

# Student Employment Information Session

**Financial Aid**

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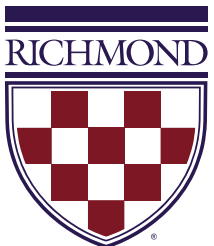
**Rachel Weinberg-Rue**

Spring 2020



# Student Employment

We employ **1500+** student employees in over **2500** student jobs across **150** departments.



# Overview of Session

- **Job Description Updates**
- **Hiring New Student Workers - Compliance**
- **Updated EPAF for new hires**
- **Overview of Pre-Employment Paperwork**
- **New Student Employee of the Year Program**
- **Question and Answer/Best Practices**



# Job Descriptions



# Job Descriptions

- **Departments determine the pay grade, level and rate by using the 4 generic job descriptions as a guide**

Level 1 - \$8.00 - \$9.50

Level 2 - \$8.80 - \$10.50

Level 3 - \$9.30 - \$11.30

Level 4 - \$11.05 - \$13.50

- **Promote student to a different level and/or change job title within Student Hourly Rate Change EPAF**





# Student Employment

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Supervisors >> **Pay Rates & Job Descriptions**

[Advertising Job Opportunities](#)[New Employee Processing](#)[Electronic Personnel Action Form \(EPAF\)](#)[Payroll Deadlines](#)[Pay Rates & Job Descriptions](#)[Changes to SE](#)[Forms](#)[Supervisor FAQ](#)[Summer Employment](#)

## Pay Rates & Job Descriptions

The rate of pay for each job is determined by the specific responsibilities of the job. At the University of Richmond, we have a four-tier wage rate structure. It is the department's responsibility to have all job descriptions on file and determine what the correct pay level is of each job by using the 4 job descriptions provided by the Financial Aid Office as a guide.

Each job description level has a set wage range listed below. The wage rate for all student jobs must fall within the wage range for that level. Supervisors may submit a wage rate change EPAF in order to make changes to the students pay rate provided it is inside the set wage range.

### Pay Rates and Job Responsibilities

[PDF Grade Level 1](#) \$8.00 - \$9.50/hour: Performs tasks utilizing skills and knowledge that can be learned on the job. Specific tasks will vary depending on departmental position. Candidate will need independent decision-making skills regarding basic matters and knowing when to refer to a higher authority.

[PDF Grade Level 2](#) \$8.80 - \$10.50/hour: Duties are moderately complex and some experience is required. Specific tasks will vary depending on departmental position. High volumes of work should be expected in regard to interaction with customers and work output. Strong need for employee to work independently. Sound judgment is necessary for dealing with subjective and sensitive information, especially when supervisor is not present. Independent decision-making and accountability required.

[PDF Grade Level 3](#) \$9.30 - \$11.30/hour: May exercise supervision and/or training of other student workers. Responsible for highly complex tasks. May need specialized certification and/or training. Independent problem-solving and critical thinking abilities are necessary to perform duties. Strong initiative and decision-making abilities required in planning and prioritizing personal workload and the work of other

**UNIVERSITY OF RICHMOND**  
**STUDENT EMPLOYMENT JOB DESCRIPTION**

Position and Pay Grade: Student Employee Level 3

Salary Range: \$ 9.30 - \$ 11.30

The rate of pay assigned by a department to a student is based on the specific responsibilities of the job the student will perform as stipulated in the specific departmental job description as well as the student's level of experience with the specific responsibilities and qualifications of that job description.

Position Summary:

May exercise supervision and/or training of other student workers. Responsible for highly complex tasks. May need specialized certification and/or training. Independent problem-solving and critical thinking abilities are necessary to perform duties. Strong initiative and decision-making abilities required in planning and prioritizing personal workload and the work of other student employees. Work with minimal supervision while providing leadership and management of projects and/or other student workers is expected.

