



**OFFICE OF FINANCIAL AID  
STUDENT EMPLOYMENT**  
UNIVERSITY OF MICHIGAN

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fall/winter 2016-2017

[studentemployment.umich.edu](http://studentemployment.umich.edu)

**IMPORTANT  
Fall/Winter Dates**

**SEPTEMBER 6, 2016**

Fall/Winter Work-Study program begins

**DECEMBER 22, 2016**

Final day of the Fall-only Work-Study program

**JANUARY 4, 2017**

Winter term Work-Study program begins

**APRIL 22, 2017**

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](http://studentemployment.umich.edu/Cmx_Content.aspx?cpId=15).

**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.



## 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 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.

## 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.

## 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 offered a position. We recommend contacting all students that have applied, 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 to 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.](#)

### 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](http://studentemployment.umich.edu/cimages/Hiring_Paying.pdf).

## Work-Study Fall/Winter Payroll Schedule

### Fall Term 2016<sup>1</sup>

PAY PERIOD DATES	PAY DATE
9-6-16 to 9-10-16	9-16-16
9-11-16 to 9-24-16	9-30-16
9-25-16 to 10-8-16	10-14-16
10-9-16 to 10-22-16	10-28-16
10-23-16 to 11-5-16	11-11-16
11-6-16 to 11-19-16	11-23-16
11-20-16 to 12-3-16	12-9-16
12-4-16 to 12-17-16	12-23-16
12-18-16 to 12-22-16	1-6-17

### Winter Term 2017<sup>2</sup>

PAY PERIOD DATES	PAY DATE
1-4-17 to 1-14-17	1-20-17
1-15-17 to 1-28-17	2-3-17
1-29-17 to 2-11-17	2-17-17
2-12-17 to 2-25-17	3-3-17
2-26-17 to 3-11-17	3-17-17
3-12-17 to 3-25-17	3-31-17
3-26-17 to 4-8-17	4-14-17
4-9-17 to 4-22-17	4-28-17

<sup>1</sup> The employment period for students awarded Fall-only Work-Study is September 6 through December 22, 2016. Students who receive both Fall term and Winter term Work-Study may continue to work during the term break.

<sup>2</sup> The employment period for students awarded Winter-only Work-Study is January 4 through April 22, 2017.