



# Hiring and Paying Students

EVERYTHING you need to know about hiring a  
Work-Study or Non-Work-Study student

## How to tell if a student is eligible for Work-Study

**Work-Study Employee:** If the student has completed the online Student Employment Application, when you bring up the Student Temporary Processing page (Main Menu > Workforce Administration > Job Information > Student Temporary Processing), the “Work-Study Information” section of the page will show if the student has a Work-Study award for the desired academic period. All questions related to Work-Study students should be directed to the Student Employment Office.

Students must be enrolled at least half-time to be eligible for Work-Study. Wait-listed courses DO NOT count when determining the minimum enrollment level. The following chart will assist you with the enrollment requirements:

TERM	UNDERGRADUATE Enrollment Requirements	GRADUATE Enrollment Requirements
FALL	At least half-time: 6 credit hours	At least half-time: 4 credit hours
WINTER	At least half-time: 6 credit hours	At least half-time: 4 credit hours
SPRING	At least half-time: 3 credit hours	At least half-time: 2 credit hours
SUMMER	At least half-time: 3 credit hours	At least half-time: 2 credit hours
SPRING/ SUMMER	At least half-time: 6 credit hours	At least half-time: 4 credit hours

## Hiring tips

Provide all hiring materials to the student employee at the time you offer him or her the position. **Do not allow students to work until all materials have been completed and submitted to U-M Shared Services Center HR.**

U-M Shared Services Center HR must receive all materials within 10 working days of the appointment effective date. Failure to submit employment materials will result in your department not being reimbursed through the Work-Study program.

High school students and non-student employees are hired through eRecruit ([hr.umich.edu/empserv/erecruit](http://hr.umich.edu/empserv/erecruit)).

Create an employment file in your department/office and place all related information in it. Keep the file accessible to present and future staff members who hire students.

## Complete the following materials to hire a Work-Study student

1. Before submitting the Student Temporary Processing transaction for a Work-Study student, be sure to populate the SEO Job ID section on the page with the number that was provided to you at the time the position was approved. **(Keep this number for future reference.)** Also, the Work-Study box should be checked, and the WS Term Start box should reflect the term in which you are hiring the student.

2. Student may be required to complete USCIS form I-9 (if expired or not on file). Everyone in the United States, not just students, must complete this federal form when beginning a job with a new employer. The student must present an original document or documents that establish his/her identity and employment eligibility. The reverse side of the I-9 provides a list of all acceptable documents.

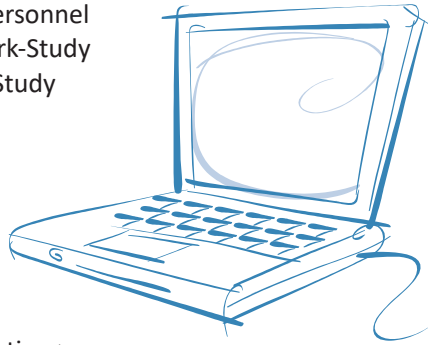
**NEW:** To complete the I-9, students may visit a Regional I-9 Center of their choice for prompt service. No appointment is necessary (always check the Shared Services Center website for the most up-to-date information on hours of operation: <http://ssc.umich.edu/>). See page 4 for locations.

(continued on page 2)

## ■ Create a PAR to hire a Work-Study student

Work-Study employers must create a Personnel Action Request (PAR) when hiring a Work-Study student or making a change to a Work-Study appointment.

