Finding Temporary Job Opportunities

JOB POSTING WEBSITE:
The Student Employment Office website of the University of Michigan—Ann Arbor 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:

https://studentemployment.umich.edu

Once at the site, select U-M Students to search through job postings, view pay dates, and find other employment resources.

HOW TO SEARCH FOR JOBS:

1. From the U-M Students page, select Find a Job.
2. Check the appropriate boxes for Work-Study and/or Non-Work-Study (see The Work-Study Program section of this brochure for more information on whether you are able to apply for Work-Study jobs; if you do not have a Work-Study award, check only the Non-Work Study box before searching.
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 Affirmative Action, and the Career Center (for resume tips).

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

- University Library Human Resources: www.lib.umich.edu/library-human-resources
- Recreational Sports (CCRB/NCRB): recsports.umich.edu/employment
- Michigan League and Michigan Union: https://jobs.studentlife.umich.edu
- Residence Hall Housing Offices: www.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.
**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 (https://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: https://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. See Information for Students at https://studentemployment.umich.edu for dates. Direct Deposit enrollment information is located on the Student Business section of Wolverine Access (https://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 more than 29 hours per week.**

**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.