



IMPORTANT Fall/Winter Dates

SEPTEMBER 5, 2017

Fall/Winter Work-Study program begins

DECEMBER 21, 2017

Final day of the Fall-only Work-Study program

JANUARY 3, 2018

Winter term Work-Study program begins

APRIL 21, 2018

Final day of the Fall/Winter Work-Study Program

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

Taryn Colangelo to lead the U-M Student Employment Office



Taryn Colangelo is the new Assistant Director for Student Employment in the U-M Office of Financial Aid

A financial aid administrator at U-M for six years, Taryn moved into her new role effective July 31, 2017. She replaces Nate Bauer who is leaving to pursue doctoral studies here at U-M.

Taryn is a native of Crystal Lake, IL, northwest of Chicago. She holds a bachelor's degree in Philosophy and Spanish from Western Illinois University and a master's degree in College Student Personnel from the Department of Educational Leadership and Policy Studies at the University of Tennessee, Knoxville.

Prior to coming to U-M, she worked in the Housing Office at York College of Pennsylvania. She said she has always enjoyed her role in student services and looks forward to this new challenge. "I am looking forward to developing ongoing student relationships and learning more about the HR process," Taryn said, adding that she also looks

forward to working with employers and finding ways to provide more streamlined information for hiring.

She is married to Joe Colangelo who works in the U-M Office of New Student Programs. They live in downtown Ypsilanti with their dog, Penny.

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 2017-2018 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.

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.

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

Everything you need to know about hiring a UM-Ann Arbor Work-Study/Non-Work-Study student:

studentemployment.umich.edu/cimages/Hiring_Paying.pdf

Work-Study Fall/Winter Payroll Schedule

Fall Term 2017¹

| PAY PERIOD DATES | PAY DATE |
|----------------------|----------|
| 8-27-17 to 9-9-17 | 9-15-17 |
| 9-10-17 to 9-23-17 | 9-29-17 |
| 9-24-17 to 10-7-17 | 10-13-17 |
| 10-8-17 to 10-21-17 | 10-27-17 |
| 10-22-17 to 11-4-17 | 11-10-17 |
| 11-5-17 to 11-18-17 | 11-22-17 |
| 11-19-17 to 12-2-17 | 12-8-17 |
| 12-3-17 to 12-16-17 | 12-22-17 |
| 12-17-17 to 12-30-17 | 1-5-18 |

Winter Term 2018²

| PAY PERIOD DATES | PAY DATE |
|--------------------|----------|
| 12-31-17 to 1-3-18 | 1-19-18 |
| 1-4-18 to 1-27-18 | 2-2-18 |
| 1-28-18 to 2-10-18 | 2-16-18 |
| 2-11-18 to 2-24-18 | 3-2-18 |
| 2-25-18 to 3-10-18 | 3-16-18 |
| 3-11-18 to 3-24-18 | 3-30-18 |
| 3-25-18 to 4-7-18 | 4-13-18 |
| 4-8-18 to 4-21-18 | 4-27-18 |

¹ The employment period for students awarded Fall-only Work-Study is September 5 through December 21, 2017. 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 3 through April 21, 2018.