University of West Florida

Student Employment

Presented By: Nicole Lohr
Sr. Human Resources Specialist
Human Resources
Agenda

- UWF Student Employment Site
- Recruiting Student Employees
- Student Position Classifications
- Student Hiring Process
- New Hire Essential Documents
- New Hire Orientation
- Special Circumstances
- Changes to Existing Employees
- OPS Student to OPS Staff
- Web Time Entry
Thank you for your interest in a career with the University of West Florida!

Located 10 miles north of historic Pensacola and the white sand beaches of the Gulf of Mexico, the area is considered a vacation destination and offers a vibrant cultural life. The Pensacola campus is situated on a lush, 1,600-acre nature preserve with branch campuses in Fort Walton Beach, other Emerald Coast locations, and via distance learning. UWF is a state regional comprehensive university offering undergraduate and graduate degrees in the Colleges of Arts and Sciences, Business, and Professional Studies. Quality academic programs and an unwavering emphasis on the personal touch attract approximately 10,000 students to UWF each year.

New Users
- Select the Easy Steps to Apply link on the left for step-by-step instructions on how to apply for a position.

Returning Users
- Select Login on the left and enter your username and password, if you require assistance with your username or password, please contact us at jobs@uwf.edu or 850-474-2894.
- Select the Easy Steps to Apply link for a refresher on how to apply for a position at UWF.

The Chronicle of Higher Education’s The Chronicle of Higher Education’s 2009 Great Colleges to Work For® report named The University of West Florida
In an effort to increase the quality of student campus life and support services, Human Resources has incorporated the recruitment of student employees into the university’s official Position, Performance, and Employment Management System.
How to Post a Student Job

Change User Type to Student Employment
Go to Create Requisition

Click on “From Template”
Choose Job Category – Students

Click Search

<table>
<thead>
<tr>
<th>Position Class Code</th>
<th>Job Category</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Students</td>
</tr>
</tbody>
</table>

**Employment and Position Management**

*Welcome Karen Larson. You are logged in with Department/Division View. Your Current Group: Student Employment.*

**Create from a Template**

IMPORTANT Notice: The "Create From Template" action is only for OPS or Faculty recruitments. All university workforce positions should be recruited for through the Job Questionnaires menu. If you have questions, please contact Human Resources at Ext. 2156 or Ext. 2607.
We have provided 9 student employment templates to choose from. Determine which is the correct position type and Click on “Create” to begin.
The document will open - complete all the tabs and required fields throughout the document.

### Employment and Position Management

<table>
<thead>
<tr>
<th>Posting Details</th>
<th>Template Level Questions</th>
<th>Posting Specific Questions</th>
<th>Points</th>
<th>Hiring Steps</th>
<th>Guest User</th>
<th>Documents</th>
<th>Letters of Recommendation</th>
<th>Notes / History</th>
</tr>
</thead>
</table>

**To create a requisition, first complete the information on this screen, then click Continue to Next Section.** Proceed through all sections completing all necessary information. To submit the requisition, you must click on the Continue to Next Section button from the last section. Once a summary page appears, select the **Submit** button and click **Continue**. Your requisition will not be saved/submitted until you see the confirmation page and click the **Confirm** button.

*Required information is denoted with an asterisk.*

<table>
<thead>
<tr>
<th>Field</th>
<th>Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Position Number</td>
<td>(If OPS, please enter &quot;OPS.&quot;, if unknown, enter &quot;TBA,&quot; if student employment, enter N/A.)</td>
</tr>
<tr>
<td>Position Title</td>
<td>Student Assistant - Hourly</td>
</tr>
<tr>
<td>Working Title</td>
<td></td>
</tr>
<tr>
<td>Position open to internal candidates only?</td>
<td>No Response</td>
</tr>
</tbody>
</table>
The fields on the requisition are shared with other recruitment types—such as faculty and staff recruitment efforts. Therefore, some fields are not applicable to student employment.

