

## U-M Minimum Wage Increase to \$15 Per Hour

The minimum wage increase to \$15 an hour for all on-campus temporary and student positions went into effect on August 21. Postings will be reviewed for the correct pay rate by the Student Employment Office (SEO). Please contact us with any questions.

See: [HR Wage Schedules](#)

## Work-Study Employers Are Still Reimbursed 60% for the 2022-23 Year

Employers will be reimbursed 60% of wages for students employed under the Federal Work-Study program for the 2022-2023 academic year. For example, if a Work-Study student is hired at \$15 per hour, the employer will pay \$6 per hour, while the federal government will pay the remaining \$9. The reimbursement rate is set by U-M and reviewed annually.

See: [Hiring and Paying Guide](#) and [Adding Work-Study to an existing hire via FAR](#)

## Work-Study Reminders

**Students may not work during their scheduled 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 canceled, 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.

**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 undergraduate students; eight or more for graduate students). 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 canceled. 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.

**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 of 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.

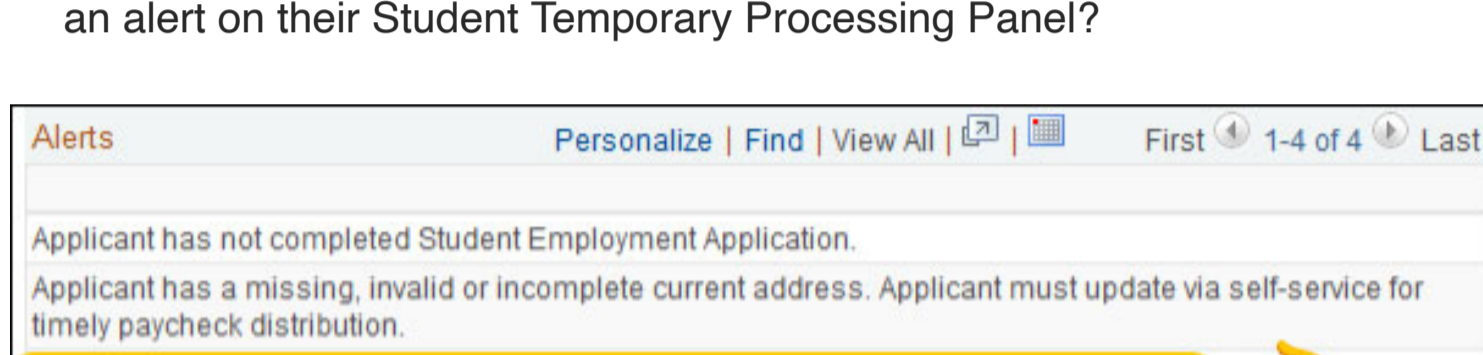
## Inclusive Pronoun Use

The Student Employment Office has been updating materials, instructions, and announcements with gender-neutral pronouns in an effort to be more inclusive. We have been editing job postings with phrases such as "he or her" or "s/he," and replacing them with more inclusive terms, such as "they," so that all students feel welcome to apply. We strongly encourage employers to consider this when writing job posting requests.

See: [Spectrum Center's FAQ page](#)

## Are Your Student Employees Enrolled in Direct Deposit?

Did you know that a students who are not enrolled in direct deposit have an alert on their Student Temporary Processing Panel?



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 tool! If a student takes more than 240 days to cash a check that included 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.

See: [Payroll Information for Students](#) and [The Importance of Direct Deposit](#)

## 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.

## Off-campus Reimbursement Invoicing Process

- Have your Work-Study position approved on the SEO Website.
- Confirm your candidates' 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 (Note: The later an invoice is submitted, the greater chance a student may have exhausted their Work-Study award in another position.)

