



Student Employment Training For Supervisors

It takes a Village!

Budget Office

Career Services

Grant Office

Human Resources

International Engagement

Student Financial Aid

Linda Lentz

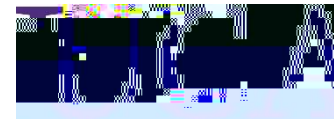
Dr. Kathy Clayborn

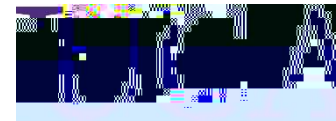
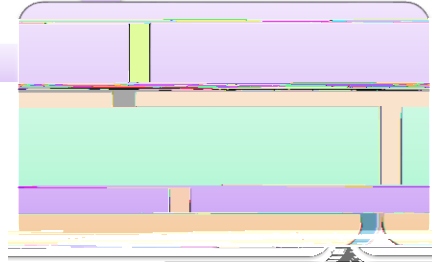
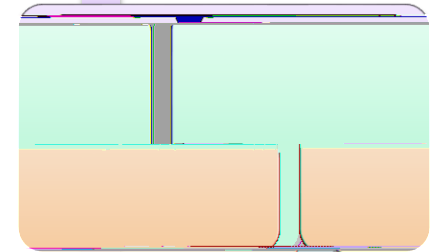
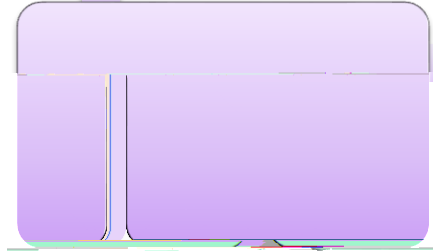
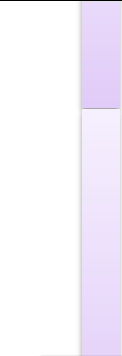
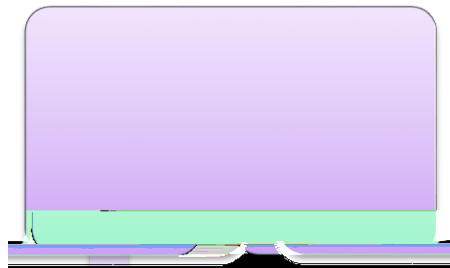
Sandy Ahne

Jannette Nance

Pamela Woodard George

Leslie Knox







Agenda

Type of Student Employment

Departmental Budgets

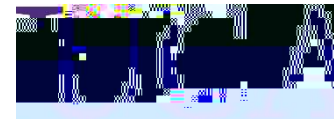
Grant Accounting

International Students

Career Services

Federal Work Study Process

Human Resources



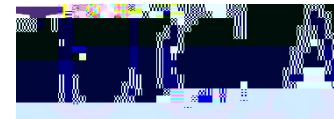


Student Employment Funding/Eligibility

Federal (FWS or CFWS) Student must complete the FAFSA application to determine eligibility.

UCA/Institutional Any student can apply for this type of position regardless of FAFSA results.

Grants Any student can apply for this type of position regardless of FAFSA results.





Departmental Budget

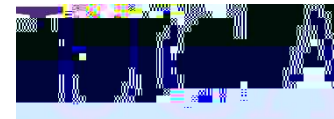
Types of Student Help:

650100UCA Student Help (Institutional)

650200Work Study Student Help (Federal)

650205Work-Study Community Service

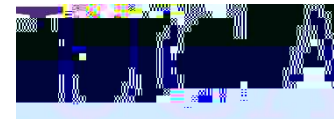
Review Your Departmental Budget to ensure funds are available before hiring either Institutional Student Help or Federal Work Study (FWS) Students.





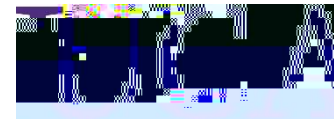
Students eligible for FWS funds do not automatically have these amounts placed in the department budget in which they are hired.

Funds can be transferred from another departments FWS line if all parties agree. Funds are not





Once Federal Work Study funds are near to being expended, two new student hiring forms will need to be completed. 1) Ending Federal Work Study job (Can



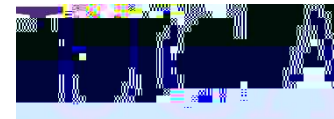


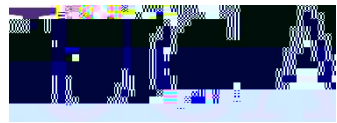
Reallocated Budget

In FY21, Federal Work Study base funds were reduced.

A portion of these funds are being temporarily moved to each division and then distributed among departments.

Questions????





