

# WEBSITE USER GUIDE

## *Students*



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## Step 1: Home Page

→ Visit [studentemployment.umich.edu](https://studentemployment.umich.edu).

The Student Employment Office website 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 for jobs.

→ There are three sections to the website:

- **U-M Students:** Search through job postings, view pay dates, find other employment resources (no login necessary).
- **University and Work-Study Employers:** Post jobs, manage jobs, view applicants, and print hiring forms (login necessary).
- **Non-University Employers:** Post positions on the site (no login necessary).

→ To get to the U-M Students page, click on “Students” tab near the top or the “U-M Student” button on the left.

**M | STUDENT EMPLOYMENT OFFICE**  
UNIVERSITY OF MICHIGAN

Home **Students** ▾ Employers & Administrators ▾ Help ▾

### Student Employment Office

#### U-M Students

Search and apply for Federal Work-Study positions and regular (non-Work-Study) part-time jobs.

**U-M STUDENTS**

#### University and Off-Campus Employers

Manage your Work-Study job postings and find University employment resources.

**UNIVERSITY AND OFF-CAMPUS EMPLOYERS**

#### Non-University Employers

Are you a Michigan based business? Send us your part-time job advertisements.

**NON-UNIVERSITY EMPLOYERS**

#### Announcements

- 1/24/2023  
Fraudulent student job offers remain prevalent: See [Job Offer Scams](#) for details.
- 12/19/2022  
Our offices will close for the break on Friday, Dec. 23 at 3 p.m. We will resume regular business hours on Tuesday, Jan 3.
- 11/16/2022  
Our offices will be closed Nov. 24-25; we will resume activities on Monday Nov. 28.

#### Contact Us

University of Michigan  
Student Employment Office  
2500 Student Activities Building  
515 E. Jefferson Street  
Ann Arbor, MI 48109-1316

[student.employment@umich.edu](mailto:student.employment@umich.edu)  
P: 734-763-4128  
F: 734-615-2641

## Step 2: U-M Students Page

→The URL for the U-M Student page is [studentemployment.umich.edu/Cmx\\_Content.aspx?CpId=27](http://studentemployment.umich.edu/Cmx_Content.aspx?CpId=27).

*Bookmark this page for easy future reference.*

→You can select criteria for a job search by clicking on the “Find a job” link under the “Find a job” heading.

→**Note:** It is important to know whether you have Work-Study funding before conducting your job search.

→**Note:** Using this web site indicates that you understand and will abide by the disclaimer for students and other provisions of student employment. The disclaimer can be read by clicking the link located at the bottom this webpage.

The screenshot shows the Student Employment Office website for U-M Ann Arbor Students. At the top is the logo for the Student Employment Office, University of Michigan. Below the logo is a navigation menu with links for Students, Employers & Administrators, and Help. The main heading is "U-M Ann Arbor Students". Below this heading, there is a paragraph stating: "There are two types of jobs listed on this site: Federal Work-Study and non-Work-Study." This is followed by two paragraphs: "Federal Work-Study jobs are only available to U-M Ann Arbor undergraduate and graduate students who have applied for financial aid and been awarded Federal Work-Study funding." and "All non-Work-Study jobs are available to all U-M Ann Arbor students." A note at the bottom of this section states: "\*U-M Flint and U-M Dearborn students should refer to their respective schools for [employment opportunities](#)." Below the text is a "Find a Job" button. Underneath the button, the text reads: "Find a job by searching available jobs, then apply online or contact employers for interviews." The words "Find a job" are circled in red. Below this text is a note: "Note: Applying for jobs online does NOT guarantee you will be granted an interview or be hired." To the right of the text is a "TELEFUND" banner with the University of Michigan logo and the text: "- EARN \$15 - \$17 PER HOUR", "- BUILD YOUR RESUME", "- MEET NEW FRIENDS", "- GAIN WORK EXPERIENCE", and a yellow telephone icon with the text "APPLY NOW".

