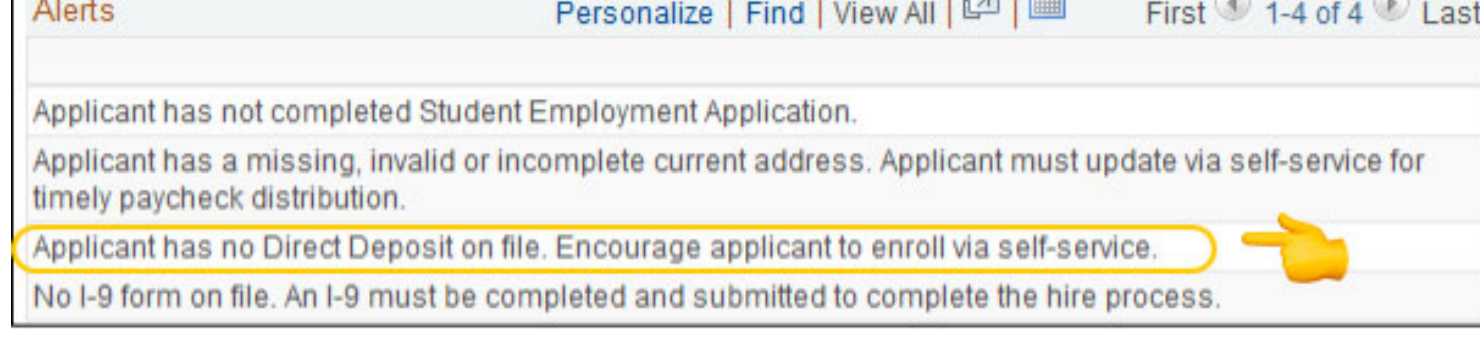


## Are Your Student Employees Enrolled in Direct Deposit?

Did you know that if a student takes more than 240 days to cash a check that includes Federal Work-Study funding, the employer loses eligibility for the federal share, and becomes responsible for 100% of the wages? The Student Employment Office removes Work-Study funds from uncashed paychecks every month.

University employers are strongly encouraged to walk their student hires through the Direct Deposit authorization process before their first pay date. Many students have never received a paycheck or cashed a paper check before. Walking them through direct deposit authorization not only provides students with vital information on how to receive their earnings — it can protect your department's budget too! A student who is not enrolled in Direct Deposit has an alert on their Student Temporary Processing Panel.



Additional Resources:

- [Payroll Information for Students](#) [webpage]
- [The Importance of Direct Deposit](#) [video]

## SEO Job IDs Protect the Work-Study Program

Be sure to use the correct SEO Job ID associated with the specific job posting from which you have hired a student. There are no generic Job IDs for particular departments or job titles — they are all unique to each job posting. The Job ID is used to verify that a Work-Study student is working a position with a job description that complies with federal regulations, in the event of an audit.

## New Off-Campus Reimbursement Invoicing Process Coming Fall 2021

Off-campus Work-Study employers can expect a digital update to the reimbursement process. The current hiring process remains the same, but invoices will be available as a fillable pdf — stay tuned for details on our website and via email.

## Hiring Process Reminder

Here is the current process for hiring off-campus Work-Study students:

- Have your Work-Study position approved on the SEO website.
- Confirm your candidate's Work-Study eligibility and submit a Job Certification Form for all chosen candidates.
- Keep copies of your student's paystubs and track their hours using the Payroll Report.
- Track your student's remaining earnings.
- Submit a Reimbursement Invoice, paystubs, and the Payroll Report to SEO within 21 days.

## Work-Study Employers Are Still Reimbursed 60% For the 2021-22 Year

Employers will be reimbursed 60% of wages for students employed under the Federal Work-Study program for the 2021-2022 academic year. For example, if a Work-Study student is hired at \$10 per hour, the employer will pay \$4 per hour, while the federal government will pay the remaining \$6. The reimbursement rate is set by U-M and reviewed annually.

## Important Dates

- 30 AUG.** Fall/winter Work-Study program begins
- 20 DEC.** Last day of fall-only Work-Study program
- 5 JAN.** Winter-only Work-Study program begins
- 28 APRIL** Last day of fall/winter Work-Study program

## Fall 2021 Payroll Schedule

Pay Period Dates	Pay Date
08-22-21 - 09-04-21	9/10/2021
09-05-21 - 09-18-21	9/24/2021
09-19-21 - 10-02-21	10/8/2021
10-03-21 - 10-16-21	10/22/2021
10-17-21 - 10-30-21	11/5/2021
10-31-21 - 11-13-21	11/19/2021
11-14-21 - 11-27-21	12/3/2021
11-28-21 - 12-11-21	12/17/2021
12-12-21 - 12-25-21	12/30/2021

The employment period for students awarded fall-only Work-Study is Aug. 30 through Dec. 20, 2021. Students who receive both fall and winter term Work-Study may continue to work during the term break.

