



Student Employment Changes for 2017-18

Mike Pagano – Financial Aid

Student Employment

We employ **1600+** student employees in
over **2500** student jobs across **140**
departments.

Overview – Student Employment Changes

- Create greater flexibility for departments
- Streamline existing processes
- Better training/resources for supervisors
- Provide more opportunity to involve students in the job review/merit process.

Overview – Areas with Upcoming Changes

- Job Descriptions
- Account Codes/Budgets
- Wage Rates

Job Descriptions

4 Generic Job Descriptions

- Level 1 - \$8.00 - \$9.50
- Level 2 - \$8.80 - \$10.50
- Level 3 - \$9.30 - \$11.30
- Level 4 - \$11.05 - \$13.50

Job Descriptions

Departments will determine the pay grade of each job by using these 4 generic job descriptions as a guide.

UNIVERSITY OF RICHMOND

STUDENT EMPLOYMENT JOB DESCRIPTION

Position and Pay Grade: Student Employee Level 1

Salary Range: \$ 8.00 - \$ 9.50

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.

Job Summary:

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.

Responsibilities include but are not limited to:

- Assist with on-campus errands and projects
- Perform routine and repetitive departmental tasks
- Provide excellent customer service
- Maintain organization and cleanliness in areas of employment
- Assist with day to day functions of department

Qualifications include:

- Attention to detail and high level of organization
- Ability to balance and prioritize a high volume of departmental tasks with customer service-related work
- Ability to deliver customer service in a friendly and helpful manner
- Possess effective communication skills
- Ability to maintain confidentiality and discretion working with sensitive and private information
- Ability to interact with all levels of staff, faculty, customers, and community
- Experience with and/or ability to learn various software programs, equipment, or tools necessary to perform job

Job Descriptions

Departments are responsible for keeping the specific job descriptions on file for every student job in their department.

Job Descriptions

To post jobs online use the new job request submission form. It is located on the Supervisor page of the website at:

Studentjobs.Richmond.edu/Supervisors



Student Employment

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Advertising Job Opportunities

[New Employee Processing](#)[Electronic Personnel Action Form](#)[Payroll Deadlines](#)[Pay Rates](#)[Raises](#)[Fraud Prevention](#)[Frequently Asked Questions](#)[Summer Employment](#)

Advertising Job Opportunities

Job opportunities are posted on the job opportunities section of the Student Employment website. Please notify the Office of Financial Aid of any job opportunities you would like posted on the Student Employment website by completing our online form [here](#).

It is important to notify [Mike Pagano](#) when you have filled all available positions so that the posting can be removed from the list of available jobs. Please also notify those students who will not be offered a position that you have hired for the position.

Student Job Posting Request

Job Info

Job Title

Department

Supervisor

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

Pay Grade (1-4)

Contact Info to Apply

Name

Email

Phone

JOB SUMMARY:

SPECIFIC DUTIES:

QUALIFICATIONS:

Account Codes/Budgets

University Work Program (UWP) - 6311

Federal Work Study (FWS) - 6312

Federally Funded Grants - 6413

~~6314~~

Account Codes/Budgets

- No new jobs will be set up under 6314.
- Existing jobs already set up under 6314 will remain as is until jobs are closed/student graduates.
- All new UWP jobs will use 6311.

Account Codes/Budgets

FA will monitor FWS (6312) spending and switch students over to UWP (6311) when department budget or student award is spent.

Account Codes/Budgets

FA will send email when these changes are made, submit a termination EPAF if you do not want to use UWP funds.

Account Codes/Budgets

We will not monitor UWP spending and budgets.



Student Employment Budgets

Allison Johnson – Financial Analyst, Planning
and Budget

Summarizing the FOAPAL

| Segment | Description |
|----------------------------|---|
| <u>F</u> und | Where did the money come from? (Sources: Tuition, fees, grants, Investment income, gifts-restricted and unrestricted in use). |
| <u>O</u> rganization (Org) | Who is responsible for the money? Who does the money belong to? Who is spending the money? Orgs are Hierarchal and are assigned in Banner at VP level, schools and departments. |
| <u>A</u> ccount | What kind of transaction is taking place? What is the money being spent on? Includes, Revenue, Expense, and Transfer type of transactions. |
| <u>P</u> rogram | How does this transaction compare to other universities? How is the transaction being reported? |
| <u>A</u> ctivity | Used for tracking specific activities (not required) |
| <u>L</u> ocation | Identifies the location of equipment (Fixed Assets) **This field is not currently used by the University** |
| <u>I</u> ndex | Although not part of the FOAPAL it plays a large role in data entry. It replacing the need to enter the entire FOAPAL string, with the exception of account . |

Student Employment Budgets

What does this mean for you?

- If a department needs additional budget, similar to all other budget requests, they must:
 - ❑ First, determine if the department's overall budget already has funds that could be used
 - ❑ If not, the budget manager should discuss the need for additional funds with their division's key budget contact
 - ❑ The division's key budget contact should attempt to fund the department's need through reallocation within the division
- The OPB, in collaboration with the division's key budget contact, will review continuing budget allocations to ensure the most efficient use of Student Employment budget


Student Employment in the Office of Financial Aid remains the point of contact for supervisor questions related to hiring students

Wage Rates


- No automatic increases for Longevity, Merit, and Summer Bump Up.
- All wage changes will now be initiated by submitting the new Hourly Rate Change EPAF.

