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STUDENT EMPLOYMENT
UNIVERSITY OF MICHIGAN

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HIRING & PAYING GUIDE FOR EMPLOYERS OF U-M ANN ARBOR STUDENTS

UNIVERSITY HIRING STEP-BY-STEP

1 Visit the student temporary processing panel
Navigate to the student temporary processing panel in MPathways HRMS (Navigator > Workforce administration > Job Information > Student Temporary Processing)

2 Enter the student's emplid; click Search

3 Review any alerts
An instruction guide to resolve alerts is available here: maislinc.umich.edu/mais/html/hr_te_studentinforeview.html#alerts

4 Click the student processing tab

5 Enter hire effective date
For Work-Study students, the hire effective date cannot be more than 10 days in the past, and it cannot be earlier than the first day to earn Work-Study (see important dates under the information for employers tab on the SEO website)

6 Enter the hiring department

7 Enter the supervisor ID

7A. For Work-Study hires:
Enter the valid SEO job ID. A Work-Study box should appear; check the box. A WS term start box should appear; enter the correct term.

7B. For non-Work-Study hires:
Enter the job code

8 Enter the comp rate

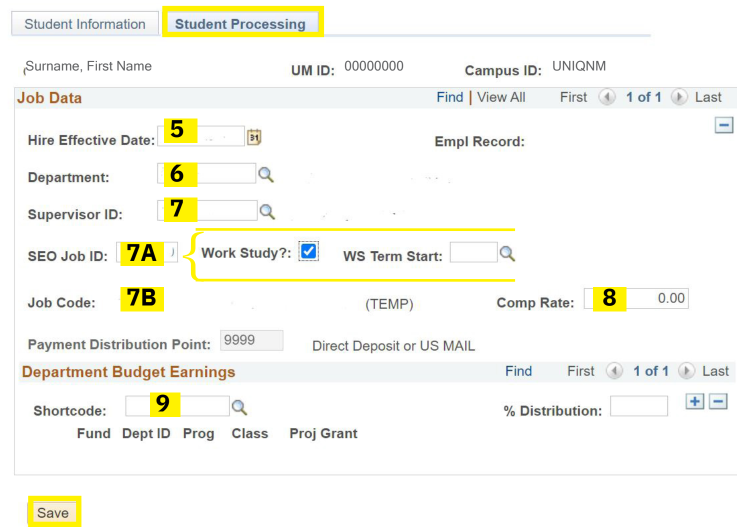
9 Enter the shortcode
Include the percentage to be charged to the shortcode in the distribution field. Total distribution must equal 100%.

10 Save

11 Click OK to complete transaction
If an error message appears, choose return to address the issue. Unless there is an error, clicking OK should clear the student processing page.

TIPS

- Review the Student Temp Processing panel for alerts before an interview so you can prep the student with any required next steps.
- DO NOT allow a student to work until all hiring materials have been completed and submitted to the SSC.



ADDING WORK-STUDY TO AN EXISTING HIRE?

Work-Study expires at the end of each academic term (i.e. fall/winter, spring/summer), so you will need to add Work-Study back to your returning student employees. You also may have a returning temp who is newly eligible for Work-Study.

You can create a PAR (Personnel Action Request) to add Work-Study to existing hires. In Mpathways HRMS, navigate to Workforce Administration > Job Information > Create PAR. Check the Add Work-Study box, indicate the hire effective date, and add the SEO Job ID. NOTE: Work-Study cannot be backdated more than 10 days.

SEO JOB IDS

SEO job IDs protect the Federal Work-Study program

Be sure to use the SEO Job ID from the specific job posting that you have hired a student for. There are not generic Job IDs for particular departments or job titles; they are unique to each job posting.

The Job ID is used to link a student to the "educational value" listed in the job description in the event of a federal audit.

What if I want to apply Federal Work-Study to a student I was required to hire through e-recruit?

