

# Student Employment

## New Supervisor Information



Checklist designed for **new** UVM Student Employment Supervisors

\*ALL **SEO** documents, forms and templates are located in the **Helpful Documents** folder within the **SEO Jobs Board**.

STUDENT EMPLOYMENT: 802-656-5705 ■ <a href="mailto:student.employment@uvm.edu">student.employment@uvm.edu</a> ■ <a href="#">Student Employment Office Website</a>		
<p><input type="checkbox"/> <b>Supervisor Terms and Conditions</b></p> <p>Becoming a supervisor of student employees means you are willing to uphold the Terms and Conditions. Your Jobs Board account will not be activated until this action is complete.</p> <p>Any violations of the Terms and Conditions could result in the suspension of your Jobs Board account.</p> <p><i>*SEO Supervisor Terms &amp; Conditions Violation Protocol</i></p>	<p><input type="checkbox"/> <b>SEO Jobs Board Access &amp; Support</b></p> <p>For support on creating a Jobs Board account and/or editing your current jobs, review this PowerPoint: <a href="#">JobX Supervisor Training PPT</a></p> <p>If you replaced a former supervisor in your department, call the SEO to have jobs in their account transferred to yours.</p> <ul style="list-style-type: none"> <li>Your job(s) must reflect; current start/end dates, a detailed job description and accurate accounting information (combo code).</li> </ul>	<p><input type="checkbox"/> <b>Helpful Documents</b></p> <p>On the HOME page of the Jobs Board, click <b>Forms and Helpful Documents</b> for additional information such as:</p> <ul style="list-style-type: none"> <li>Pay Level Guidelines</li> <li>Sample Job Descriptions</li> <li>Student Employee Job Application</li> <li>Student Employee Hire Log</li> <li>I-9 Verification Process</li> </ul>
PAYROLL: 802-656-6600 ■ <a href="mailto:payroll@uvm.edu">payroll@uvm.edu</a> ■ <a href="#">Payroll Website</a>		
<p><input type="checkbox"/> <b>PeopleSoft - Manager Self Service</b></p> <p>All NEW supervisors should refer to the <a href="#">Approve and View Time for Wage Employees Mini Manual</a>. After reviewing and completing any necessary steps, please contact the payroll department with any questions.</p> <p>To be added to the “Approve Time” deadline notification list serve, email <a href="mailto:payroll@uvm.edu">payroll@uvm.edu</a></p> <p>Time Entry and Approval Deadline Link: <a href="#">FY19 Payroll Schedule</a></p>	<p><input type="checkbox"/> <b>Student Time Entry in PeopleSoft</b></p> <p>Your student employee may not be familiar with the time entry process in PeopleSoft. It is your responsibility to ensure that they do and by the deadlines to do so. We recommend time entry after each worked shift. <a href="#">PeopleSoft Time Entry Directions</a></p> <p>Direct deposit is mandatory at UVM. To assist your student with this process, scroll to page 11 in this <a href="#">Direct Deposit Guide</a>.</p> <p>Students are able to obtain their paycheck in the interim by visiting the Payroll Office, 237 Waterman Building.</p>	<p><input type="checkbox"/> <b>Changes in Student Hire or Job</b></p> <p>To change a student’s pay rate, supervisor, combo code, or in the event of termination:</p> <ol style="list-style-type: none"> <li>Login to your Jobs Board Account</li> <li>Click the house tab: </li> <li>Choose On/ Off Campus Employers</li> <li>Click Payroll Changes &amp; Termination Options</li> <li>Select the Option you need and complete applicable fields</li> <li>Click Send Message at bottom of completed form</li> </ol> <p>Both the Payroll Office and the SEO will receive your submitted form.</p>
HUMAN RESOURCE SERVICES: 802-656-3150 ■ <a href="mailto:hinfo@uvm.edu">hinfo@uvm.edu</a> ■ <a href="#">Human Resource Services Website</a>		
<p><input type="checkbox"/> <b>Student I-9 Verification</b></p> <p>To verify if a student has an I-9 on file you must complete the <a href="#">I-9 Student Query Process</a></p> <p>If the I-9 indicator is blank or indicates a ‘N’ they will need to go to HRS with the following:</p> <ul style="list-style-type: none"> <li>Email from the SEO that proves their Student Employee Hire</li> <li><a href="#">Acceptable Documents</a> – page 4</li> </ul>	<p><input type="checkbox"/> <b>Preventing Sexual Harassment &amp; Bias Training- Haven Plus. This process is currently under review.</b></p>	<p><input type="checkbox"/> <b>UVM Student Employee Policies</b></p> <p>Familiarize yourself with the below applicable policies. To see all, select: <a href="#">UVM policies</a>.</p> <ul style="list-style-type: none"> <li><a href="#">Code of Business Conduct</a></li> <li><a href="#">Equal Employment Opportunity/Affirmative Action</a></li> <li><a href="#">Sexual Harassment &amp; Misconduct - Interim</a></li> <li><a href="#">Undergraduate Student Employment and Federal Work-Study University Operating Procedure</a></li> <li><a href="#">I-9 University Operating Procedure</a></li> </ul>

