



EMPLOYMENT GUIDE FOR U-M ANN ARBOR CAMPUS STUDENTS

FINDING TEMPORARY JOB OPPORTUNITIES

JOB POSTING WEBSITE

The Student Employment Office website serves as a convenient way for students to find employment opportunities, while helping university and non-university employers find qualified employees. The site is available 24 hours a day, seven days a week, for students to search and apply for jobs online:

studentemployment.umich.edu

From the home page, select **Get Started** in the *U-M Students* section to search job postings and employment resources.

How to search for jobs:

1. From the U-M Students page, select **Conduct a search** under the Find a Job section.
2. Check the boxes for the job types you are interested in (Work-Study, non-Work-Study, and/or remote). See the Federal Work-Study Program section of this flyer for more information on whether you are able to apply for Work-Study jobs.
3. The easiest way to search for a job is to simply select the **Quick Job Search** links for Recently Posted Jobs, All Available Jobs, or Community Service Jobs.
4. Click on jobs that are of interest to you to apply online or contact employers directly for interviews.

OTHER RESOURCES:

While at the Student Employment site, choose Other Resources under Information for Students to link to useful university websites such as the Payroll Office, Human Resources, and the Career Center (for resume tips).

You will also find links to other jobs sources such as:

- University Library Human Resources:
lib.umich.edu/library-human-resources
- Recreational Sports (CCRB/NCRB):
recsports.umich.edu/employment
- Student Life:
jobs.studentlife.umich.edu
- Residence Hall Housing Offices:
housing.umich.edu/employment

THE DEFINITION OF A STUDENT EMPLOYEE

A student employee is defined as anyone employed by the University of Michigan whose primary purpose for being at the university is to obtain an education:

Any individual employed in a temporary position who is also enrolled at least half-time is presumed to be primarily a student and will be considered a student employee, unless facts clearly indicate otherwise. Student employee status is not affected during periods of typical non-enrollment, such as breaks between consecutive terms or during the spring/summer term, regardless of hours worked.*

* Some exceptions apply to dissertation students and graduating seniors.

THE FEDERAL WORK-STUDY PROGRAM

Federal Work-Study is a financial aid resource that is made available to students who demonstrate financial need. The award provides jobs for undergraduate and graduate students, allowing them to earn money to help pay educational expenses. Students earn Work-Study funds by performing part-time work for employers who qualify for the program under federal guidelines. These employers pay only a percentage of the student's wages, while the federal government pays the remaining amount. To receive Work-Study, students must:

- apply for financial aid through the Office of Financial Aid, and
- demonstrate financial need.

Students who qualify for Work-Study will have "Federal Work-Study" listed on their financial aid notice. If you do not have Work-Study, you may only apply for the non-Work-Study jobs listed on the Student Employment Office website.

For more information on applying for financial aid and the Federal Work-Study program, visit the Office of Financial Aid's website, finaid.umich.edu.

ENROLLMENT REQUIREMENTS:

Work-Study students must be enrolled at least half-time as shown in the chart below (wait-listed courses **do not** count toward hours of enrollment) to be eligible for Work-Study jobs:

ENROLLMENT SCHEDULE	
Status	Per Term
Undergraduate	6-12 credit hours
Graduate	4-8 credit hours

WORK-STUDY COMMUNITY SERVICE JOBS

Community service can be a valuable component of a student's educational experience. Students may choose to use their Work-Study to work for an approved Work-Study community service agency such as one of these:

- America Reads Tutoring Corps
- Ann Arbor Hands-On Museum
- Domestic Violence Project
- Ecology Center of Ann Arbor

Positions and agencies vary from year to year. Students with a particular interest in community service should click on the Community Service Jobs quick search link when conducting a job search on the Student Employment Office website.

REQUIRED EMPLOYMENT PAPERWORK

To be employed at U-M, or to work for a university approved, off-campus employer, UM-Ann Arbor students must complete (original federal and state documents must be presented):

- Online U-M Student Employment Application,
- Federal I-9: Employment Eligibility Verification form
- Federal W-4: Employee Withholding Allowance
- Michigan W-4: Employee's Michigan Withholding Exemption Certificate

All forms are on Wolverine Access (wolverineaccess.umich.edu) except the I-9 which must be completed in person at one of the Regional I-9 Centers. Locations may be found here: ssc.umich.edu/human-resources/i-9-processing.

PAYMENT, SCHEDULES, AND BENEFITS

PAYMENT

Students working for U-M are paid Fridays on a regular, bi-weekly schedule from the U-M Payroll Office (finance.umich.edu/finops/payroll/forms/cutoffsdeadlines). Direct Deposit enrollment information is located on the Student Business section of Wolverine Access (wolverineaccess.umich.edu). Students should expect to be paid within three weeks of completing and submitting employment materials and starting work. You will not be paid, and should not work, until these materials are completed. If you are not paid within three weeks, contact your supervisor for assistance.

Students working for non-university employers will be paid according to their employer's pay dates.

WORK SCHEDULES

Student work schedules are based upon the employer's needs and the student's academic schedule. Students should discuss their schedule with their employers during interviews. Employers will make every attempt to accommodate students' needs, but might not be able to schedule students for evening or weekend employment. **Students may not work during their scheduled class time unless the class has been cancelled or their remote class is asynchronous.**

BENEFITS

Student temporary employees are covered by:

- The university's Overtime Policy
- Workers' Compensation
- Social Security
- Travel Accident Insurance

Social Security is deducted from a student employee's wages only if he or she is enrolled less than half-time or not enrolled at the university. Student employees do not receive paid vacation, sick time, paid holidays, or health care benefits.

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