

FALL / WINTER 2013-2014

E-MAIL: student.employment@umich.edu

Fall/Winter Work-Study Program

The Fall/Winter 2013-2014 academic period begins on **September 3, 2013**. Students may begin working on this day, which is the first day of classes.

Enrollment Status

To be eligible for Fall/Winter Work-Study, students must be enrolled **at least half-time** for the academic period (*6 credit hours per term for undergraduates and 4 credit hours per term for graduate students*) before beginning their Work-Study jobs. Wait-listed courses DO NOT count when determining enrollment levels.

Reimbursement Procedures

1. The Work-Study Program Payroll Report Form must be completed for each day a student works.
2. Make a copy of the student's paycheck as soon as it is issued.
3. Complete the Off-Campus Agency Reimbursement Invoice. Up to 10 students may be listed on the invoice. The invoice should be returned to the Student Employment Office (an unsigned invoice will be returned) along with the payroll report form(s) and a copy of the paycheck(s).
4. The invoice must be completed and submitted within 21 days of the end of the pay period. Invoices received after 21 days will not be reimbursed.

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In these times of huge applicant pools, finding ways to streamline the process is critical for employers. When considering U-M students for your team, here are several tips that we recommend for employers and hiring managers:

Keep students in the loop – Our website (www.studentemployment.umich.edu) makes it easy to post a job and to follow up with students. Sample emails allow employers to send out one email blindly to many applicants. You can inform students of hiring progress, alert them to application receipt, and, in the case of multiple hires, inform a group that they have been hired or not chosen. We also suggest:

- At the end of interviews, let students know your timetable and whether all students interviewed will be contacted or only those offered a position.
- If your job details change or the hiring timeline is extended, inform those who have applied. Our email tool allows you to easily do this in one step.

Update your information regularly

Keep your postings updated so that students do not continue to apply to jobs already filled. Our system makes it easy to post a job then store it for future use (if this is a job for which new students are hired each semester or each year).

Haven't found your ideal candidate?

Relist your job on the website, which will refresh the date and encourage a new pool of applicants. Please keep in mind

that students should be contacted even if they are not going to be hired.

Have a candidate in mind? Put the job in "review" mode so the job will not be listed on the website. This will allow you to focus on your preferred candidate, but give you the option to move it easily to the "listed" mode if that candidate does not work out.

Because students show interest when applying for jobs on the SEO web site, employers should make it a practice to contact all students that have applied for position(s), whether you plan to hire them or not. Updating your job postings and keeping students informed about your hiring process reflects well on your department or agency. It shows applicants that you are organized and care about those who are applying to work for you. This approach may also encourage good feelings about the position and your place of employment when you do make a final selection.

A full Website User's Guide for the U-M Student Employment Office is available in PDF form for you to read, print or download for future reference. [Find the link for the guide here](#). Our staff is also available to assist you if you need help using the website. We are located on the 2nd Floor of the Student Activities Building and we maintain regular business hours from 8 a.m.-5 p.m., Monday-Friday. We can be reached by email at student.employment@umich.edu or by phone at 734-763-4128.

60% Work-Study Reimbursement Is Back!

Employers will be reimbursed 60 percent of wages earned by all students employed under the federal or state Work-Study program again this year (the employer's share of the wages is only 40 percent). If an employer hires a Work-Study student for the Fall/Winter 2013-2014 academic period at a rate of \$10 per hour, the employer will pay the student only \$4 an hour, while the federal government will pay the remaining \$6. If you have any questions regarding reimbursement rates, please contact the Student Employment Office.

QUICK AND EASY TIP: **University and Work-Study Employers' Manage Job Page**

If you want to clear the View Applicants section of this page for a particular job posting and you are certain that you will not be hiring any of the students who have submitted Student Data Applications for your job, you can simply move the job to the Storage Mode (please keep in mind that all applicant information will be lost).

View Applicants

1184 applications have been submitted for this job, **1184** of which are new.
» [View Applications](#)

Once the View Applicant queue is cleared and you decide not to hire a student(s) for the job, there is nothing further that you need to do and you may keep the posting in the Storage Mode. However, if a student is working in the job, we suggest that you manage the posting and place it in the Review Mode.

View Applicants

No applications have been submitted for this job.

MONITORING STUDENTS' WAGES: **It's Up to You!**

Employers are responsible for monitoring student earnings. Before hiring a student, please confirm his or her Work-Study award.* If a student's earnings exceed the amount of his or her Work-Study award, we will be unable to reimburse employers for the overage. For tools to help monitor wages, see the Fall/Winter tracking sheet and the Work-Study calculator at www.studentemployment.umich.edu/Cmx_Content.aspx?cpld=10.

** If a student's award changes, it is the student's responsibility to make the employer aware of the change.*

Remember...

The Student Employment Website Provides:

- A Work-Study tracking sheet to help employers track students' earnings
- A Work-Study calculator to determine how many hours a student can work
- An Important Dates section that includes payroll schedules specific to the academic period

www.studentemployment.umich.edu

Hiring Materials

The following forms must be completed before a student begins working in a Work-Study position.

Federal Agencies:

- ✓ Page 9 of the online Student Employment Application (e-signature page)
- ✓ Job Certification Form (retain pink copy)
- ✓ Tax Withholding Forms (to be completed by student online and submitted electronically)
- ✓ INS Form I-9 (retain a copy for your records)

Private and Public Agencies:

- ✓ Job Certification Form (retain pink copy)
- ✓ Tax Withholding Forms (retain a copy for your records)
- ✓ INS Form I-9 (retain a copy for your records)

IMPORTANT Fall/Winter Dates

September 3, 2013

Fall/Winter Work-Study program begins

September 16, 2013

Last day for Summer invoices

December 20, 2013

Final day of the Fall-only Work-Study program

January 8, 2014

Winter term Work-Study program begins

January 20, 2014

Last day for Fall invoices

April 25, 2014

Final day of the Fall/Winter Work-Study program

May 26, 2014

Last day for Winter invoices