See: [Off-campus Reimbursement Process](#)

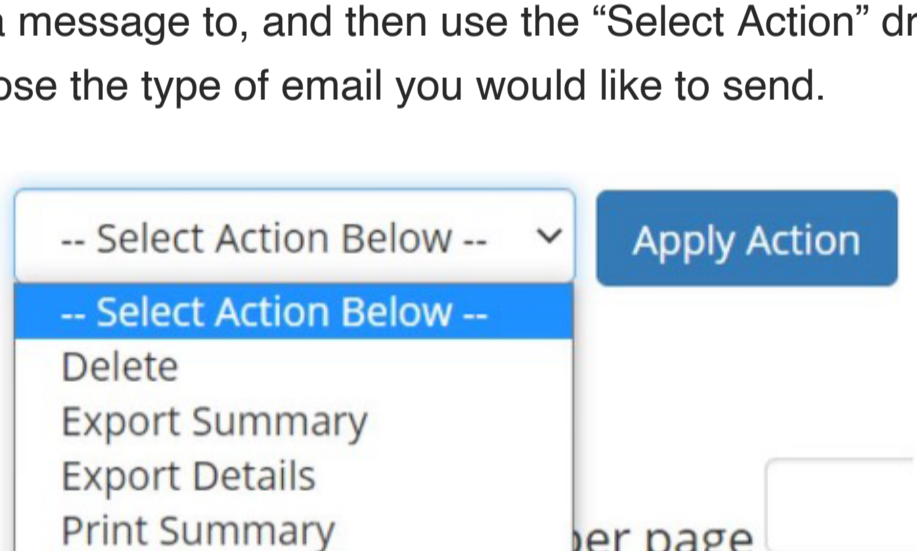
## Develop Mindful Student Employment Policies

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.

See: [Recruiting for Staff Diversity](#)

## The Most Common Complaint

We strongly recommend notifying candidates when they are not chosen. The most common complaint our office receives from students is, "I never heard back." You can send messages directly to applicants through the Student Employment website. You can notify students of your hiring timeline, applicant statuses, and more! From the job posting, navigate to the "View Applications" link, select the candidates you would like to send a message to, and then use the "Select Action" 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.

## Important Dates

<b>AUG.</b> <b>29</b>	Fall/winter Work-Study program begins
<b>DEC.</b> <b>19</b>	Last day of fall-only Work-Study program
<b>JAN.</b> <b>4</b>	Winter-only Work-Study program begins
<b>APRIL</b> <b>27</b>	Last day of fall/winter Work-Study program

## Fall 2022 Payroll Schedule

Pay Period Dates	Pay Date
08-21-22 - 09-03-22	9-9-2022
09-04-22 - 09-17-22	9-23-2022
09-18-22 - 10-01-22	10-7-2022
10-02-22 - 10-15-22	10-21-2022
10-16-22 - 10-29-22	11-4-2022
10-30-22 - 11-12-22	11-18-2022
11-13-22 - 11-26-22	12-2-2022
11-27-22 - 12-10-22	12-16-2022
12-11-22 - 12-24-22	12-30-2022

The employment period for students awarded fall-only Work-Study is Aug. 29 through Dec. 19. Students who receive both fall and winter term Work-Study may continue to work during the term break.

## Winter 2023 Payroll Schedule

Pay Period Dates	Pay Date
12-25-22 - 01-08-23	1-13-2023
01-08-23 - 01-22-23	1-27-2023
01-22-23 - 02-05-23	2-10-2023
02-05-23 - 02-19-23	2-24-2023
02-19-23 - 03-05-23	3-10-2023
03-05-23 - 03-19-23	3-24-2023
03-19-23 - 04-02-23	4-7-2023
04-02-23 - 04-16-23	4-21-2023
04-16-23 - 04-30-23	5-5-2023

The employment period for students awarded winter-only Work-Study is Jan. 4 through April 27, 2023.

## COVID-19 Information

Stay up to date with current COVID-19 protocols by reviewing the [U-M Health and Response website](#).



OFFICE OF FINANCIAL AID  
STUDENT EMPLOYMENT OFFICE

2500 Student Activities Building  
515 East Jefferson Street  
Ann Arbor, MI 48109

734-763-1128  
studentemployment.umich.edu