Student Employment Training

Mike Pagano – Financial Aid

Student Employment

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

Overview of SE Supervisor Training

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- FWS vs. UWP
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Student Employment

Supervisors

Studentjobs.Richmond.edu/Supervisors

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Supervisors

With more than 140 offices and departments hiring student employees, it is important to understand the role of the hiring supervisor. Below are highlights of several areas that seem to generate the most questions from student supervisors. Please use the topics below and in the sidebar as reference when you are working to meet your student employment needs.

The Student Employment Supervisor's Manual covers the subjects below, as well as others, in a more in depth manner. The Electronic Personnel Action Forms (EPAF), available via Bannerweb, is the method used for hiring and terminating all hourly student positions. If you are a new student employment supervisor and need access to submit EPAFs, please email Mike Pagano. The EPAF Guide provides instructions for completing a new EPAF, requesting a wage rate change EPAF and submitting a termination EPAF. FAQ's and resolutions to common EPAF errors can also be found in the guide.
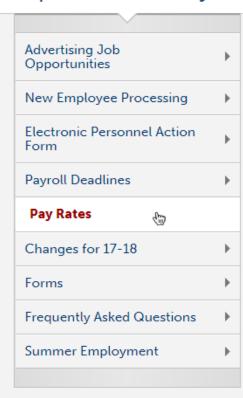
Job Descriptions

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

Supervisors >> Pay Rates

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Pay Rates

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 in 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 other

Job Descriptions

- Departments will determine the pay grade of new jobs by using these 4 generic job descriptions as a guide.
- Departments are responsible for keeping the specific job descriptions on file for every student job in their department and reviewing annual.
- To post jobs online use the job request submission form on the Supervisor page of the website.

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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

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Student Employment

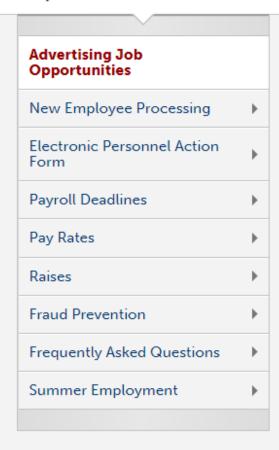| Employment Programs | Job Opportunities | Apply | New Employees | International Students | Payroll | **Supervisors** | Contact |

Supervisors >> Advertising Job Opportunities

Advertising Job Opportunities

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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.

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Student Job Posting Request
Requests will be posted online in the next 1-2 days

Job Info

Job Title	
Supervisor	
What semester are you hiring for? (Spring, Fall, Summer)	
Pay Grade (1-4)	

JOB SUMMARY:

SPECIFIC DUTIES:

QUALIFICATIONS:

FWS vs. UWP

- Federal Work-Study (FWS) (Account –6312)

- University Work Program (UWP) (Account –6311)

Federal Work Study (FWS)

- Not all students have FWS - part of need based aid package (about 600 total)
- 75% supported from Federal funds
- Most students have a maximum of $1500 per year that applies to all FWS jobs
- FWS list sent out in Aug, subject to change
- Only available during academic year

University Work Program (UWP)

- All students are eligible for UWP, no limit to student earnings and year round

- International students can <u>only</u> have UWP

- Students must use FWS first before using UWP

- When FWS award is met students are switched over to UWP

Account Codes/Budgets

- Departments have separate FWS and UWP budgets (cannot move funds between them)

- University Work Program (UWP) - 6311

- Federal Work Study (FWS) - 6312

- Federal, State, or Private Grants - 6413

Account Codes/Budgets

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

- We will <u>not</u> monitor UWP spending and budgets.

- Budget related questions for student employment should go to the Office of Planning and Budget

Student Employment Budgets

Allison Johnson – Financial Analyst, Planning and Budget

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

New Employees

- A student <u>must</u> be cleared to work before they begin(can check on EPAF for previous jobs)

- Must be degree seeking students enrolled at least half time (except Summer employment).

