Student Employee Supervisor Training

2015-2016
What this PPT covers

- Updates to the Student Employment Process
- Review of the Work-Study Process
- Job Fair
- Student Worker Training

If you have any questions, please refer to the Student Employment Manual available on the Financial Aid Services website under “Campus Employment.”
How is Federal Work-Study awarded?

Students who are wishing to receive work-study funds must first complete a 2015-2016 FAFSA, and indicate they would like FWS.

Formula:  
\[
\text{Need} = \text{COA} - \text{EFC} - \text{Other need-based aid}
\]

\[
\text{Need} = \text{Maximum FWS amount (up to $2600 per year)}
\]

** Note: FWS eligibility may be reduced if student drops classes or receives additional grants/scholarships. Supervisors will be notified if FWS eligibility changes. **
How do they know they have FWS (04 Funds)?

- Students who worked in the past fall, spring, & summer terms, and were requested by supervisor for this year, were awarded FWS (if eligible, based on FAFSA formula).
- The work-study award shows up on the student’s BANNER account as “Accept”
- Supervisors can contact Financial Aid to determine 04 Fund eligibility, or ask the student to print their award package from Banner.
How to Print Authorization Form

- The student or supervisor can go to http://finaid.ulm.edu
- Click on Campus Employment (left sidebar)
- Click on FWS Authorization Form 2015-2016

*These documents are all form-fillable PDFs. All fields can be typed in, but the document must be printed and signed with a wet signature.*
How to Print Award Letter

- Student will go to Banner Self-Service
- Click on the Financial Aid Tab
- Click on Award for Aid Year
- Click on Award Overview
- The Award Overview has a print option. Student can print this and present this to the supervisor with their Work-Study Authorization Form
How to Find a Job

• All students should attend the Job Fair.
  – Students should dress for interviews, and bring the Work-Study Authorization Form and award letter with them.
  – Supervisors may conduct interviews at the Job Fair or schedule interviews for a later time.

• After the Job Fair, students may view open positions on the Financial Aid website under the “Campus Employment” link. They can print their Work-Study Authorization Form and award letter and take them to interviews.
How to Hire a Student

1. Sign and return student’s Authorization Form and the award letter to Financial Aid Services. **Note: Banner is date-specific.** The date the form is received & posted in Banner is the date when student employment begins.

2. For new student employees, complete and return the New Hire Packet to Human Resources for each student you hire for the semester.

**Note: If you are planning to pay a student more than minimum wage, a Pay Rate Increase Justification Form must be submitted with the Authorization Form.**
How many hours a week can they work?

Amount of Semester Work Award ÷ Pay Rate ÷ Number of Weeks in Semester

= Number of Hours to Work per Week

For example:

$1300.00 (Fall budget) ÷ $7.25 (payrate)

÷ 16 (weeks in semester)

= approximately 11.2 hours per week

**Note: If a student is planning to work during the intersession, Wintersession, or Maymester, adjust the number of weeks accordingly to ensure the student does not exceed their budgeted funds.**
Maximum Hours for 03 and 04 Workers

• To qualify for federal work-study (04), students must be enrolled at least half-time during the term they will be utilizing FWS, and may not work more than 20 hours per week.

• Extended work hours must be approved by the supervisor, and the Budget Head (for 03 workers) or the Student Employment Coordinator (for 04 workers), by submitting a Student Worker Hour Increase Justification form. Hours may not exceed 25 hours per week, and are subject to fund availability.
Students with Multiple On-Campus Jobs

• Students may work one 03 and one 04 position during the same semester, but cannot work over 20 hours total per week.
  – Example: Tom Brady works 11 hours a week as an 03 worker in Athletics as an equipment manager – adding & removing air from balls for the football team.
  – He finds another position as an 04 worker in the Child Care center. He is only allowed to work 9 hours.

* His supervisor could complete an Hour Increase Form to allow him to work an additional 5 hours (25 hours a week).
Rest and Break Periods

While the state of Louisiana does not mandate lunch or break periods, Student Employment encourages you to work out arrangements that fit the needs of both the student and department.

Recommended guidelines:
- 4 hour shift – 10-min rest period (paid)
- 5+ hours shift – 30-minute lunch (unpaid)
Tracking Work-Study Earnings

- Students are paid according to the pay schedule that is posted in the Student Employment Manual (p. 18).
- Supervisors are encouraged to maintain their own records as a back up in case of system situations. A work-study tracker is provided in the Student Employment Manual (p. 19).

KEEPING STUDENTS WITHIN THEIR BUDGET IS IMPORTANT!
We cannot guarantee funds for students earning more than their allotment.
• 03 and 04 Payroll packets can be printed from the Controller’s Office website.

• Students should only complete a New Hire packet if they have never worked on campus.

• International students must complete a Non-Resident Alien Data form and attach a copy of their I-20, Passport, and Visa.
Payroll – Completing the I-9 Form

It is the supervisor’s responsibility to complete page 2 of the I-9 with their student employee.

- The identification document must be an original. (Copies or faxes of the document are not acceptable)
- Make a copy of the identification document and submit it with the I-9.
- Page 3 of the I-9 lists the acceptable documents to confirm identification:
  - One item from List A, or
  - One item from List B and one item from List C

Contact HR if you need assistance.
Payroll - Timesheets

• Supervisor-approved timesheets must be submitted to the Payroll Office according to the Payroll Schedule in the Student Employment Manual (p. 18).

• Timesheet must be completed in INK ONLY. White outs should be initialed by the supervisor.

• Timesheets should be calculated and totaled by the supervisor. Make sure the pay rate is correct.

• Once the student has submitted their signed timesheet to the supervisor, they should no longer have any access to the timesheet.
Fall Job Fair

Tuesday, August 25 – 1:30 pm-3:30 pm – SUB 2\textsuperscript{nd} floor

- Supervisors will be able to schedule interviews or interview/hire at the Job Fair.
- Your table will be marked with Red (03) or Green (04) or both. We will also invite off-campus businesses.
- Email instructions were sent to all ULM Employees on Thursday, June 25\textsuperscript{th}.

*Over 250+ students attended this event last year!*
Student Worker Training

• Student Employment will hold two Student Worker Training events in September (details TBD).

• Training sessions will be optional, but we recommend that all NEW 03 and 04 student workers attend
  – We will cover basic employment & payroll information, customer service, etiquette, general dress code, etc.
  – Attendance will be documented
  – Attendance will count as an hour worked, and should be tracked on their timesheet
Student Employment Quick Reference

Student Employment Coordinator:
Kymyatta Gardner, Financial Aid Services, ULIB 228
Phone: 318.342.5330 | gardner@ulm.edu or campusjobs@ulm.edu
Financial Aid main line: 318.342.5320

Financial Aid Services - Campus Employment Website:
http://www.ulm.edu/financialaid/campus_employment.html

Controller’s Office – Student Payroll Website:
http://www.ulm.edu/controller/student_payroll.html

To post job descriptions on the Financial Aid website:
- Visit http://finaid.ulm.edu
- Click “Campus Employment”
- Click “Submit a Work-Study Job Posting”
QUESTIONS?
Supervisor Statement of Acknowledgement

I have completed the Supervisor Training and understand its contents. My signature below indicates I agree to the information contained within this training.

______________________________           ____________________
Supervisor Signature               Date

______________________________
Supervisor Name (Printed)

Please print this slide and return it to:
Kymyatta Gardner, Student Employment Coordinator
Financial Aid Services, ULIB 228