### What is Work-Study?

Work-Study is a federal financial aid program for students with financial need. Students earn Work-Study funds by performing part-time work for employers who qualify for the program under federal guidelines. These employers pay only a percentage of the student’s wages, while the federal government pays the remaining amount. To receive Work-Study, students must:

→ Apply for financial aid

→ Demonstrate financial need

Students who qualify for the Work-Study program will receive an email from the Office of Financial Aid alerting them that they have a Financial Aid Notice. This will note “Federal Work-Study” if a student qualifies. If no Work-Study is noted, students may only apply for the non-Work-Study jobs. For more information about applying for financial aid, see the Office of Financial Aid website at [finaid.umich.edu](http://finaid.umich.edu). For more Work-Study tips, see page 10.

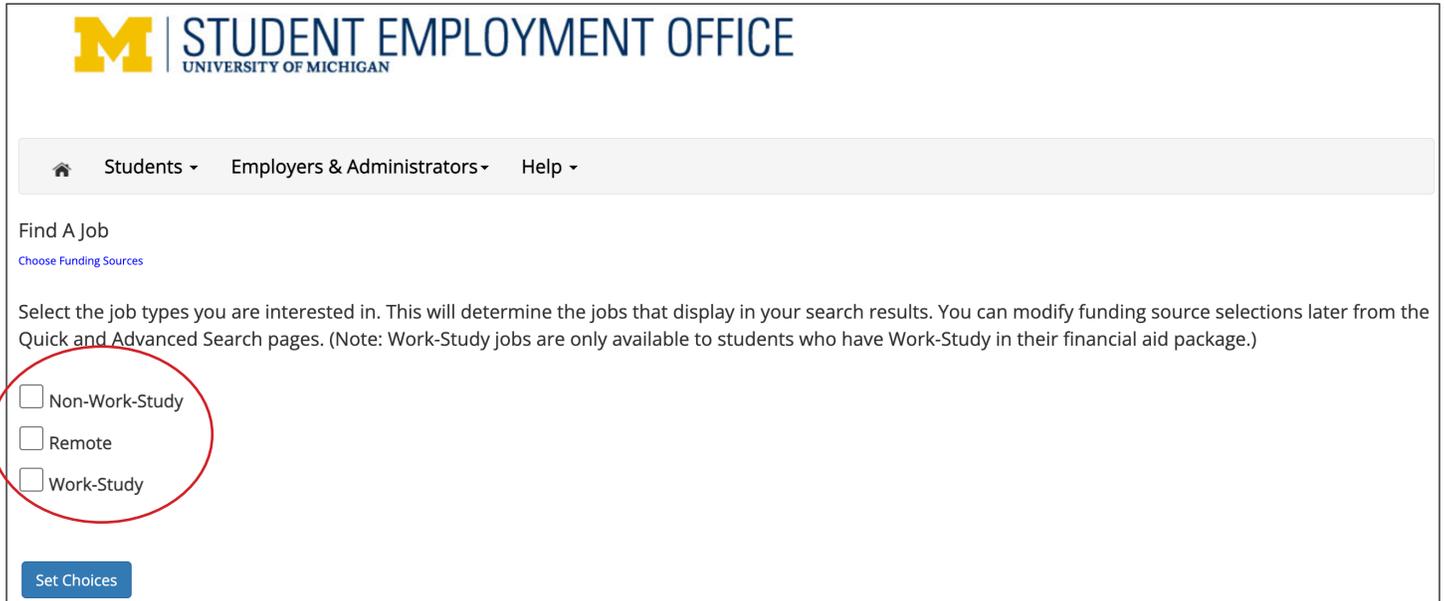
## Step 3: Find a job

### Choose Funding Sources

To begin your search, you must select your funding source(s).

→ Select your funding source (**Work-Study**, **Non-Work-Study**, or **Remote**),

→ Click **Set Choices**.