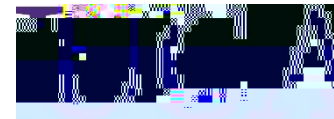


Grant Accounting

For grants, the index and fund numbers are the same number.

The account code will be 650900 Student Help on Grant/Contract

Once signed by Grants, the paperwork is routed to Human Resources. .





International Students

Does this student need authorization from International Engagement (IE)?

Only if they are here on an F1 visa

What type of work can the student accept on campus?

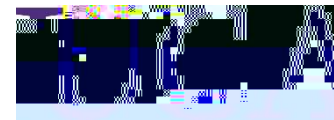
Student worker jobs (not Extra Help without permission from IE) EXCEPT for Federal Work Study or if prohibited by terms of grant.

How many hours can an international student work per week?

Fall & Spring

While enrolled in classes (even if not full time), may only work a total of 20 hours a week regardless of the number of jobs.

During official campus breaks and holidays, may only work 40 hours a week regardless of the number of jobs. If the student is not enrolled in summer classes but has registered for Fall classes, the student may work 40 hours.



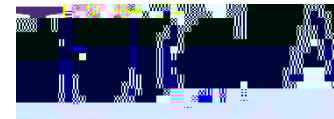


Career Services

Dr. Kathy Clayborn

Posting Jobs and Student Worker Training

<https://uca.edu/career/post-a-work-study-job/>

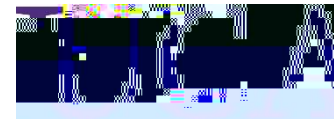




Federal Financial Aid Process

Federal Work Study Current process

Student can send an email foaid@uca.edu to confirm if they are eligible for federal work study. That email response can be used as confirmation of eligibility.

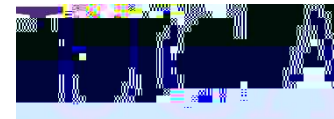




Hiring Cycle and Paper Flow

{ Federal Work Study packets are sent directly to the **Financial Aid Office**.

{ Institutional Work Study Packets are sent directly to **Human Resources**.





Human Resources Student Employment Training

Forms

Hiring Process and Paper Flow

Timesheet and Payroll Deadlines

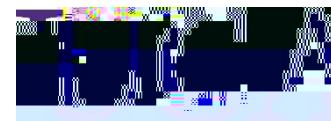
Time Entry and Approving Time (student/supervisor)

Hours

Best Practices

& Y [•

Q & A

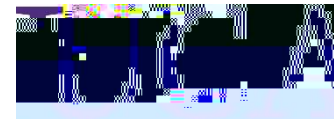




Potential future process

Spring 2021

All NEWwork studystudents will be hired through the PeopleAdmin applicant tracking system and their new hire paperwork will be collected through People Admin records.





Process

Complete the Student Hiring Packet

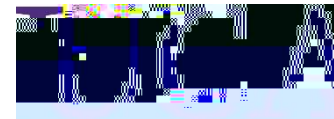
All student hiring forms can be found on the Human Resources website.

Go to the Human Resources Page

Internal Tools Drop Down Arrow

Select Payroll

Scroll Down to Forms.





New Hire Packet

Hiring Department Application for Student Employment

(ONLY FOR DEPARTMENTS THAT UTILIZE THIS FORM)

Student Work Authorization Form Please include All 3 Pages

(labeled by the Semester: Ex. Fall 2020 or Summer 2021)

W-4 Form

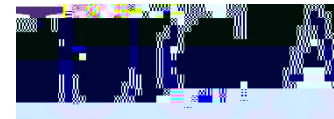
I-9 Form (Pages 1 & 2)

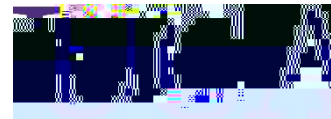
Documents to Support the 9

Direct Deposit Form

Voided Check or Bank Letter

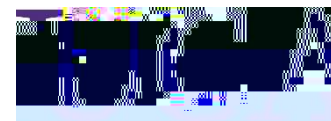
A Copy of the Social Security Card for Payroll Purposes







Current Year ~~W4~~





Form I-9

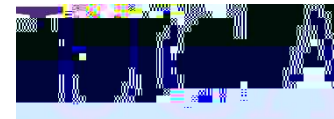
U.S. Citizenship and Immigration Services
Employment Eligibility Confirmation
USCIS Form I-9
2009 (MAY 2016 Edition)

U.S. Citizenship and Immigration Services
Employment Eligibility Confirmation
USCIS Form I-9
2009 (MAY 2016 Edition)