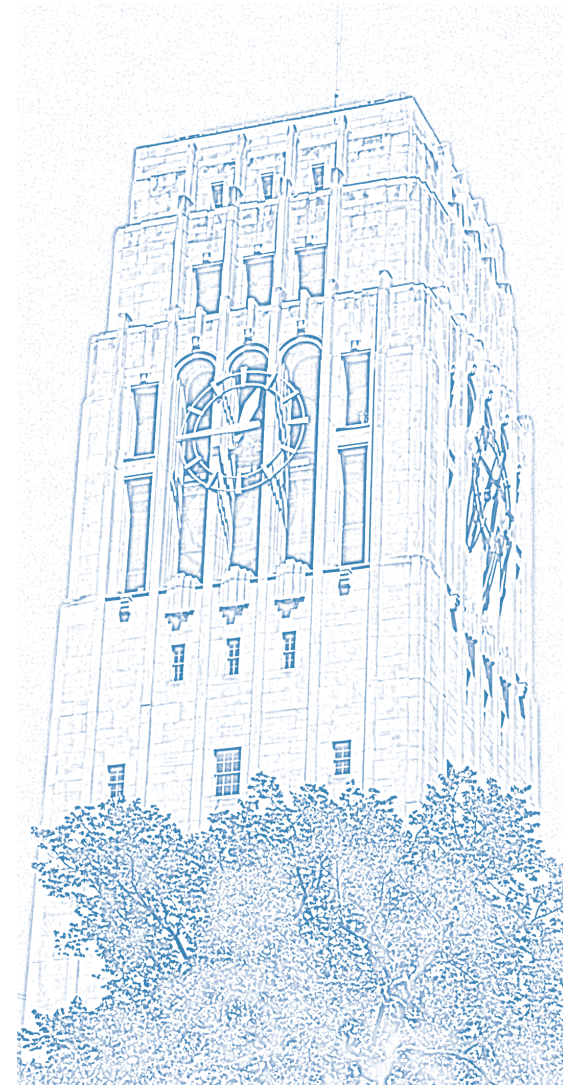
A Student Employment Office (SEO) Posting Number and effective date are required to do this transaction in M-Pathways ([wolverineaccess.umich.edu](http://wolverineaccess.umich.edu)). Log in and then navigate to Workforce Administration > Job Information > Create PAR. Check the “Add Work-Study” option box and indicate the effective date and SEO Posting Number. See the Shared Services Center documentation for how to do a PAR transaction. There is a box in the same PAR screen to check if you are terminating an employee.



**Complete the following materials**  
(continued from page 1)

**3. Michigan and Federal Tax Withholding (W-4) Forms.** If a student has a filing status other than “single with no exemptions,” students’ information can be updated in Wolverine Access > Student Business. In most instances, students can update their information online; however, if a student is not a U.S. citizen or Permanent Resident, Federal W-4 information must be completed using the hardcopy form. Both forms are available for printing from the W-4 page on Wolverine Access.

**4. Direct Deposit Authorization.** Direct Deposit is the University’s recommended method for delivering paychecks. Deposits are made directly to the student’s bank account; also, pay stubs may be accessed from any computer using the Student Business page of Wolverine Access.



## ■ Additional Work-Study information

- A Student Processing transaction must be completed for each Work-Study student for each new academic period (i.e., Fall/Winter and Spring/Summer). If the student worked for you previously and his/her appointment was not terminated, you may only need to create a PAR.
- It is the responsibility of the employing department to monitor student earnings (total gross, not a percentage of gross) and Work-Study reimbursement.
- Student Temporary Processing Page – Will show a student’s Work-Study award.
- U-M Work-Study by Student Page – Allows the employer to monitor a student’s earnings (Financial Aid > UM FA Work-Study > UM Work-Study by Student).
- If time reports for Work-Study students are submitted electronically, an internal document with signature(s) must be retained by the department.

**REIMBURSEMENT** – Gross Pay Registers (GPR) are available to departments online. Please review each register bi-weekly to ensure that your department is not being charged 100 percent of the student’s wages. If your department is being charged 100 percent, contact the Student Employment Office **WITHIN TWO PAY PERIODS** of the occurrence. Departments who notify the Student Employment Office after two periods following the error will not be reimbursed. **Departments that have opted to have Shared Services monitor their GPR’s are still responsible for reviewing their Student Activity Report for Federal Work-Study reimbursement.**



## Hiring checklist for employers

### PRE-INTERVIEW:

Review the Student Temporary Processing/Student Processing information page. Review and note any alerts on the page and ensure that student information is up to date.

### AT TIME OF JOB OFFER:

- Determine if any of the following forms need to be completed by the student and collect any paper forms to forward to U-M Shared Services Center HR. Remind student to complete any required forms on Wolverine Access > Student Business.
  - Criminal Records Check Consent form** (*if required*)
  - Direct Deposit** (*Wolverine Access > Student Business*)
  - W4 State & Federal Withholding Tax** (*Wolverine Access > Student Business*)
  - Alien Certificate** (*for Nonresident Aliens*)
- Does student have a SSN or TIN on file? May apply through Social Security Office.

### COMPLETING THE TRANSACTION:

- Does the student hold another appointment at the University? If so, the hiring unit must contact the supervisor in that area to coordinate employment details.
- Complete the Student Temporary Processing/Student Processing page.
- If required, forward all forms not completed online directly to U-M Shared Services Center HR. (Criminal Records Check Consent, and Alien Certificate.)

