Student Employment
Information Session

Financial Aid
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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
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

- **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.

- **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.

- **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 others.
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

<table>
<thead>
<tr>
<th>School/Organization</th>
<th>University of Richmond</th>
</tr>
</thead>
<tbody>
<tr>
<td>Address</td>
<td>410 Westhampton Way, University of Richmond, VA, 23173</td>
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## Job Info

<table>
<thead>
<tr>
<th>Job Title</th>
<th></th>
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</thead>
<tbody>
<tr>
<td>Supervisor Name</td>
<td></td>
</tr>
<tr>
<td>What semester are you hiring for?</td>
<td>(Fall, Spring, Summer)</td>
</tr>
<tr>
<td>Desired Start Date</td>
<td></td>
</tr>
<tr>
<td>Job End Date (Enter No if open ended)</td>
<td></td>
</tr>
<tr>
<td>Pay Grade (1-4)</td>
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</tr>
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</table>
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 EPAF's 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

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<tr>
<th>Type</th>
<th>Message Type</th>
<th>Description</th>
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<tbody>
<tr>
<td>New Student Job Setup</td>
<td>ERROR</td>
<td><em>ERROR</em> ID is not defined as an employee. Establish Employee record. *</td>
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</table>

* - indicates a required field.
Old EPAF

<table>
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<th>Item</th>
<th>Current Value</th>
<th>New Value</th>
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<tbody>
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<td>Current Hire Date: MM/DD/YYYY</td>
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<tr>
<td>Employee Status: (Not Enterable)</td>
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<td></td>
</tr>
<tr>
<td>Employee Class Code: (Not Enterable)</td>
<td>ST</td>
<td></td>
</tr>
<tr>
<td>Home COAS: (Not Enterable)</td>
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<td>Home Organization: (Not Enterable)</td>
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New Student Job Setup, STHRLY-01 EPAF Generated Hourly St Job

<table>
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<tr>
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<th>New Value</th>
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<tbody>
<tr>
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<tr>
<td>Title:</td>
<td>*</td>
<td></td>
</tr>
<tr>
<td>Timesheet Orgn:</td>
<td>*</td>
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</tr>
<tr>
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<td>Jobs Effective Date: MM/DD/YYYY</td>
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<tr>
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<td>Regular Rate:</td>
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<td></td>
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<tr>
<td>Job Change Reason: (Not Enterable)</td>
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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.
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
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:

1. Documents that Establish Identity = Photo ID presented in person

2. 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
Students CANNOT legally work on campus prior to the date that they signed the I-9.
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

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