Employer or Authorized Representative Name and Address

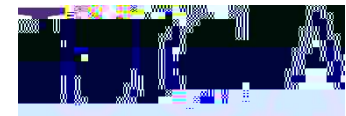
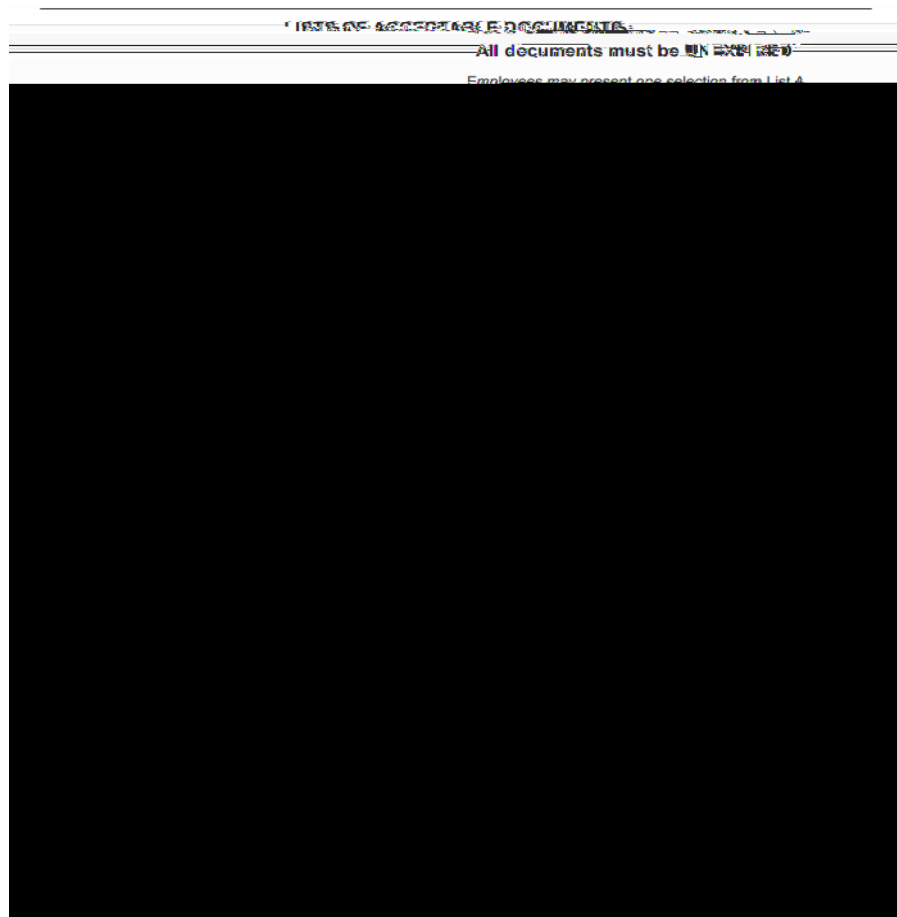
AND: LIST C: Employment Authorization LIST A: Identity and Employment Authorization OR LIST B: Identity

Document Number(s)



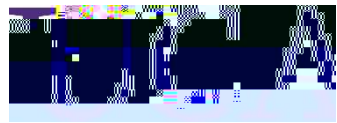
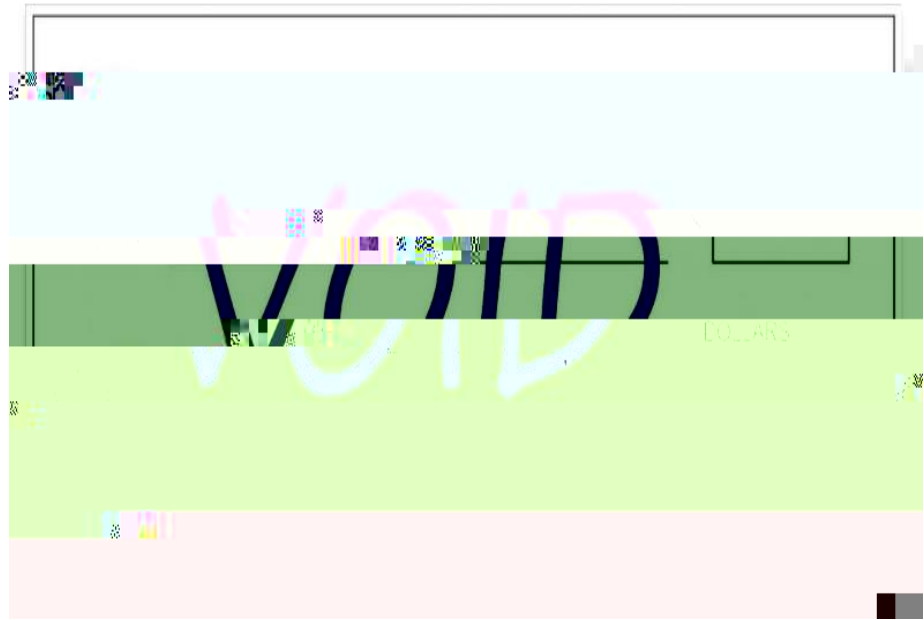