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## New Supervisor – Helpful Tips



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1	<b>COMMUNICATION</b>	<ul style="list-style-type: none"> <li>❑ Share the tasks &amp; the <b>*SEO Dates of Hire Chart</b> with the functional supervisors within your department to plan and organize the on-boarding of student employees</li> <li>❑ Use the <b>*SEO Preparing for and On-Boarding a Student Employee</b> to ensure a successful start and continued professional development</li> </ul>
2	<b>JOBS BOARD</b>	<ul style="list-style-type: none"> <li>❑ Avoid duplicate jobs: edit your job(s) to reflect the start/end date &amp; the academic year instead of creating a new job for each year</li> <li>❑ Make sure your job(s) reflect the current time of year, have an informative and detailed job description along with specific requirements needed to be considered for employment.</li> <li>❑ When creating a job, check out the <b>*SEO Sample Job Descriptions</b> and the <i>Pay Level Guideline</i></li> </ul>
3	<b>PAYROLL</b>	<ul style="list-style-type: none"> <li>❑ Employment records in PeopleSoft are active as of the date the student hire request is approved by the SEO.</li> <li>❑ Within the first week of employment, have your student employees complete their W-4 and sign up for mandatory direct deposit through Self Service in PeopleSoft.</li> <li>❑ <b>Don't forget to approve hours by the payroll deadline!</b> <a href="#">FY19 Payroll Schedule</a></li> <li>❑ PeopleSoft records are <b>only</b> terminated for 3 reasons             <ul style="list-style-type: none"> <li>○ Requested by Supervisor</li> <li>○ At the end of the <a href="#">UVM academic year</a> and the Summer term</li> <li>○ Student earned their full FWS award or their award changed</li> </ul> </li> </ul>
4	<b>TERM TRANSITION</b>	<ul style="list-style-type: none"> <li>❑ The academic year is separate from the Summer term. All PeopleSoft/KRONOS employment records are terminated on the last day of the applicable term. If employment continues, students <b>must be</b> hired into the new term; summer or academic year:             <ul style="list-style-type: none"> <li>○ Account number for Summer Term Combo Code: <b>55212</b></li> <li>○ Account number for Academic Year Combo Code: <b>55210</b></li> </ul> </li> </ul>
5	<b>EMPLOYEE RECOGNITION and PROFESSIONAL DEVELOPMENT</b>	<ul style="list-style-type: none"> <li>❑ Use the <b>*SEO Student Employee Performance Review</b> to maintain professional development and goals for each member of your team. We recommend providing at the end of each semester.</li> <li>❑ Participate in the <a href="#">National Student Employment Week/Student Employee of the Year activities and make it a BIG deal.</a></li> </ul>
6	<b>EMPLOYEE INCIDENTS</b>	<ul style="list-style-type: none"> <li>❑ Discuss issues and how performance concerns will be handled should they arise and act promptly when/if they do</li> <li>❑ You must provide a student with due diligence if there are performance issues and prior to termination</li> <li>❑ Utilize the <b>*SEO Student Employee Incident Form</b> for best practices</li> </ul>
7	<b>HELPING STUDENTS in DISTRESS</b>	<ul style="list-style-type: none"> <li>❑ Utilize the <b>*SEO Helping Students in Distress</b> document</li> <li>❑ You can report any concerns using a <a href="#">C.A.R.E. Form</a> – UVM Community Reporting Form and you can remain anonymous</li> <li>❑ More information for <a href="#">helping students in distress</a></li> </ul>

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## New Supervisor – Federal Work Study Related



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**Federal Work Study (FWS)** is a form of financial aid that provides employment opportunities to help students meet educationally related expenses. FWS is awarded in combination with other aid programs to meet students' financial needs. All FWS employment is governed by employment conditions (including pay) that are appropriate and reasonable according to the type of work performed, the geographic region, and the employee's proficiency. Federal, state, and local laws governing regular employment also apply to FWS. FWS employment may not be used to replace or displace regular employees.

