period. The employing department will be reimbursed for 70% of the student's gross earnings for each pay period until the award is gone. For example, if the student has an award of $2700 and works enough hours to earn the entire award, the department will be reimbursed for 70% of $2700. The department will not be reimbursed for any unearned Work-Study funds; this means, if the student does not earn the entire Work-Study award, the department will only be reimbursed for 70% of the student's actual gross earnings. You must verify the student's award. You must split the Fall/Spring award evenly between Fall and Spring semesters to avoid any charge backs. For example, if you hire a student who has an award of $3000 during the Fall semester, the student can earn $1500 for Fall semester and $1500 for Spring semester. If this student becomes ineligible for student employment after the start of Spring semester, his/her award would be reduced from $3000 to $1500. Your department would be charged back for any of the student's earnings in excess of the $1500 Fall semester allotment. By distributing the award evenly over the two semesters, you reduce the risk of exceeding the Work-Study award and incurring a 70% charge back for reimbursement overages.

- **Be aware that student's Work-Study awards can change throughout the school year.** Student's financial aid records are reviewed each semester to ensure that all students are meeting Office of Student Finances eligibility requirements. Students who are not meeting these requirements may have their Work-Study award reduced. The Office of Student Finance notifies students of changes in their award amounts. **The student is responsible for communicating an award change to you, their supervisor/employer.**

Continuing Students with Work-Study
There are two separate Work-Study award periods: the Fall/Spring award period and the May/Summer award period.

Graduate Academic Work-Study Employment
If you are recruiting students with WS for graduate assistant appointments, follow the policies and procedures outlined by Graduate Assistant Services in Administrative Procedure: *Hiring Graduate Students*. You may request a copy of the Financial Aid Award Notification (FAAN) from the graduate student applicant. Discuss the terms of employment with the student. Obtain, for your records, a signed statement from the student stating the amount of the WS award the student is designating to the department. After the hiring decision has been made, departments are responsible for placing the student 's work study with the appropriate combo code and correct HRMS job record.

May/Summer Work-Study
- The Office of Student Finance will approve May/Summer work study awards to students who earned Fall/Spring WS and are eligible for financial aid in the summer (upon the students request). Students who did not have WS in the Fall/Spring terms but are eligible for May/Summer financial aid may request WS from the Office of Student Finance at 612-624-1111.

- Students who receive May/Summer Work-Study must meet and maintain the same registration requirements for the summer terms as the academic term, listed on page 1 of this guide.

- Employers of students continuing in a job from the Fall/Spring term into the May/Summer term must verify work study funds. It is advisable to confirm the status as students do not always receive the same type of financial aid award from one award period to the next.

Contingent checks for students with Work-Study
University contingent checks are not eligible for automatic reimbursement of the 70 percent split. If an employer processes a contingency check for a student employee, the employer must request reimbursement on behalf of the department. Decisions are made based on availability of Work-Study funds and the student's eligibility.

Timecards
On Campus: Students who hold a job on campus must submit time sheets online through "MyU". Online time submissions must be approved by supervisor electronically.
Off Campus: Timecards must be kept regardless of fixed or flexible appointment. Timecards must be signed by the supervisor and student employee in ink. Signature stamps cannot be used. Departments are responsible for ensuring that timecards reflect actual hours worked. Timecards must be retained by the employing department for five years.

University Holiday Schedule
Fiscal Year 2017-2018
Students' earnings may not be funded by Work-Study for the Official University Holidays listed below or emergency closings. If their duties require them to work on holidays or emergency closings, for whatever reason, they must be paid in full from departmental funds.

July 4, 2017	Independence Day (observed)
September 4	Labor Day
November 23	Thanksgiving holiday
November 24	Thanksgiving holiday
December 25	Floating day
December 26	Christmas Day
January 1, 2018	New Year's Day
January 15	Martin Luther King
March 16	Floating Holiday
May 28	Memorial Day