University of Minnesota

Employer's Guide to Student Employment and Work-Study

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Student Employment Programs, within the Talent Acquisition unit in the Office of Human Resources is an employment service that assists University and local employers and University students through the hiring process. This guide is designed to help University departments with their recruiting and staffing needs related to hiring students. Several program areas can help with this, including:

> On-Campus Employment
> Off-Campus Employment
> Job Location and Development
> Work-Study Program
> Community Service Programs

Please contact the Office of Human Resources at stdtempl@umn.edu or 612-626-8608.

Program Overview

On-Campus Employment supports University departments in posting job openings and recruiting student applicants. Student positions are available in a wide variety of job families, such as academic support, administrative support, food service/labor/ security, health support services, and tech support services. Talent Acquisition staff provide guidance with recruitment and hiring of University students.

Off-Campus/Job Location and Development helps off-campus employers in posting job openings and recruiting student applicants. Job Location and Development enables students to find off-campus employment related to their career goals with nonprofit organizations, Fortune 500 companies, and other small businesses.

Work-Study Program

This state- and federally funded program encourages part-time work for undergraduate and graduate students who need the earnings to help meet the costs of attending college. Work-study (WS) provides a source of income and job experience to students, as well as a 70% reimbursement to University departments who hire University students who have accepted work-study funds.

Students may also use their work-study funds in the Community Service Programs (CSP) and the America Reads Program. These programs offer positions on and off campus working with approved nonprofit organizations in areas such as health care, at-risk youth, childcare, literacy tutoring, math tutoring, and neighborhood and rural development. Reimbursement to employers for these programs ranges from 75% to 100%.

Student Eligibility

Students must meet the minimum credit requirements to hold a student job on campus. Independent study credits apply toward the minimum only for the term in which they were initially registered.

Minimum Credit Required for Each Fall and Spring Semester

Student Status	Non–Work Study	Work-Study
Undergraduate	6	6
Graduate	3	3
Nondegree	6	N/A
International Undergraduate	12	N/A
International Graduate	6	N/A
International Nondegree	12	N/A

Minimum Credit Required for Summer

Student Status	Non–Work Study	Work-Study
Undergraduate	0*	6
Graduate	0*	3
Nondegree	6	N/A
International Undergraduate	0*	N/A
International Graduate	0*	N/A
International Nondegree	6	N/A

*Students without work-study who are enrolled in a degree- granting program, met the minimum credit requirement during spring semester, did not graduate, and intend to register for fall semester do not need to register for summer. Students who are graduating during the summer or are not registered for the fall must register for the minimum credit requirement in the summer.

Process for Hiring Student Employees

The following guidelines will help you take full advantage of hiring student workers. For more details, view the policy and procedures in the Administrative Policy for Student Employment: http://policy.umn.edu/Policies/hr/Hiring/STUDENTEMPLOYMENT.html

If you wish to post and advertise your position for all students, follow the five steps below. If you already know a student you want to hire, go directly to step four.

1. **Complete an online job posting.**
   If you can only hire a student with WS, list as the first qualification for the position "Must have work-study funds."

2. **Evaluate the pool of student applicants.**
   Review the each student's background, skills, and experiences in relation to the basic requirements for your opening. You may want to consider the student's available hours of work, previous experiences (paid and unpaid), and related education.

3. **Conduct interviews.**
   Interviews may be conducted over the phone or in person. It is not necessary to interview all applicants; however, all applicants should be treated in a similar manner (for example, if you decide to interview over the phone, use that procedure for all applicants).

4. **Verify eligibility for student employment.**

Before you make a job offer, verify the student's eligibility. Make sure the student is registered and check if the student has work-study available.

5. **Make a job offer.**
   After you have verified each student's eligibility, you can make the job offer. Once the student has accepted the job, update your applicant pool, close your position online as filled, and proceed with the hire documentation.

Appointing Student Employees

Non–work-study student employment (undergraduate and non–union-represented graduate students):

1) Have student complete the I-9/W-2 process.
2) Enter payroll information into PeopleSoft for a new hire. Colleges and administrative units are responsible for maintaining source documents with approvals for data entered into the system.
3) Students not meeting the proper credit requirements noted on page 1 of this document must be terminated from their student employment position.

Work-Study Employment

Appointing students with work-study:

- Verify with the student any work-study award. You may request a copy of the Financial Aid Award Notification (FAAN) from the student. Ask for permission to use the student's work-study award and have the student acknowledge that permission is granted.
- Enter payroll information into PeopleSoft. Colleges and administrative units are responsible for maintaining source documents with approvals for data entered into the system.
- Place the student's work-study in the PeopleSoft Work-Study Placement Panel.
- The work-study award represents the **maximum gross earnings** for which employing departments will receive work-study reimbursement. In other words, the student's gross earnings are subtracted from the award total each pay period. Departments are reimbursed for 70% of a work-study student's gross earnings until the award is gone.
- All students with work-study must report time in Time and Absence regardless of fixed percentage or flexible hourly appointments.
- Students may continue to work using WS funds during breaks and between semesters if they were registered for the previous term and can prove registration for the upcoming semester.
- Students may accept more than one position, but work-study reimbursement ends when the student's total earnings exceed the total work-study award. You may ask students if they are seeking or are currently employed in another position using their WS funds. WS awards may then be divided between the two employing departments. How the award is divided is up to the student. Student employment staff will need help in splitting the award in the PeopleSoft Work-Study Placement Panel. Call 612-626-8608 for assistance.
- Work-study cannot be used for more than 40 hours of employment per week, or to fund paid holidays, paid sick days, paid parental leave, paid military leave, or paid jury duty.