## Paying students: What you should know

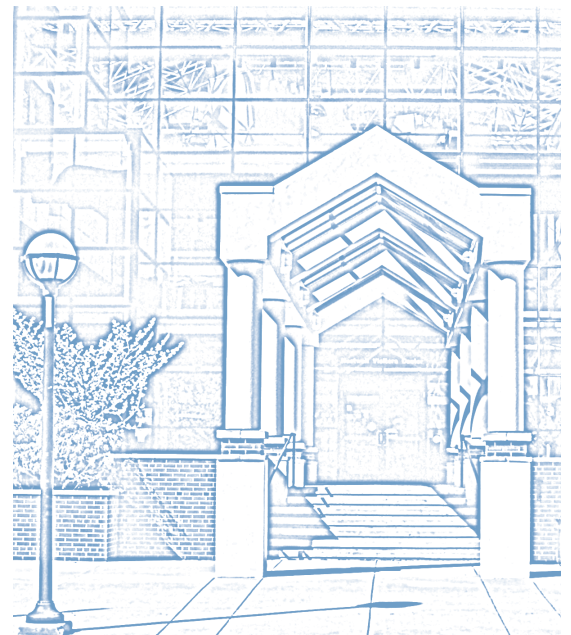
Supervisors must submit Work-Study hours to the Payroll Office every two weeks.

Hours must be approved by the supervisor.

If a student does not submit a time report to the supervisor, he or she should not be allowed to work any additional hours until the time report is submitted.

If the student was not paid the correct pay rate, contact the HR Payroll Service Center.

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





## ■ Regional I-9 Centers (U-M Shared Services)

B430 Pierpont Commons  
2101 Bonisteel Ave.  
Ann Arbor, MI 48109-0402

MONDAY–FRIDAY:  
8:00 – 11:30 a.m. and  
12:30 – 5:00 p.m.

512 Student Activities Building  
515 E. Jefferson St.  
Ann Arbor, MI 48109-1360

MONDAY–FRIDAY:  
8:00 a.m. – 5:00 p.m.

G250 Wolverine Tower  
3033 S. State St.  
Ann Arbor, MI 48109-1281

MONDAY–FRIDAY:  
8:00 a.m. – 5:00 p.m.



## ■ Contact Information

(all area codes are 734)

### Student Employment Office

2500 Student Activities Building  
Phone: 763-4128 • Fax: 615-2641  
Email: [student.employment@umich.edu](mailto:student.employment@umich.edu)

### Office of Financial Aid

Central Campus:  
2500 Student Activities Building  
North Campus: B430 Pierpont Commons  
Phone: 763-6600 • Fax: 647-3081  
Email: [financial.aid@umich.edu](mailto:financial.aid@umich.edu)  
Web: [finaid.umich.edu](http://finaid.umich.edu)

### The Career Center

3200 Student Activities Building  
Phone: 764-7460  
Email: [careercenter@umich.edu](mailto:careercenter@umich.edu)  
Web: [careercenter.umich.edu](http://careercenter.umich.edu)

### Undergraduate Admissions

1220 Student Activities Building  
Phone: 764-7433  
Web: [admissions.umich.edu](http://admissions.umich.edu)

### University Housing

1011 Student Activities Building  
Phone: 763-3164  
Email: [housing@umich.edu](mailto:housing@umich.edu)  
Web: [housing.umich.edu](http://housing.umich.edu)

### International Center

1500 Student Activities Building  
515 E. Jefferson Street  
Phone: 764-9310  
Email: [icenter@umich.edu](mailto:icenter@umich.edu)  
Web: [internationalcenter.umich.edu](http://internationalcenter.umich.edu)

### U-M Shared Services Center

#### Wolverine Tower

3003 S. State Street  
Phone: 615-2000  
Email: [sharedservices@umich.edu](mailto:sharedservices@umich.edu)  
Web: [ssc.umich.edu](http://ssc.umich.edu)

### Staff HR Services/

#### Compensation & Classification

*(Temporary Employment Wage Schedule)*

2005 Wolverine Tower  
Phone: 763-2387  
Email: [compteam@umich.edu](mailto:compteam@umich.edu)  
Web: [hr.umich.edu/staffhr](http://hr.umich.edu/staffhr)  
[hr.umich.edu/compclass](http://hr.umich.edu/compclass)