Responsibilities may include but are not limited to:

- Act as a knowledgeable resource to/for other student employees, delegating work when appropriate, and being an example while providing excellent customer service
- Demonstrate proprietary knowledge in a subject area of expertise
- Manage all facets of program planning and performance including: advertising, logistics, program agenda, and reporting
- Manage opening and closing of facility when full-time staff not present
- Enforce policies and procedures
- Perform other duties as assigned

Qualifications include:

- Excellent interpersonal and written/verbal communication skills with high levels of detail
- Ability to work as a leader within a diverse population

# Job Descriptions

- **Departments are responsible for keeping job descriptions on file for each position and annually reviewing them for every student job in their department**

**\*\*Annually submit student job descriptions using the online job submission form on the Supervisor page of the website\*\***





## Student Job Posting

Website requests will be posted online in the next 1-2 days

Would you like the job to be posted on the student employment website?

- Yes  
 No

### School/Organization Info

School/Organization

University of Richmond

Address

410 Westhampton Way, University of Richmond, VA, 23173

### Job Info

Job Title

Supervisor Name

What semester are you hiring for?  
(Fall, Spring, Summer)

Desired Start Date

Job End Date (Enter No if open  
ended)

Pay Grade (1-4)

# Hiring New Student Workers - Compliance



# Why do we require an I-9?

- **Immigration Reform and Control Act of 1986 (IRCA)**
- **Enforced by DHS and USCIS**
- **Employment Eligibility**
- **Discrimination Prevention**



# Timeliness is Key

- **Pre-Employment Paperwork MUST be completed by the employee's first day of work.**
- **Always send students to the Office of Financial Aid (OFA).**
- **Obtain the Release to Work Form from OFA.**



# Consequences of Failing to Complete I-9 Paperwork

- **Unlawful Employment**
- **Hefty Fines + Other Civil/Criminal Penalties**
- **Worksite Investigation**
- **ICE Audit Target**



# Updated EPAFs for New Hires



# EPAFs for New Hires

## Previous

- EPAFs do not provide feedback to supervisors when a student has not completed Employment Paperwork
- This may result in a student working before they are eligible

## New for 2020

- EPAF will give you an error if a student has not completed paperwork

### *Errors and Warning Messages*

Type	Message Type	Description
New Student Job Setup	ERROR	*ERROR* ID is not defined as an employee. Establish Employee record.

\* - indicates a required field.



# Old EPAF

## First Time Student Employee (Primary Jobs Only)

Item	Current Value	New Value
Current Hire Date: MM/DD/YYYY		<input type="text"/>
Employee Status: (Not Enterable)		A
Employee Class Code: (Not Enterable)		ST
Home COAS: (Not Enterable)		1
Home Organization: (Not Enterable)		3214

## New Student Job Setup, STHRLY-01 EPAF Generated Hourly St Job

Item	Current Value	New Value
Contract Type: *		Secondary
Title: *		<input type="text"/>
Timesheet Orgn: *		<input type="text"/>
Job Begin Date: MM/DD/YYYY*		12/09/2019
Jobs Effective Date: MM/DD/YYYY*		12/09/2019
Salary Grade: *		<input type="text"/>
Regular Rate: *		<input type="text"/>
Salary Table: (Not Enterable)		SW
Salary Group: (Not Enterable)		2020
Step: (Not Enterable)		0
FTE: (Not Enterable)		.1
Job Change Reason: (Not Enterable)		AUTO

# New EPAF

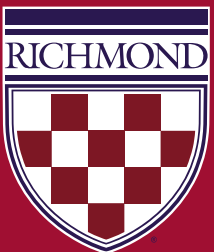
## New Student Job Setup, STHRLY-01 EPAF Generated Hourly St Job

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Title: *		<input type="text"/>
Timesheet Orgn: *		<input type="text"/>
Job Begin Date: MM/DD/YYYY*		12/09/2019
Jobs Effective Date: MM/DD/YYYY*		12/09/2019
Salary Grade: *		<input type="text"/>
Regular Rate: *		<input type="text"/>
Salary Table: (Not Enterable)		SW
Salary Group: (Not Enterable)		2020
Step: (Not Enterable)		0
FTE: (Not Enterable)		.1
Job Change Reason: (Not Enterable)		AUTO