Federal Work Study Employment Considerations - For questions, please email: <a href="mailto:workstudy.coordinator@uvm.edu" style="color: white;">workstudy.coordinator@uvm.edu</a>		
<p><input type="checkbox"/> <b>Important Dates</b></p> <p>FWS can only be earned during the academic year (1<sup>st</sup> day of classes- last day of spring semester finals)</p> <p><b>October 1<sup>st</sup></b> – Deadline for fall only/academic year awarded students to either secure their 1<sup>st</sup> FWS job <b>or</b> to cancel their fall award &amp; keep spring only</p> <p><b>February 15<sup>th</sup></b> – Deadline for spring only awarded students to secure their 1<sup>st</sup> FWS job</p> <p>Review the <b>*SEO Dates of Hire Chart</b> for planning purposes</p>	<p><input type="checkbox"/> <b>Combo Codes</b></p> <p>Choosing the correct FWS combo code for each of your FWS positions is <u>very</u> important. The options are:</p> <ul style="list-style-type: none"> <li>• Instruction</li> <li>• On-Campus Community Service</li> <li>• Off-Campus Community Service</li> <li>• Public Service- Ext Services</li> <li>• Auxiliary Expenses</li> <li>• Other Academic Support</li> <li>• General &amp; Admin</li> <li>• Operations and Maintenance</li> <li>• Student Admin &amp; Services</li> </ul>	<p><input type="checkbox"/> <b>Hourly Rate/Earnings</b></p> <p>We recommend using the <b>* SEO Pay Level Guidelines</b> for establishing the fairest pay rate.</p> <p>Earnings are paid bi-weekly and directly to students. Direct deposit is mandatory, however paychecks can be picked up in the Payroll Office during the interim.</p>
Student Hire Qualifications		
<p><input type="checkbox"/> <b>UVM FWS Eligibility</b></p> <p><b>Eligible:</b></p> <ul style="list-style-type: none"> <li>• Undergraduate</li> <li>• Graduate</li> </ul> <p><b>Not Eligible:</b></p> <ul style="list-style-type: none"> <li>• International</li> <li>• Continuing Education</li> </ul>	<p><input type="checkbox"/> <b>Student Employee vs Work Study</b></p> <p>Students awarded work study are not to be referred to as “work study”, as this highlights their need for financial aid. Refer to all as student employees or simply as a member of your team.</p>	<p><input type="checkbox"/> <b>Requesting Student into a Work Study Job</b></p> <p>The SEO Jobs Board program JobX will only allow students that are awarded work study to be requested into a work study job. Be sure that you have selected the correct job (work study vs. non-work study) when requesting your student hires.</p>
Award Parameters		
<p><input type="checkbox"/> <b>Semester Based FWS</b></p> <p>Students awarded or that accepted fall only or spring only FWS, do not have earning potential beyond the last day of final exams of the semester in which they were awarded.</p> <p>Records in PeopleSoft for the fall semester <b>ONLY</b>, will terminate at the end of the day of fall semester final exams. For spring only and full academic year FWS, records will terminate on the last day of spring semester final exams.</p>	<p><input type="checkbox"/> <b>Student Earns Full Award</b></p> <p>The FWS PeopleSoft record will be terminated on the last day of the payroll period in which the student has earned their full award.</p> <p>Any earnings beyond the students FWS award will be charged to the overage combo code that you entered on your jobs board profile.</p> <p>For continued employment, the student will need to be hired into the NON-FWS version of their employment position.</p>	<p><input type="checkbox"/> <b>UVM Breaks &amp; Award Changes</b></p> <p>Students can work during the breaks in which their award pertains to. Winter break is for <b>full</b> academic year awarded students only.</p> <p>If a change occurs in a students work study award, their supervisor will receive an email notification. The SEO is not able to share why the change occurred and recommends that you speak with the student regarding applicable work schedule changes only.</p>