## Winter 2022 Payroll Schedule

Pay Period Dates	Pay Date
12-26-21 - 01-08-22	1/14/2022
01-09-22 - 01-22-22	1/28/2022
01-23-22 - 02-05-22	2/11/2022
02-06-22 - 02-19-22	2/25/2022
02-20-22 - 03-05-22	3/11/2022
03-06-22 - 03-19-22	3/25/2022
03-20-22 - 04-02-22	4/8/2022
04-03-22 - 04-16-22	4/22/2022
04-17-22 - 04-30-22	5/6/2022

The employment period for students awarded winter-only Work-Study is Jan. 5 through April 28, 2022.

## Develop Mindful Student Employment Policies

With the exception of protected class time, student employees do not have special employment protections, and are like all other temporary employees at the university. However, we encourage supervisors to consider that student employment is often a student's first work experience. Be clear in all expectations, such as attendance, punctuality, appropriate dress, etc. Departments are strongly encouraged to use formal evaluations as a tool to provide constructive feedback and, when possible, provide counseling/coaching before termination.

Additional Resources:

- [Recruiting for Staff Diversity](#) [webpage]

## Work-Study Reminders

**Enrollment levels impact financial aid:** Initial financial aid packages are based on full-time, fall and winter enrollment (12 or more credits per term for undergrads; eight or more for grads). If your student intends to enroll less than full-time, or only intends to enroll in one of the terms, their financial aid package may be reduced or cancelled. Encourage them to reach out to the Office of Financial Aid for details.

**Monitor student wages:** Before hiring a student, confirm their Work-Study eligibility and have a process in place to monitor their remaining Work-Study earnings. University employers should monitor the U-M Work-Study student panel, and off-campus agencies are encouraged to use our Work-Study Tracking Sheet, which requires updates from students if their financial aid notice has changed. You may also encourage students to monitor their earnings in their Wolverine Access account.

**Coordinate with other employers:** Students who are hired by multiple departments will need to carefully coordinate their earnings, especially toward the end of a term. A student cannot earn more than their Work-Study allotment.

**Protected class time:** 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 cancelled 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.

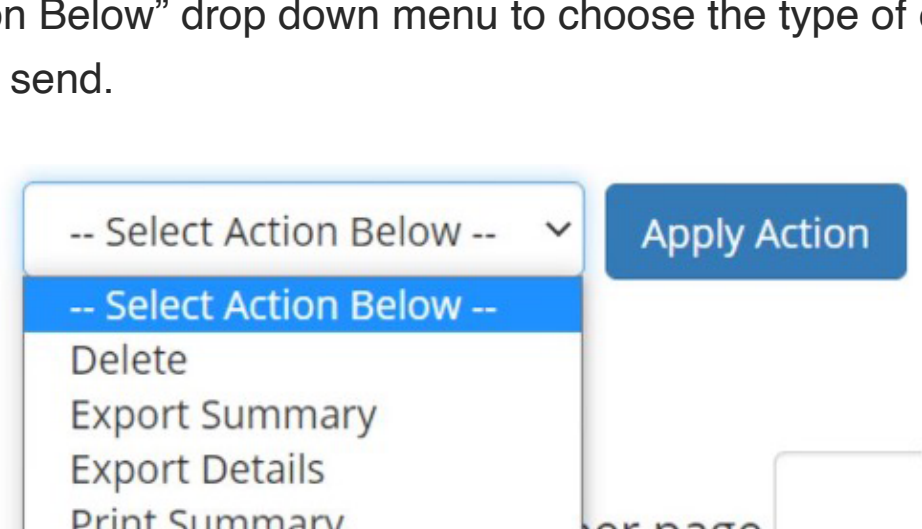
**Do not use Storage Mode for Work-Study job postings:** Storage Mode will delete applicant data and will deactivate the Job ID for Work-Study purposes.

Instead, use review mode once you have identified a candidate through the listing process (or if you are creating a job with a specific student in mind). Jobs are not listed to the public in review mode, but you still have access to all the applicant materials and the Job ID number remains active to charge earnings to the Work-Study program. You can move the job back to "listed" mode if you need to hire for the same position again.

## Communicating to Applicants through the SEO Website

You can send messages directly to applicants through the Student Employment website. Notify students of your hiring timeline, applicant statuses, and more.

From the job posting, navigate to the "View Applications" link, select the candidates to whom you would like to send a message, and then use the "Select Action Below" drop down menu to choose the type of email you would like to send.



After you choose the "Apply Action" button, you will be able to review and edit the message before it is sent.

## COVID-19 Information

Stay up to date with current COVID-19 protocols by reviewing [Campus Maize and Blueprint](#) and HR's [COVID Information for Employees](#).



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