Employer Responsibilities

Employers of work-study students are responsible for:

- **Verifying proper registration each semester.** See the minimum credit requirements listed on page 1 of this guide.
- **Placing the award using the PeopleSoft Work-Study Award Placement Panel.** The award must be manually placed in this panel with the correct job record number.
- **Monitoring work-study earnings.** Use the Work-Study Placement Panel in PeopleSoft to monitor all work-study earnings.
- **Terminating a student's work-study appointment and changing the appointment to a non–work-study account when the student earns their total work-study award for the semester.** The award total is the maximum amount the student may earn in gross pay during the award period. Note that award amounts can change due to changes in the financial aid package. Monitoring the Work-Study Placement Panel in PeopleSoft will catch these changes.
- **Retaining work-study employee reported paid time for five years.** Paid time is required for both fixed percentage and flexible appointments. State and federal auditors may ask for a random sample of student time cards each year, and you may be asked to provide original time cards for the audit.
- **Following the instructions in this guide.** Your department may be charged 100% of a student's wages if you fail to comply with the established processes outlined in this guide.

Monitoring Work-Study Earnings

Work-study earnings are limited to each student's total award. The Office of Student Finance determines a student's award based on the individual needs of the student and the amount of the state and federal work-study money allocated to the University.

The amount of the work-study award represents the maximum gross earnings for which employing departments will receive work-study reimbursement. In other words, the student's gross earnings are subtracted from the award total each pay period. The employing department will be reimbursed for 70% of the student's gross earnings for each pay period until the award is gone.

For example, if the student has an award of $2,700 and works enough hours to earn the entire award, the department will be reimbursed for 70% of $2,700. The department will not be reimbursed for any unearned work-study funds; this means if the student does not earn the entire work-study award, the department will only be reimbursed for 70% of the student's actual gross earnings.

You must verify the student's award. Split the fall/spring award evenly between fall and spring semesters to avoid any charge-backs. For example, if you hire a student who has a total award of $3,000, the student can earn $1,500 for fall semester and $1,500 for spring semester. If the student becomes ineligible for student employment after the start of spring semester, their award would be reduced from $3,000 to $1,500. Your department would be charged back for any of the student's earnings in excess of the $1,500 fall semester allotment. By distributing the award evenly over the two semesters, you reduce the risk of exceeding the work- study award and incurring a 70% charge-back for reimbursement overages.

Be aware that students' work-study awards can change throughout the school year. Students' financial aid records are reviewed each semester to ensure that all students are meeting Office

of Student Finance eligibility requirements. Students who are not meeting these requirements may have their work-study award reduced. The Office of Student Finance notifies students of changes in their award amounts. **The student is responsible for communicating an award change to their supervisor/employer.**

Continuing Students with Work-Study

There are two separate work-study award periods: fall/spring and May/summer.

Graduate Academic Work-Study Employment

If you are recruiting students with WS for graduate assistant appointments, follow the policies and procedures outlined by Graduate Assistant Services at http://policy.umn.edu/Policies/hr/Hiring/GRADSTUDENTE MPLOYMENT_PROC03.html.

You may request a copy of the Financial Aid Award Notification (FAAN) from the graduate student applicant. Discuss the terms of employment with the student. Obtain, for your records, a signed statement from the student stating the amount of the WS award the student is designating to the department. After the hiring decision has been made, departments are responsible for placing the student's work study with the appropriate combo code and correcorrect HRMS job record.

Off -Cycle Checks for Students with Work-Study

University off-cycle checks are not eligible for automatic reimbursement of the 70% split. If an employer processes an off-cycle check for a student worker, the employer must request reimbursement on behalf of the department. Decisions are made based on availability of work-study funds and the student's eligibility.

Time Cards

- **On campus:** Students who work on campus must submit time sheets online through MyU. Online time submissions must be approved by a supervisor electronically.
- **Off campus:** Time cards must be kept regardless of fixed or flexible appointment. Time cards must be signed by the supervisor and student employee.
- Departments are responsible for ensuring that time cards reflect actual hours worked. Time cards must be retained by the employing department for five years.

May/Summer Work-Study

The Office of Student Finance will approve May/summer work-study awards to students who earned fall/spring WS and are eligible for financial aid in the summer (on the student's request). Students who did not have WS in the fall/spring terms but are eligible for May/summer financial aid may request WS from the Office of Student Finance at 612-624-1111. Signature stamps cannot be used.

- Students who receive May/summer work-study must meet and maintain the same registration requirements for the summer terms as the academic term, listed on page 1 of this guide.
- Employers of students continuing in a job from the fall/spring term into the May/summer term must verify work-study funds. It is advisable to confirm the status, as students do not always receive the same type of financial aid award from one award period to the next.

University Holiday Schedule

Students' earnings may not be funded by work-study for the official University holidays listed here or for emergency closings. If their duties require them to work on holidays or emergency closings, for whatever reason, they must be paid entirely from departmental fund.