Acceptable Documents for I-9





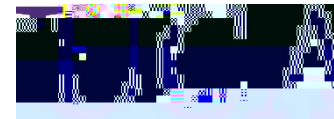
Example of Voided Check and Letter from Bank





Hiring Process and Paper Flow

- { Identify a student to hire.
- { Complete the Student Worker Hiring Packet.
 - ‡ Departments that have Institutional and/or Federal Funds and the student is eligible to earn Federal Work Study funds you must hire them Federal Work Study before placing them on Institutional Work Study Funds.
- { Submit Student Worker Hiring Packet.
 - ‡ Federal Work Study packets are sent directly to the Financial Aid Office.
 - ‡ Institutional Work Study Packets are sent directly to Human Resources





Timesheets and Payroll Deadlines

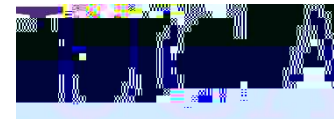
- ‡ Hours worked should be entered on a daily basis.
 - ‡ This ensures time sheets are correct and can be submitted in a timely manner.
- ‡ Electronic time sheets must be submitted by the deadline
- ‡ Penalty for late time sheets is \$25.00 per time sheets.
 - ‡ If the student or supervisor turns in a paper time sheet on the 3rd day after a pay period or the online approval deadlines.

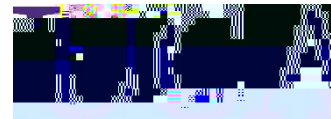
Instructions for entering and submitting timesheets.

<https://uca.edu/hr/files/2019/10/InstructionsTimeSheetEntry.pdf>

Instructions for approving timesheet

<https://uca.edu/hr/files/2019/10/InstructionsApprovingTimeSheets.pdf>







Best Practices for Hiring Documents

- { Best Practices for Hiring Documents found:
 - t <https://uca.edu/hr/files/2015/10/49bestpractices.pdf>
- { Example of an Offer Letter found:
 - t <https://uca.edu/hr/files/2015/10/I9SampleJ1.pdf>
- { Example of a Non-Compete Clause found:
 - t <https://uca.edu/hr/files/2015/10/I9SampleF1.pdf>

Do not sign anything past section 3

Birth Certificate

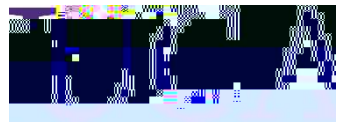
- { Birth Certificate Number is 13 numbers, Usually starting with 103

Social Security Card

- { Issuing Authority for all social security cards is Social Security Administration

Arkansas DMV

- { Arkansas DMV will always be on the back of the Social Security Card





Frequently Asked Questions Page 1

Q: In the event that a student misses the deadline to enter time, what should the student do?

A: If the timesheet is closed you may call someone in Payroll and they can submit the timesheet to the approver ONLY and the approver/supervisor may enter the missed hours for the student and then approve.

Q: If the student and supervisor both miss the pay period deadlines, what steps should we take to get student paid?

A: The missed time must be submitted on a paper time sheet. The Paper Timesheet PDF can be found on the HR Website.

t Human Resources Internal Tools Payroll Student and Hourly (Extra Help) Payroll Hourly Timesheet.

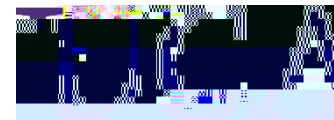
t **Reminder** If a student misses a pay period they cannot place them on the next online timesheet, it is considered falsifying a timesheet. Hours that are entered on the timesheet are for that pay period ONLY.

Q: What is required when I am just needing to rehire a student?

A: You will need to submit the student worker authorization Form (3 pages)

t A direct deposit form with a voided check or bank letter if they need/want to change banks or accounts

t A W-4 if they need/want to change their withholdings.





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A: There could be a number of reasons a student did not get paid.

1. A student forgets to submit their timesheet to their supervisor.
2. A student turned in a timesheet after payroll is already processed.
3. Other situations can be discussed with someone in the Payroll Department.

Q: Can students work over break/holidays?

A: When UCA is not in academic session (during semester breaks) students may work up to eight hours per day and up to 40 hours per week.

- t Subject to availability of work, supervisor approval, supervision, availability during that time and eligibility of funds.
- t Students who are not attending full-time classes in the summer are allowed to work up to 40 hours per week.