Please make note of the special handling of the following fields:

- Position Number = N/A
- Position Open to Internal Applicants Only = N/A
- Contact Person – list the person we can contact about the job posting.
- Hiring Official – whoever will make the hiring decision.
- Search Committee Chair = N/A
- Search Committee Members = N/A
Recruiting Student Employees

- Route directly to Human Resources! No multiple level approvals required.
- No approval of applicant pool required.
- Notify HR when you have hired someone or no longer require your student job posting.

![Employment and Position Management](image)
Student Position Classifications

- **Student Employee Types**
  - **Student Assistants** – hourly; positions must be classified and paid in accordance with Pay Grades set for the classification
  - **Federal Work Study** – hourly; rate and FTE set by Financial Aid
  - **Resident Assistants** – Salaried
  - **Graduate Assistants** – hourly; $10.25/hr minimum
  - **Graduate Teaching Assistants & Research Assistants** – hourly or salaried; $10.25/hr minimum

- **OPS Student Classification System** should be used as a guide in determining the classification and pay grade for student positions. Departments should pick the classification that most closely describes the duties for which the student is being hired.
Student Hiring Process

- Ask Questions
  - Are you currently enrolled for credit at UWF or another educational institution? At what level?
  - Do you currently have a student position on campus?
  - Have you worked on campus previously? Within the last 6 months?
- New hires must be enrolled in the semester hired to be eligible for a student position.
  - Exception: Departments may hire one pay period prior to the semester start if required for training purposes.
- Students may continue to work in a student position during the summer if they were enrolled in the spring and are expected to enroll in the fall.
  - Must meet criteria to get FICA tax exemption.
Student Hiring Process

• Advise students what to bring on their first day:
  • Photo identification card to verify identity
    • i.e., driver’s license, state, school or military ID, passport
  • Document to verify employment eligibility
    • i.e., Social Security card, birth certificate, passport
  • Social Security card
    • Required for tax purposes, whether it is presented for Form I-9 or not.
    • Voided personal check (for direct deposit) – Required by Payroll if using a bank account!

Note: All identification documents must be originals and valid (unexpired). These documents must be presented & verified in person (no faxes or photocopies).
New Hire Essential Documents

- OPS Student Action Sheet (fill in on screen)
- Student Information and Declaration Form
- Loyalty Oath
- Student Employee Essential Documents Checklist
- Direct Deposit Form (strongly encouraged, pay can be deposited to Hire One)
- W-4 Form with copy of social security card (social security card receipts are acceptable but are only valid for 90 days).
- Form I-9 with copies of the documents used for verification.
- Background Screening If required for your particular position, it must be sent to HR prior to offer of employment.
- Refer to OHR Payroll Calendar for action sheet bi-weekly deadlines. The sooner, the better.
- Action Sheets must be approved by the pay index source.
  - Research and Sponsored Programs – Pay indexes starting with 16, 18, 21, 22.
  - Foundation – Pay indexes 230201 through 230213, with the exception of 230208.
• Treat your student as you would any other new hire.
• Review provisions of Student Information & Declaration Form with the student.
  • Not eligible for unemployment compensation.
  • Prior approval required before working overtime (> 40 hours/week).
  • Notify department immediately upon withdrawal from classes.
  • Non-UWF students must provide proof of enrollment and fee payment receipt each semester.
• Train new students in accessing and entering their time daily in MyUWF via the web time entry system. It is the student’s responsibility to assure their time is submitted online in time to meet the bi-weekly deadline.
Special Circumstances

Remote Hires

• In the event a UWF new hire will be working at a remote location and will not be able to present original documents to an on-campus UWF representative, a notary public may complete the employer's section (Section 2) of the Form I-9 on our behalf.