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Find A Job  
[Choose Funding Sources](#)

Select the job types you are interested in. This will determine the jobs that display in your search results. You can modify funding source selections later from the Quick and Advanced Search pages. (Note: Work-Study jobs are only available to students who have Work-Study in their financial aid package.)

Non-Work-Study  
 Remote  
 Work-Study

[Set Choices](#)

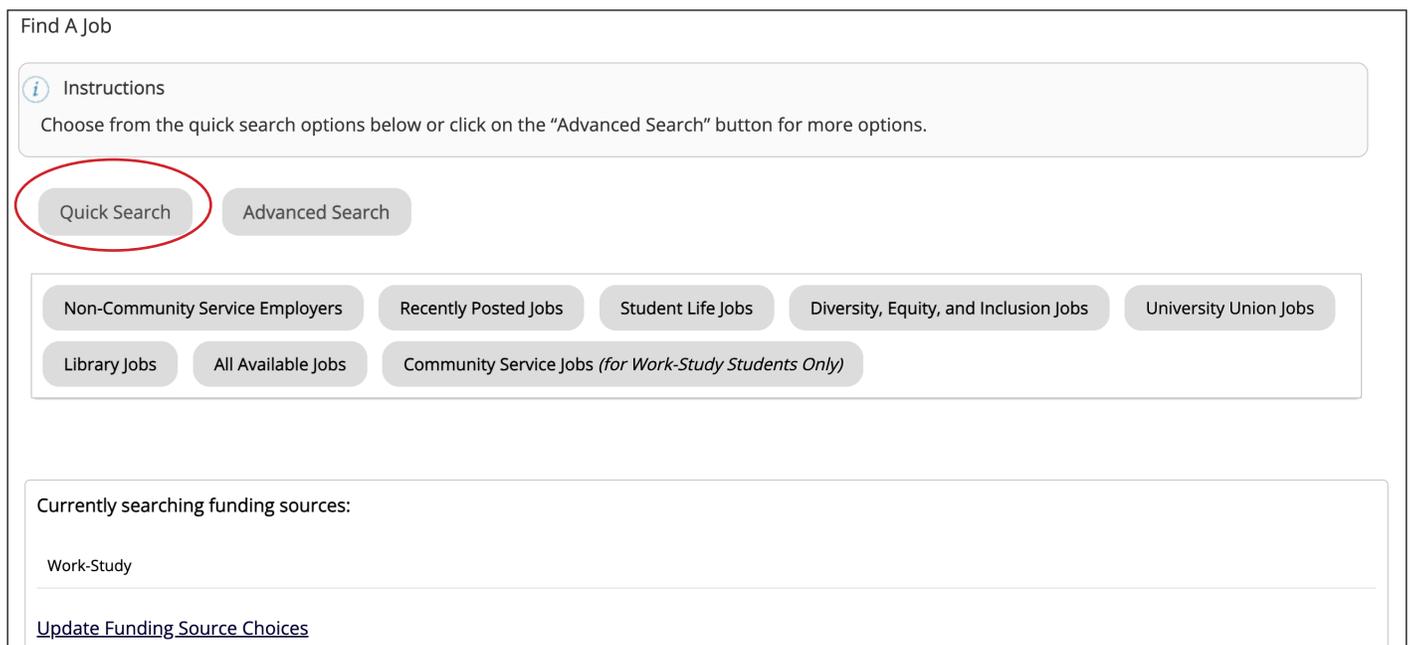
### Search

After clicking **Set Choices** you are presented with the **Find a Job** page

→ You have two ways to search for jobs: **Quick Search** or **Advanced Search**.

#### Option 1: Quick Search

- Allows you to search for Recently Posted Jobs, All Available Jobs, Community Service Jobs, Housing Jobs, or Library Jobs.



Find A Job

*i* Instructions  
Choose from the quick search options below or click on the "Advanced Search" button for more options.

