



OFFICE OF FINANCIAL AID  
STUDENT EMPLOYMENT  
UNIVERSITY OF MICHIGAN

# OFF CAMPUS newsletter

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## IMPORTANT Fall/Winter Dates

### September 6, 2016

Fall/Winter Work-Study program begins

### September 16, 2016

Last day for Summer invoices

### December 22, 2016

Final day of the Fall-only Work-Study program

### January 4, 2017

Winter term Work-Study program begins

### January 22, 2017

Last day for Fall invoices

### April 22, 2017

Final day of the Fall/Winter Work-Study program

### May 27, 2017

Last day for Winter invoices

## Work-Study employers should compare class and work schedules

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

If a student works during scheduled class times, it raises important questions. 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?

Either case is not acceptable. Work-Study students cannot be paid for receiving instruction in a classroom.

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

Department/units should not permit the Work-Study students to work instead of going to classes; therefore, it may be reasonable to obtain class schedules for all students you employ.

### Allowable Exceptions (must be documented):

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

## Nate Bauer named new assistant director

Nate Bauer is the new Assistant Director in the U-M Office of Student Employment. This Bay City native came into his new role in May after serving as a financial aid administrator in the U-M Office of Financial Aid since July 2014.

Prior to his time at U-M, he worked at Wayne State University in Detroit and at the University of Iowa in the Office of Financial Aid, the Office of Retention and for the University Registrar, where he gained experience in a variety of student-centered offices and programs.

He holds a bachelor's degree in Interdisciplinary Studies in Social Sciences from Michigan State University and a master of arts degree in Educational Policy and Leadership Studies from the University of Iowa.

Bauer said he is enjoying his new role working with employers and students. "I'm excited to connect students with employment opportunities that can help to further their educational goals or career aspirations," he said. Bauer noted that in his new role, he is learning about U-M's human resources functions as well as keeping a hand in the financial aid field through Work-Study job postings and employers.



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## 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 (the employer's share of the wages is only 40 percent). If an employer hires a Work-Study student for the Fall/Winter 2016-2017 academic period at a rate of \$10 per hour, the employer will pay only \$4 per hour, while the federal government will pay the remaining \$6. Call us if you have questions about reimbursement rates.

## 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) sign and return to the Student Employment Office with 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.

## 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 the award, we cannot reimburse employers for the overage.

If a student's award changes, the student must 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](http://studentemployment.umich.edu/Cmx_Content.aspx?cpId=15).

## 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](http://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 who are offered a position. We recommend contacting all applicants, whether you plan to hire them or not.
- Inform applicants if job details change or the hiring timeline is extended.

**Update information regularly** – Keep postings updated so students do not continue to apply for jobs already filled. Our system makes it easy to post a job then store it for future use if you hire for this position each semester or year.

**Haven't found your ideal candidate?** Relisting your job will refresh the date and encourage a new pool of applicants.

**Have a candidate in mind?** Put the job in "review" mode so it is not listed online. This allows you to focus on a preferred candidate. Keep it ready to list again, if needed.

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.](#)

## The benefits of hiring students

Student Employment teaches students essential employment skills while providing career exploration and resume development. 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 them with meaningful "real world" experience. We want to help students enhance their skill sets.

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

## Hiring Materials

Complete the following forms before a Work-Study student begins working:

### Federal Agencies:

- Page 9 of the online Student Employment Application (*e-signature page*)
- Job Certification Form (*retain pink copy*)
- Tax Withholding Forms (*student completes online and submits electronically*)
- USCIS (formerly 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*)
- USCIS (formerly INS) Form I-9 (*retain a copy for your records*)

## 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.