• The new Remote Location Process has been added to the I-9 package on the HR web site.
Special Circumstances

International Students

• International students with F-1 or J-1 Visas should call and set up an appointment with International Programs (x2479). The following should be brought to the appointment:
  • A "Letter of Intent to Hire" from the department (include: position, responsibilities, hours, and supervisor’s contact information).
  • Original, unexpired documents (passport, visa, social security card, I-94, Employment Authorization Card, DS-2019 etc.).
• Send the remaining new hire package to HR with a note that International Programs is completing the I-9.
• Students may not start to work until the I-9 has been completed and International Programs has given their authorization. The hire date or beginning date on the Action Sheet should coordinate with the I-20 effective date.
• International students may not work more than 20 hours per week (all jobs combined) during the Spring and Fall semesters. During Summer and semester breaks they may work up to 40 hours/week.
Special Circumstances

Miscellaneous

• Non-UWF Students
  • Proof of enrollment/fee payment is required for each semester.

• Minors
  • Have limitations on hours and types of work.
  • 14 & 15
  • 16 & 17

• Lump Sums
  • Contact HR prior to appointing.
  • Effort Recap may be required.
Changes to Existing Employees

- **New/Additional Appointments**
  - Do not require additional new hire docs.

- **Changing Pay Index (funding source)**
  - No need to create an additional appointment.

- **Rehires**
  - If the employee was terminated over six months ago, a new W-4 Form and Direct Deposit Authorization Form is required.
  - If the employee's original hire date was over 3 years ago, a new I-9 Form is also required.

- **Ending Appointments**
  - Prepare an action sheet as soon as a student leaves your department permanently, withdraws, or graduates. Use the last day worked as the end date.
  - No end dates are entered into Banner when appointing hourly employees (except FWS and Graduate Positions).
  - Note whether it is an **End Appointment** or **Resignation**. For all other reasons, contact HR. Certain specified reasons may affect Unemployment Compensation.
Changes to Existing Employees

- Staff Personnel Action Form may be used only for:
  - Changing pay index (funding source)
  - Ending appointments
  - Write “Student” at the top of the form.

- Student Personnel Action Form is required for all other purposes (new hires, reappointments, etc.).
Changes to Existing Employees

- **Awards**
  - If you want the employee to get a fixed amount, put “grossed up” in the amount (i.e. $1000 grossed up).
  - **Must** include award info in Box 17.
  - If the student is not an employee, they most likely will be paid through Accounts Payable and issued a 1099 (Misc. Income). Best to check with Financial Aid to be sure the award will not affect any aid. If so, they will advise you what needs to be done.
OPS Student to OPS Staff

- When moving an employee from Student to OPS Staff, additional documents are required:
  - **Background Screening** - Send to HR *prior* to Offer of Employment.
  - **FRS Certification**
  - **OPS Staff Employment Application**
  - **Staff Personnel Action Form** - Search in MyUWF under “Personnel Action Form”
  - **Additional Employee Processing Information**
  - **Essential Documents Checklist (Staff)**
  - **Statement on Controlled Substance Conviction**

- Note: OPS Staff employees are eligible for unemployment compensation.
Web Time Entry

• **Timeliness**
  - Encourage students to record time daily.
  - Time must be submitted and approved no later than 10:00 a.m. on Monday of pay week. Time that was not submitted and approved on-line or received via an Effort Recap Form prior to the deadline will not be paid until the next bi-weekly payroll.
  - Employees now have the ability to pull back their timesheet to make a correction as long as it has not been approved yet (still in Pending status).

• **Proxies**
  - Approvers should set up at least two (2) proxies to approve time during absences or emergencies.

• **Errors** – “submit not allowed”, “approval not allowed”, “time transaction already exists”, “restart of time transaction not allowed”
  - Can occur when a user or approver double-clicks on the Submit or Approve buttons, or attempts to use the Web Browser back button.

• **Current Pay Period or Time Sheet not Visible by Approvers**
  - Approvers will not see the current pay period until at least one employee opens their timesheet.
  - Likewise, approvers will not see a particular time sheet until opened by the employee.
Taking Care of Our Students

• Make sure they get paid by monitoring their timesheet submittals.

• Protect their privacy. Refer all employment verification requests to the OHR Employment Section.
  • Student verifications must comply with Family Educational Right to Privacy Act of 1974 (FERPA) and require a signed release.

• Good job experience.

• Classes come first!
Thank you!!

?? QUESTIONS ??