[Quick Search](#) [Advanced Search](#)

[Non-Community Service Employers](#) [Recently Posted Jobs](#) [Student Life Jobs](#) [Diversity, Equity, and Inclusion Jobs](#) [University Union Jobs](#)  
[Library Jobs](#) [All Available Jobs](#) [Community Service Jobs \(for Work-Study Students Only\)](#)

Currently searching funding sources:  
Work-Study

[Update Funding Source Choices](#)

Search (continued)

### Option 2: Advanced Search

- Use to select specific criteria you wish to use for your job search:
- Categories include:
  - Job category
  - Employer categor
  - Time frame (semesters)
  - Wage
  - Number of hours per week

 Instructions  
Select Advanced search options, and click search  
[\[ Run a New Search \]](#)

Job Type(s):  
 Student Jobs

Narrow your search with the following options.  
Selecting none for any search criteria implies all.

Keyword(s):

Click  and  to expand and collapse search criteria.

Categories

Employers

Time Frames

Wage

Hours per Week

## Step 4: Apply for a job

Once you have conducted a successful search, a list of jobs will appear.

→ Click those that interest you to see job details.

→ On the Job Details page, many job listings give you the option to apply online; just select the apply link at the top of the listing.

- **Note:** Some postings only have contact information listed (contact person, address, phone number, email address, etc.) so you must contact the employer directly. Others have both online application and contact information.

The screenshot shows a web browser window with the URL `studentemployment.umich.edu/JobX_FindAJob.aspx?t=qs&qs=20`. The page title is "Find A Job".

**Instructions:**

1. Please select one or more jobs you wish to apply for by clicking the check box next to the job(s), then click "Apply for selected jobs" button.
2. If a job does not accept online applications, there is no check box next to the job. Follow the instructions in the job posting to apply.
3. To view the details of a job click on the Job Title.

[ Run a New Search ]

Apply for selected jobs

Recently Posted Jobs

Jobs found: 20

Show All results per page Refresh

Audio Visual Aide				Employer: LSA Technology Services
<input type="checkbox"/>		Wage: \$15.00/hr Openings: 3 Listed: 06/15/2023	Hours: 7 to 14 hours / week Location: G340 Mason Hall	Category: Service/Maintenance

Clerk B				Employer: Nursing, School of
<input type="checkbox"/>		Wage: \$15.00/hr Openings: 1 Listed: 06/14/2023	Hours: 2 to 10 hours / week Location: U-M School of Nursing, Office of Human Resources 400 North Ingalls, Suite 1230 Ann Arbor, MI 48109-5482	Category: Office

Office Assistant				Employer: Nuclear Engineering & Radiological Sciences
<input type="checkbox"/>		Wage: \$15.00/hr to \$17.00/hr	Hours: 10 to 20 hours / week	Category: Office

→If you apply online, a **Student Data Application** will appear. This information will be sent to the employer. Fields for **First name, Last name, and Email address** are mandatory.

→In the last box, briefly describe your skills and work experience for the employer. Be careful to spell words correctly and give as much information as possible in a concise manner. This part of the form may be the reason you are chosen for an interview or not. If you have a personal website where your resume or work samples are posted, consider including it.

 **Help**

Please complete the application below, then click the "Submit" button to apply for this job. A red asterisk will appear next to fields that are required but have not been entered.

**Review this application carefully before you submit it. You will not have an opportunity to revise your answers once they are submitted.**

By submitting the application below, you will be applying for the following jobs:

-  Account Clerk - William Davidson Institute
-  Activity Area Staff - Ecology Center Of Ann Arbor
-  Administrative Assistant - Cambridge Michigan Language Assessments (Camla)

**General**

First name	Roy	*
Middle name	a	
Last name	Rogers1	*
E-mail Address	royrogers1@ngwebsolutions.com	*
		* (re-enter to confirm)
UMID	111111111	*
Briefly describe your skills and work experience pertaining to this job.		

Resume  
*If you would like to send a cover letter or references with your resume, please ensure all pages are uploaded together as one document.*

No file chosen

Can't update screenshot, requires login

→Apply for any jobs that interest you!

