

OFF-CAMPUS



STUDENT EMPLOYMENT OFFICE

Newsletter

Fall • Winter 2019-2020

studentemployment.umich.edu

2500 Student Activities Bldg. • 515 East Jefferson St. • Ann Arbor, MI 48109-1316 • (734) 763-4128 • Email: Student.employment@umich.edu

Your employer responsibilities when hiring a U-M Work-Study student

Monitoring student wages is up to you as an employer. 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 that overage.

If an award changes, the student must make the employer aware of the change, so communicate this clearly when you hire a Work-Study student.

How do you find out if a student has Work-Study? If the student has completed the online employment application, you can view the Student Temporary Processing Page (Main Menu > Workforce Administrations > Job Information > Student Temporary Processing) where the Work-Study section will show this.

A student should also provide you a copy of his/her financial aid Award Notice to verify their award.

ONLINE RESOURCES:

- For tools to help monitor wages, see the **Fall/Winter tracking sheet** at studentemployment.umich.edu/Cimages/trackingfw.pdf
- Use the **Work-Study Calculator** at the home page for University and Work-Study Employers: https://studentemployment.umich.edu/Cmx_Content.aspx?cpId=10
- View the **Hiring and Paying Students tip sheet**: https://studentemployment.umich.edu/cimages/Hiring_Paying.pdf

Work-Study Tracking Sheet		Initial Work-Study Award: \$
FALL/WINTER 2019-2020		
<small>The last day to use your Work-Study award for Fall only is December 20, 2019. Students with a Fall only award whose Work-Study may continue to work.</small>		
<small>The last day to use your Work-Study award for your Fall/Winter students period is May 2, 2020.</small>		
September 14 paycheck	Balance	
September 28 paycheck	Balance	
October 12 paycheck	Balance	
October 26 paycheck	Balance	
November 9 paycheck	Balance	
November 23 paycheck	Balance	
December 7 paycheck	Balance	
December 21 paycheck	Balance	
January 4, 2020 paycheck	Balance	
January 18 paycheck	Balance	
February 1 paycheck	Balance	
February 15 paycheck	Balance	
March 1 paycheck	Balance	
March 15 paycheck	Balance	
March 29 paycheck	Balance	
April 12 paycheck	Balance	
April 26 paycheck	Balance	
May 10 paycheck	Balance	

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 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

Important Fall • Winter Dates:

SEPT 2019

3

Fall/Winter Work-Study program begins

SEPT 2019

13

Last day for Summer invoices

DEC 2019

20

Final day of the Fall-only Work-Study program

JAN 2020

8

Winter term Work-Study program begins

JAN 2020

17

Last day for Fall invoices

APRIL 2020

30

Final day of the Fall/Winter Work-Study program

MAY 2020

22

Last day for Winter invoices

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 for Fall/Winter 2019-2020. If an employer hires a Work-Study student at a rate of \$10 per hour, the employer will pay \$4 per hour for example, while the federal government will pay the remaining \$6.

This reimbursement rate is set by U-M and reviewed annually. 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.

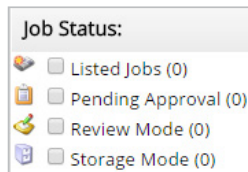
As Employers, we owe students more than a paycheck. We owe students rewarding work experience and we want to provide them with meaningful "real world" experience. We want to help students enhance their skill sets.

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

Using the various modes to manage my jobs

We get a lot of questions about how to use the various modes in the JobX system when managing postings for student jobs. Here is a quick explainer on each:

- **Listed Mode:** Once your job is approved, it moves automatically to this mode in the system. Use this when you want students to actively apply for your job(s).
- **Review Mode:** Do you have a candidate in mind or have already employed a student but want to keep a job semi-active? This stores the job, but keeps applicant information for future use.
- **Storage Mode:** Park jobs you are no longer using in this archive. It stores the job information for future use, but does not save past application information.



You will be able to see how many of your jobs are in each mode on your dashboard under the *Job Status* box in the lower left-hand corner.

For more details about posting and managing jobs, view or download our Website User's Guide for employers at: <https://studentemployment.umich.edu/cimages/SEOwebUM.pdf>.

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.

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:

- Contacting all students that have applied, whether you plan to hire them or not.
- Informing 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. Please keep your employer contact names and emails updated also.

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.](#)

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 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 Form I-9 (*retain a copy for your records*)

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.