- International students <u>must</u> meet with International Taxation first (20/40 rule applies)

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Electronic Personnel Action Form ▶

New Student Employee Processing

As soon as you hire a student in a new position, immediately complete an Electronic Personnel Action Form (EPAF) in Bannerweb. Once you submit the EPAF, we will notify you immediately of students who have never worked on campus before and need to completed their paperwork before they can begin working.

Students working on campus for the first time must complete their tax forms and I-9 form before they may work on campus. It is illegal to do otherwise. If the University were audited, we could be fined for each day the student worked illegally. Completion of the I-9 form requires students to present original documents to prove that they can legally work in the U.S.—photocopies are not accepted. On the I-9, the Department of Homeland Security's Employment Eligibility Form, is a 📄list of acceptable I-9 documents. A student can pick one item from column A alone or a combination of one document each from columns B and C. If you need a student to work right away and they do not have any of the required documents they may have a few options for obtaining a new Social Security card.

Once the student has completed the required paperwork, a Release to Work (RW) form will be given to the student to give to the supervisor. The RW notifies the supervisor that the student is approved—or temporarily approved—to work on campus. They may begin working immediately, keeping track of hours until Web Time Entry is available.

International students working on campus for the first time must first obtain a letter from Krittika Onsanit

EPAF – **E**lectronic **P**ersonnel **A**ction **F**orm

- EPAFs are located in the employee tab in BannerWeb (must request access)
- Allows you to submit job creation/changes that Student Employment can pull into Banner

EPAF Types

1. Hire a Student Employee
2. Hourly Rate Change
3. Terminate a Student Job Record
4. Summer Fellowship

Personal Information | **Employee**

Search [　　　　　　　　　] [Go]

New EPAF Person Selection

🛈 **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✱ [08/08/2017]

Approval Category: ✱ 　　　[Not Selected ▾]

Not Selected
~~Non-credit Instructor Payment, NONCR~~
Hire a Student Employee, STJAF
Hourly Rate Change, STRATE
Terminate a Student Job Record, STTERM

[Go]

EPAF Approver Summary | EPAF Originator Summary

Return to EPAF Menu

RELEASE: 8.8X

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EPAF Guide

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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

EPAF Status

- Waiting – EPAF is saved but not submitted yet
- Pending – EPAF is submitted and pending approval
- Approved – Student is approved to work but Web Time Entry not available yet
- Completed – Web time entry is available

EPAF Preview

✅ You are acting as a Superuser.

Name and ID: ███████████████████   **Job and Suffix:** STHRLY-01, EPAF Generated Hourly St Job

Transaction: 47632   **Query Date:** Aug 09, 2017

Transaction Status: Waiting   **Last Paid Date:**

Approval Category: Hire a Student Employee, STJAF

◀ Previous   Next ▶

| Delete | Void | Update | Add Comment |

Approval Types | Account Dist

Jump to Bottom

* - indicates a required field.

Student - *New Employee Set Up*

Enter Changes	Current Value	New Value
Current Hire Date:	05/07/2017	08/09/2017
Employee Status:	Active	Active
Employee Class Code:	ST, Student Worker	ST, Student Worker
Home COAS:	1	1
Home Organization:	3214, Student Employee	3214, Student Employee

Time Approval

- Supervisors must request access to approve time (based on <u>Org</u> number)

- Every Org has a default time approver set up

- Override approvers can be used for individual student positions but must be set up manually

- Proxies can be set up through payroll and are the preferred method after default approver

Time Approval

- Students must enter hours by 10am the Monday after a pay period ends.

- Supervisors have until 12pm to approve the time.

- Supervisors will not be able to see student timesheets until they have been submitted or the 10am deadline has passed.

Other Reminders

- One time payment form on website

- Default time approver is contact for all communication

- Summer ends on 8/26, FWS begins on 8/27

- Rosters coming out soon

- Job Fair in HDC on 8/29 – 11-1pm (registration almost full)

Questions?

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