# EPAFs for New Hires

- **Supervisor attempts to submit EPAF for new employee. If paperwork not completed EPAF can be saved but not submitted**
- **Supervisor contacts student to complete paperwork at Financial Aid, follow checklist on website for New Hires**
- **Student completes paperwork and receives release to work form, Financial Aid creates employee record**
- **Supervisor receives release to work form and submits saved EPAF with proper start date for job record**



# Demo



# Pre-Employment Paperwork



# Pre-Employment Paperwork

- **Student Employment is a real job**
- **Empower students to understand what is expected of them in their role as an employee of the university**
- **Consider including this conversation in the interview or job offer process – “Let’s talk about the next steps...”**
- **Balancing the accountability expectation to fit your department’s need**



**LISTS OF ACCEPTABLE DOCUMENTS**

All documents must be **UNEXPIRED**

Employees may present one selection from List A or a combination of one selection from List B and one selection from List C.

LIST A Documents that Establish Both Identity and Employment Authorization	OR	LIST B Documents that Establish Identity	AND	LIST C Documents that Establish Employment Authorization
1. U.S. Passport or U.S. Passport Card		1. Driver's license or ID card issued by a State or outlying possession of the United States provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address		1. A Social Security Account Number card, unless the card includes one of the following restrictions: (1) NOT VALID FOR EMPLOYMENT (2) VALID FOR WORK ONLY WITH INS AUTHORIZATION (3) VALID FOR WORK ONLY WITH DHS AUTHORIZATION
2. Permanent Resident Card or Alien Registration Receipt Card (Form I-551)		2. ID card issued by federal, state or local government agencies or entities, provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address		2. Certification of report of birth issued by the Department of State (Forms DS-1350, FS-545, FS-240)
3. Foreign passport that contains a temporary I-551 stamp or temporary I-551 printed notation on a machine-readable immigrant visa		3. School ID card with a photograph		3. Original or certified copy of birth certificate issued by a State, county, municipal authority, or territory of the United States bearing an official seal
4. Employment Authorization Document that contains a photograph (Form I-766)		4. Voter's registration card		4. Native American tribal document
5. For a nonimmigrant alien authorized to work for a specific employer because of his or her status: <b>a.</b> Foreign passport; and <b>b.</b> Form I-94 or Form I-94A that has the following: (1) The same name as the passport; and (2) An endorsement of the alien's nonimmigrant status as long as that period of endorsement has not yet expired and the proposed employment is not in conflict with any restrictions or limitations identified on the form.		5. U.S. Military card or draft record		5. U.S. Citizen ID Card (Form I-197)
		6. Military dependent's ID card		6. Identification Card for Use of Resident Citizen in the United States (Form I-179)
		7. U.S. Coast Guard Merchant Mariner Card		7. Employment authorization document issued by the Department of Homeland Security
		8. Native American tribal document		
		9. Driver's license issued by a Canadian government authority		
6. Passport from the Federated States of Micronesia (FSM) or the Republic of the Marshall Islands (RMI) with Form I-94 or Form I-94A indicating nonimmigrant admission under the Compact of Free Association Between the United States and the FSM or RMI		<b>For persons under age 18 who are unable to present a document listed above:</b>		
		10. School record or report card		
		11. Clinic, doctor, or hospital record		
		12. Day-care or nursery school record		

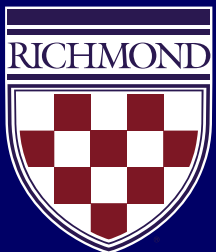
Examples of many of these documents appear in Part 13 of the Handbook for Employers (M-274).

Refer to the instructions for more information about acceptable receipts.

- The Department of Homeland Security requires employers to verify each employee's identity and their ability to work in the U.S by reviewing the following:

- Documents that Establish Identity = Photo ID presented in person
- Documents that Establish Employment Authorization = Citizenship or Residency forms

- List A documents do both of these things, so if they have one of these, that's all we need
- Lists B and C each do one part so we need one from each column





▶ **START HERE:** Read instructions carefully before completing this form. The instructions must be available, either in paper or electronically, during completion of this form. Employers are liable for errors in the completion of this form.