→Once you have submitted your Student Data Application, a list of your jobs will be logged in the system. You should hear from the employer about whether you will have an interview or not.

**To work on the UM-Ann Arbor campus:** You must be registered as a student and complete the U-M Student Temporary Employment Application located on the Student Business menu in Wolverine Access ([wolverineaccess.umich.edu](http://wolverineaccess.umich.edu)). Applying for jobs online and completing the U-M Student Temporary Employment Application does not guarantee job placement. This is a "Pre-Employment" application that must be completed before you can be hired into a position.

 Congratulations, you have successfully submitted an application. Please review your submitted application(s) below.

Current Hires (0)Upcoming Hires (0)Old Hires (0)ApplicationsJob Mail

Application Information [+/-] Number of Days to return: 1 Year ▼

Job Id	Job Title	Employer	Status	Application Date	Job Openings	Details	Print	Withdraw
33784	Engr/Elec Tech I	Financial Aid, Office of	Submitted	12/20/2016	2			
33776	Medical Assistant	Anesthesiology, Department of	Submitted	12/20/2016	2			

Can't update screenshot, requires login

## Step 5: Hiring Forms

Before starting your job search, go to the **Wolverine Access > Student Business** page and complete the *U-M Student Temporary Employment Application*.

Once you have been offered a job, you must complete the materials for hiring to be officially hired for the job. Please be prepared to complete all required employment forms.

### Required forms

#### ✓ **Federal Form I-9 Employment Eligibility Verification Form**

This form is simple to complete. You must present an original document or documents that establish your identity and employment eligibility. Please review the back side of the I-9 form for all acceptable documents.

**Information:** [hr.umich.edu/working-u-m/management-administration/recruiting-employment/form-i-9-e-verify](http://hr.umich.edu/working-u-m/management-administration/recruiting-employment/form-i-9-e-verify)

#### ✓ **Direct Deposit Authorization**

Direct Deposit is the university's recommended method of delivering your paycheck. Your paycheck is deposited directly into your bank account, and you can access your pay stubs from any computer using Wolverine Access > Student Business.

#### ✓ **W-4 Tax (Federal and Michigan Tax Withholding)**

Upon hire, the university assumes a Federal and Michigan tax filing status of "single with no exemptions." If your filing or exemption status is different from this, please update the information in Wolverine Access > Student Business. Look for the Federal and Michigan W-4 links.

In most instances, you may update your Federal W-4 information using Wolverine Access. First, follow the steps to view your W-4 information. Make changes to your Federal W-4 information and submit.

If you are not a U.S. citizen or Permanent Resident, you cannot update your Federal W-4 information using the web; you must complete a hardcopy form. Both forms are available for printing from the W-4 page on Wolverine Access.

#### ✓ **Work-Study Job Certification Form** (only complete if your employer is a non-university agency)

## Work-Study tips

- If you are hired for a Work-Study job, remember that you cannot begin work until the correct hiring materials are submitted to the Human Resources Records and Information Services (HHRIS) office by your new employer.
- Work-Study students can only work during the terms for which they have been awarded Work-Study. For example, if you receive Work-Study funding for fall term, but not the winter term, you cannot work in your Work-Study job during winter term. For more information on dates you can work, see the Important Dates web page: [studentemployment.umich.edu](http://studentemployment.umich.edu) > UM Students > Information for Students > Important Dates (Students).
- Once you have earned all of your Work-Study funding, (even if the academic period is not over) you must stop working as a Work-Study student. Either your employer must pay you as a temporary (non-Work-Study student) or you must find another job that is a non-Work-Study job. You may track your Work-Study earnings in your Wolverine Access Account (Financial Aid > Aid Year > Work-Study)
- See Frequently Asked Questions: [studentemployment.umich.edu](http://studentemployment.umich.edu) > UM Students > Information for Students > Frequently Asked Questions for more information on Work-Study.