Wage Rates


 [Student Employment EPAF Guide.](#) 

 Enter an ID, select the link to search for an ID, or generate an ID. Enter the Query Date and select the Approval Category. Select Go.

* - indicates a required field.

ID: * 

Query Date: MM/DD/YYYY*

Approval Category: * 

- Not Selected
- Non-credit Instructor Payment, NONCR
- Cellar/Catering/Freshens Non-Standard Rate Hire, STFDNS
- Hire Student-Level 1, STJAF1
- Hire Student-Level 2, STJAF2
- Hire Student-Level 3, STJAF3
- Hire Student-Level 4, STJAF4
- Student Smr Flwshp Funded by a NON-CS, 27,28 or 29XXX index, STFELW
- Student Smr Flwshp Funded by a CS,27,28 or 29XXX index, STFLWX
- Hire an Athletics Camp Employee, STACMP
- Terminate a Student Job Record, STTERM
- Hourly Rate Change, STRATE**

[EPAF Originator Summary](#)

[EPAF Menu](#)

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Wage Rates

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For more information visit the Supervisor page on the Student Employment Website at <http://studentjobs.richmond.edu/supervisors/index.html>

Contact the Office of Financial Aid for [Student Employment](#) Questions at 804-289-8438

Wage Rates



Student Employment EPAF Guide.



Enter or search for a new position number and enter the suffix, or select the link under Title.

ID: [REDACTED]

Query Date: May 12, 2017

Approval Category: Change Student Hourly Rate, STRATE

Hourly Rate Increase, RTINCR

| Search | Type | Position | Suffix | Title | Time Sheet Organization | Start Date | End Date | Last Paid Date | Status | Select |
|--------------------------------|---------|----------------------|----------------------|-----------------------|----------------------------|--------------|----------|----------------|--------|----------------------------------|
| <input type="text" value="🔍"/> | New Job | <input type="text"/> | <input type="text"/> | | | | | | | <input type="radio"/> |
| | Primary | STHRLY | 01 | Student Ops Assistant | 6891, Financial Aid Office | Aug 28, 2015 | | Mar 25, 2017 | Active | <input checked="" type="radio"/> |

All Jobs







Go

Wage Rates

Hourly Rate Increase, STHRLY-01 Student Ops Assistant, Last Paid Date: **Mar 25, 2017**

| Item | Current Value | New Value |
|--|---------------|---|
| Jobs Effective Date: MM/DD/YYYY* | 03/26/2017 | <input type="text" value="05/01/2017"/> |
| Step: *(Not Enterable) | 0 | <input type="text" value="0"/> |
| Regular Rate: * | 9.1 | <input type="text" value="10.00"/> |
| Job Change Reason: *(Not Enterable) MERI | | <input type="text" value="MERI"/> |

Routing Queue

| Approval Level | User Name | Required Action |
|---|---|--------------------------------------|
| 94 - (SEOAPR) St Employment Office Approval |  MPAGANO Michael Paul Pagano | <input type="text" value="Approve"/> |
| 95 - (SEOAPL) St. Employment Office Applier |  MPAGANO Michael Paul Pagano | <input type="text" value="Apply"/> |
| Not Selected ▼ |  | Not Selected ▼ |
| Not Selected ▼ |  | Not Selected ▼ |
| Not Selected ▼ |  | Not Selected ▼ |
| Not Selected ▼ |  | Not Selected ▼ |

Wage Rates

For new jobs there will only be one EPAF option for a regular hourly position. This EPAF will allow you to now enter the Pay Grade and Wage Rate.

Wage Rates



Student Employment EPAF Guide.



Enter an ID, select the link to search for an ID, or generate an ID. Enter the Query Date and select the Approval Category. Select Go.

* - indicates a required field.

ID: *

Query Date: MM/DD/YYYY*

Approval Category: *

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[EPAF Approver Summary](#) | [EPAF Originator Summary](#)

[Return to EPAF Menu](#)

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Wage Rates

New Student Job Setup, STHRLY-02 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* | | 07/22/2016 |
| Jobs Effective Date: MM/DD/YYYY* | | 07/22/2016 |
| Salary Grade: * | | <input type="text"/> |
| Regular Rate: * | | <input type="text"/> |
| Salary Table: (Not Enterable) | | SW |
| Salary Group: (Not Enterable) | | 2017 |
| Step: (Not Enterable) | | 0 |
| FTE: (Not Enterable) | | .1 |
| Job Change Reason: (Not Enterable) | | AUTO |

Wage Rates

- All existing jobs will remain at their current wage rate.
- Recently submitted EPAFs will be processed at the previous set wage rates and do not need to be re-submitted.

Other Reminders

- Study Abroad jobs will stay open
- One time payment form
- Supervisor section of website
- EPAF Guide
- Default approver for all communication
- Summer ends on 8/26

Upcoming Info

- FWS eligibility list next week
- Training Session on 8/10 - 10:30
- Rosters sent mid-August
- Job Fair in HDC on 8/29 – 11-1pm
(registration next week)



Questions?

Mike Pagano – Financial Aid

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