



IMPORTANT Fall/Winter Dates

SEPTEMBER 8, 2015

Fall/Winter Work-Study program begins

DECEMBER 18, 2015

Final day of the Fall-only Work-Study program

JANUARY 6, 2016

Winter term Work-Study program begins

APRIL 21, 2016

Final day of the Fall/Winter Work-Study Program

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.

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

For tools to help monitor wages, see the Fall/Winter tracking sheet and the Work-Study calculator at studentemployment.umich.edu/Cmx_Content.aspx?cpId=15.

HELPFUL LINK:

Hiring and Paying Students

Everything you need to know about hiring a UM-Ann Arbor Work-Study/Non-Work-Study student: studentemployment.umich.edu/cimages/Hiring_Paying.pdf.

Get to Know the U-M Student Employment Staff

THE DYNAMIC DUO

Susan has been employed by U-M for 32 years and has been the Assistant Director of the Student Employment Office for 18 years.

Susan is responsible for overseeing the office daily to ensure that Federal, State and University practices and regulations are adhered to.

She operates with one best practice and that is to be customer focused. She says: "Our customers are primarily our students and employers, therefore daily we are committed to satisfying the needs and expectations of our customers."

Carolyn has been employed by U-M for 15 years, all of which have been with Student Employment.

It's Carolyn's friendly voice that you usually hear when calling our office.

Carolyn wears many hats quite well from account reimbursements, reconciling error reports and scheduling meetings to sitting down with students one-on-one to navigate the Student Employment website to find that perfect job.

Over the years, this Dynamic Duo's tag team approach allows Carolyn and Susan to take on challenges that once required a full-time staff of four.



Susan Frierson

Carolyn Williams

a small unit that puts on a big production

Work-Study employers should compare class and work schedules

In order to ensure that students are not working during class time, Federal Work-Study (FWS) employers are encouraged to develop a method for comparing class schedules to FWS work schedules. With limited **documented exceptions**, students are not permitted to work in FWS positions during scheduled class times.

If a student works during scheduled class times, it raises important issues. If the student reported hours for work, did the student not attend class to work and not get his or her education, or did the student report work hours that they did not earn because they were in class?

In either case, this is not acceptable. FWS students cannot be paid for receiving instruction in a classroom.

60% Work-Study Reimbursement is back!

Employers will be reimbursed 60 percent of wages earned by all students employed under the federal Work-Study program (the employer's share of the wages is only 40 percent). If an employer hires a Work-Study student for the Fall/Winter 2015-2016 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, the Student Employment Office staff is available to assist you.

WORK-STUDY FALL/WINTER PAYROLL SCHEDULE

Fall Term 2015¹

PAY PERIOD DATES	PAY DATE
9-8-15 to 9-12-15	9-18-15
9-13-15 to 9-26-15	10-2-15
9-27-15 to 10-10-15	10-16-15
10-11-15 to 10-24-15	10-30-15
10-25-15 to 11-7-15	11-13-15
11-8-15 to 11-21-15	11-27-15
11-22-15 to 12-5-15	12-11-15
12-6-15 to 12-18-15	12-25-15

Winter Term 2016²

PAY PERIOD DATES	PAY DATE
1-6-16 to 1-16-16	1-22-16
1-17-16 to 1-30-16	2-5-16
1-31-16 to 2-13-16	2-19-16
2-14-16 to 2-27-16	3-4-16
2-28-16 to 3-12-16	3-18-16
3-13-16 to 3-26-16	4-1-16
3-27-16 to 4-9-16	4-15-16
4-10-16 to 4-21-16	4-29-16

¹ The employment period for students awarded Fall-only Work-Study is September 8 through December 18, 2015. Students who receive both Fall term and Winter term Work-Study may continue to work during the term break.

² The employment period for students awarded Winter-only Work-Study is January 6 through April 21, 2016.

Efficiency is key for hiring the best employees and keeping the process manageable

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 – Email tools on our website (studentemployment.umich.edu) allow employers to send out one email blindly to many applicants to inform them of hiring progress and timetables. We suggest:

- Letting students know whether all interviewees will be contacted or only those offered a position. We recommend contacting all students that have applied, whether you plan to hire them or not.
- If job details change or the hiring timeline is extended, inform those who have applied.

Update information regularly – Keep 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 which will refresh the date and encourage a new pool of applicants. *Please keep in mind that students should be contacted even if they will not be hired.*

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

Updating your job postings and keeping students informed about the hiring process reflects well on your department or agency.

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.](#)

NOTE TO EMPLOYERS:

Student Employment, is a part of the total education experience, teaching students essential employment skills while providing career exploration and resume development. Participating in student employment can have a positive impact on students' success in full-time employment after graduation, equal to that of internships.

As Employers, we owe students more than a paycheck. We owe students rewarding work experience and we want to provide students with meaningful "real world" experience. We want to help students enhance their skill sets.

Our students are an investment for us; let's invest in our students.

Compare class and work schedules (CONTINUED FROM PAGE 1)

As a FWS employer, it is the department/unit's responsibility to ensure that FWS students work and earn the amount being paid and that his or her work is **monitored, documented, and supervised**.

Department/unit's should not permit the FWS students to work instead of going to classes; therefore, it may be reasonable to obtain class schedules for all FWS students you employ.

Documented Allowable Exception:

- Cancelled class
- Instructor excuses student from attending class for a particular day