So long as the position meets the requirements of the Federal Work-Study program, you may do so by creating a job in the SEO website that you leave in Review Mode instead of listing. This will allow you to have a job description, wage range, and educational value on record, which are required by federal regulation.

Contact Student Employment for assistance with this process.

WORK-STUDY GUIDE

DETERMINE WHETHER YOUR STUDENT HAS WORK-STUDY ELIGIBILITY

University employers can review the Work-Study section of the Student Temporary Processing panel in Wolverine Access (HRMS > Workforce Administration > Job Information > Student Temporary Processing) for eligibility.

Off-Campus Employers should request the most recent copy of the student's official Financial Aid Notice.

WORK-STUDY STUDENTS MUST BE ENROLLED HALF-TIME

Undergraduates must be enrolled in at least 6 credits, and graduate students must be enrolled in at least 4 credits to be eligible for Work-Study — waitlisted courses do not count.

EMPLOYERS ARE RESPONSIBLE FOR TRACKING STUDENT EARNINGS

Work-Study funding is subject to change, so it is important to have a plan in place to monitor your student's remaining eligibility. Off-Campus employers can use our Work-Study Tracking Sheet, and request that students report any changes to their financial aid package.

University employers should monitor the U-M Work Study by Student or by Dept ID reports (linked in the Student Temporary Processing panel). If the student has multiple appointments, the Work-Study funds will be assigned to whichever department reports hours first, so it is very important to coordinate, especially toward the end of a student's eligibility.

WORK-STUDY STUDENTS MAY NOT WORK DURING SCHEDULED CLASS TIMES

We encourage employers to obtain student employee class schedules. Students are not permitted to work during scheduled class times, unless they've been excused, the class was cancelled, or it is being offered in an asynchronous remote format. Supervisors must collect documentation of a canceled class before permitting a student to work at that time. The documentation may be maintained in whichever way works best for the supervisor or department.

UNIVERSITY EMPLOYERS SHOULD ENCOURAGE DIRECT DEPOSIT

Not only will students receive their earnings more efficiently, but paychecks that go uncashed for 240 days lose their eligibility for Federal Work-Study funding - this means the earnings are then charged back to the department at 100%. Students can authorize Direct Deposit as they completed the Student Employment Application, or in their Wolverine Access account (Student Business > Payroll and Compensation).

OFF-CAMPUS HIRING AND PAYING

1. **Student employment application**

   Instruct the student to complete the student employment application in their Wolverine Access account, if they have not already done so.

2. **Submit job certification form**

   Complete and submit to our office the job certification form (available from the employment forms link, under the Information for Employers tab on our website). Note: do not use an "estimated financial aid notice" to verify Work-Study eligibility.

3. **Student completes a USCIS form I-9**

4. **Student completes state and federal W4s**

5. **Sign off on hours worked**

   Track and approve hours worked using the payroll report (available from the employment forms link, under the Information for Employers tab on our website). Both the supervisor and the student should sign.

6. **Request reimbursement from SEO**

   Once you have paid the student, you may submit a Reimbursement invoice (available on request) to the Student Employment Ooffice, along with the signed payroll report and a copy of the student paycheck. Invoices must be submitted within 21 days of the end of a pay period.

PAYING STUDENTS ON CAMPUS

→ Supervisors must submit Work-Study hours to the Payroll Office every two weeks.

→ Hours MUST be approved by the supervisor.

→ If a student does not submit a time report to the supervisor, they should be not allowed to work again until a time report has been submitted.

→ If the student was not paid, check your department records to verify that a time report was submitted to Payroll for processing.

WORK-STUDY REIMBURSEMENTS FOR UNIVERSITY EMPLOYERS:

Monitor your Gross Pay Registers in MPathways on a bi-weekly basis to ensure your department is not being charged 100% of the students' wages. If you have been charged 100%, you must contact Student Employment within two weeks for a correction, or you cannot be reimbursed.

Departments that have opted to have Shared Services monitor their GPRs are still responsible for reviewing their Student Activity Report for Federal Work-Study reimbursement.