**ANTI-DISCRIMINATION NOTICE:** It is illegal to discriminate against work-authorized individuals. Employers **CANNOT** specify which document(s) an employee may present to establish employment authorization and identity. The refusal to hire or continue to employ an individual because the documentation presented has a future expiration date may also constitute illegal discrimination.

**Section 1. Employee Information and Attestation** (Employees must complete and sign Section 1 of Form I-9 no later than the first day of employment, but not before accepting a job offer.)

Last Name (Family Name)		First Name (Given Name)		Middle Initial	Other Last Names Used (if any)	
Address (Street Number and Name)			Apt. Number	City or Town	State	ZIP Code
Date of Birth (mm/dd/yyyy)	U.S. Social Security Number		Employee's E-mail Address		Employee's Telephone Number	

I am aware that federal law provides for imprisonment and/or fines for false statements or use of false documents in connection with the completion of this form.

I attest, under penalty of perjury, that I am (check one of the following boxes):

1. A citizen of the United States

2. A noncitizen national of the United States (See instructions)

3. A lawful permanent resident (Alien Registration Number/USCIS Number): \_\_\_\_\_

4. An alien authorized to work until (expiration date, if applicable, mm/dd/yyyy): \_\_\_\_\_  
Some aliens may write "N/A" in the expiration date field. (See instructions)

Aliens authorized to work must provide only one of the following document numbers to complete Form I-9:  
An Alien Registration Number/USCIS Number OR Form I-94 Admission Number OR Foreign Passport Number.

1. Alien Registration Number/USCIS Number: \_\_\_\_\_  
**OR**

2. Form I-94 Admission Number: \_\_\_\_\_  
**OR**

3. Foreign Passport Number: \_\_\_\_\_  
Country of Issuance: \_\_\_\_\_

OR Code - Section 1  
Do Not Write In This Space

Signature of Employee \_\_\_\_\_ Today's Date (mm/dd/yyyy) \_\_\_\_\_

**Preparer and/or Translator Certification (check one):**

I did not use a preparer or translator.  A preparer(s) and/or translator(s) assisted the employee in completing Section 1.  
(Fields below must be completed and signed when preparers and/or translators assist an employee in completing Section 1.)

I attest, under penalty of perjury, that I have assisted in the completion of Section 1 of this form and that to the best of my knowledge the information is true and correct.

Signature of Preparer or Translator \_\_\_\_\_ Today's Date (mm/dd/yyyy) \_\_\_\_\_

Last Name (Family Name) \_\_\_\_\_ First Name (Given Name) \_\_\_\_\_

Address (Street Number and Name) \_\_\_\_\_ City or Town \_\_\_\_\_ State \_\_\_\_\_ ZIP Code \_\_\_\_\_

STOP Employer Completes Next Page STOP



**Section 2. Employer or Authorized Representative Review and Verification**

(Employers or their authorized representative must complete and sign Section 2 within 3 business days of the employee's first day of employment. You must physically examine one document from List A OR a combination of one document from List B and one document from List C as listed on the "Lists of Acceptable Documents.")

Employee Info from Section 1	Last Name (Family Name)	First Name (Given Name)	M.I.	Citizenship/Immigration Status
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List A Identity and Employment Authorization	OR	List B Identity	AND	List C Employment Authorization
Document Title		Document Title		Document Title
Issuing Authority		Issuing Authority		Issuing Authority
Document Number		Document Number		Document Number
Expiration Date (if any)(mm/dd/yyyy)		Expiration Date (if any)(mm/dd/yyyy)		Expiration Date (if any)(mm/dd/yyyy)
Document Title		Additional Information		OR Code - Sections 2 & 3 Do Not Write In This Space
Issuing Authority				
Document Number				
Expiration Date (if any)(mm/dd/yyyy)				
Document Title				
Issuing Authority				
Document Number				
Expiration Date (if any)(mm/dd/yyyy)				

**Certification:** I attest, under penalty of perjury, that (1) I have examined the document(s) presented by the above-named employee, (2) the above-listed document(s) appear to be genuine and to relate to the employee named, and (3) to the best of my knowledge the employee is authorized to work in the United States.

The employee's first day of employment (mm/dd/yyyy): \_\_\_\_\_ (See instructions for exemptions)

**Students CANNOT legally work on campus prior to the date that they signed the I-9**

**Section 3. Reverification and Rehires** (To be completed and signed by employer or authorized representative.)

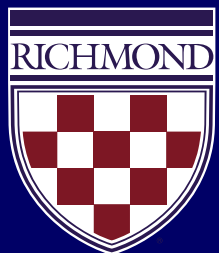
A. New Name (if applicable)			B. Date of Rehire (if applicable)	
Last Name (Family Name)	First Name (Given Name)	Middle Initial	Date (mm/dd/yyyy)	

C. If the employee's previous grant of employment authorization has expired, provide the information for the document or receipt that establishes continuing employment authorization in the space provided below.

Document Title	Document Number	Expiration Date (if any) (mm/dd/yyyy)
----------------	-----------------	---------------------------------------

I attest, under penalty of perjury, that to the best of my knowledge, this employee is authorized to work in the United States, and if the employee presented document(s), the document(s) I have examined appear to be genuine and to relate to the individual.

Signature of Employer or Authorized Representative	Today's Date (mm/dd/yyyy)	Name of Employer or Authorized Representative
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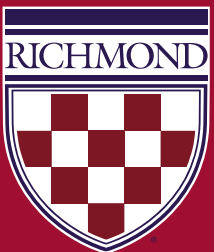


# National Student Employee of the Year



# National Student Employee of the Year

- **National program sponsored by the National Student Employment Association (NSEA)**
- **Nominations are due by 2/15 (one student per department)**
- **Campus winner will be announced in early March**
- **During National Student Employment week (April 12-18) we will gather to recognize the winner and all nominees**





# National Student Employee of the Year

- **Nominations will require a completed nomination form and letter of recommendation from supervisor**
- **Student employees must have worked a minimum of six months part-time or three months full-time between June 2019 and May 2020**
- **A section will be added to the Student Employment website in January for submitting nominations**



# Nominations use NACE Core Competencies

## COMMUNICATION

Nominator may provide examples for how the nominee:

- Communicates efficiently verbally and non-verbally
- Exhibits excellent public speaking skills
- Contributes to the department by writing and editing documents clearly

## DIGITAL TECHNOLOGY

Nominator may provide examples for how the nominee:

- Utilizes technology to solve office issues
- Adapts to office technologies easily
- Identifies appropriate hardware and software to accomplish goals

## PROBLEM SOLVING

Nominator may provide examples for how the nominee:

- Thinks originally and creatively to come up with solutions
- Gathers and interprets data to come to decisions
- Is able to analyze and interpret situations logically

## PROFESSIONALISM/WORK ETHIC

Nominator may provide examples for how the nominee:

- Manages their workload efficiently
- Displays a professional image through both their actions and appearance
- Acts with integrity and honesty to serve the community as a whole

## INTERCULTURAL FLUENCY

Nominator may provide examples for how the nominee:

- Interacts with all people in a respectful and understanding fashion
- Makes an effort to create an environment of inclusivity
- Seeks to increase their understanding and knowledge of other people

## CAREER MANAGEMENT

Nominator may provide examples for how the nominee:

- Self-advocates for opportunities in the workplace
- Articulates the skills and knowledge they acquire throughout work
- Sees the bigger picture of how their work ties into their future aspirations

## LEADERSHIP

Nominator may provide examples for how the nominee:

- Delegates work fairly with others in the workplace
- Understands how each team member brings individual strengths and skills to the table
- Prioritizes and organizes their workload within the team

## TEAMWORK

Nominator may provide examples for how the nominee:

- Builds relationships and rapport with others in the workplace
- Negotiates and manages conflict smoothly and effectively
- Impactfully works with others to achieve a common goal

# Questions/Best Practices

Mike Pagano – [mpagano@richmond.edu](mailto:mpagano@richmond.edu)

Caitie Hoeckele – [choeckel@richmond.edu](mailto:choeckel@richmond.edu)

Rachel Weinberg-Rue – [rachel.weinberggrue@richmond.edu](mailto:rachel.weinberggrue@richmond.edu)

