Student Employee Supervisor Training

2014 - 2015

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 FWS and JLD 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 2014-2015 FAFSA, and indicate they would like FWS.

Formula: **COA** (Cost of Attendance)

-          **EFC** (Expected Family Contribution on FAFSA)

-          **Other need-based aid** (e.g. grants, scholarships)

          Need

          Need = 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?

- 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 formula).

- The work-study budget shows up on the student's BANNER account as "Accept"

- Once a student signs their award letter on BANNER, the student will print out the Work-Study Authorization Form and Award Letter.

How to Print Authorization Form

- Student will go to Banner Self-Service
- Click on Financial Aid Tab
- Click on Financial Aid Status
- Student will click on unsatisfied student requirements
- Click Work-Study Authorization Form
- Print form and present to supervisor

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 in their Department.
- 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 to Financial Aid Services.

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 or Wintersession, 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 Controller Office (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.

- All employees are allowed a 10-min rest period for every segment of four hours worked in one shift. For shifts of five hours or more, all student employees are required to take a 30-minute unpaid lunch break.

Tracking Work-Study Earnings

- Students are paid according to the pay schedule that is posted in the FWS and JLD Program Manual.

- A Banner report provides current amounts paid of each student per pay period. Supervisors will be sent a report after each pay period.

- Supervisors are encouraged to maintain their own records as a back up in case of system situations.

KEEPING STUDENT WORKERS WITHIN

THEIR BUDGET IS VERY IMPORTANT!

Payroll

- 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.

- Supervisor-approved timesheets must be submitted to the Payroll Office by the 1st of the month.

- Timesheet must be completed in INK ONLY. White outs should be <u>initialed</u> by the supervisor.

- Timesheets should be <u>calculated</u> and <u>totaled</u> by the supervisor. Make sure the pay rate is correct.

Payroll

- Students may work one 04 and one 03 position during the same semester, but can <u>not</u> work over 20 hours total per week.

- International students must complete a non-resident alien data form and attach a copy of their I-20, Passport, and Visa.

- Once the student has submitted their signed timesheet to the supervisor, they should no longer have any access to the timesheet. (i.e. the student bringing it to the Controller's Office/ Payroll for processing)

Fall Job Fair

1. Will be held **Tuesday, August 19** at **1:30 pm-3:30 pm on 2nd floor of the SUB.**

2. Supervisors will be able to schedule interviews or interview/hire at the Job Fair.

3. Have 04 and 03 positions advertise for Job Fair and on Career Connections web site.

4. Further instructions will be sent to all supervisors via e-mail.

Approximately 100+ students attend this event!

Student Customer Service Training

- During the month of September there will be a mandatory service training for every student that has a work study job.

- All NEW 03 and 04 student workers are required to attend

- Students' attendance will be counted as an hour worked

- Attendance will be documented

Student Employment Quick Reference

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

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 go to
www.ulm.edu/financialaid. **Find the heading "Campus Employment" and click on "Submit a Work-Study Job Posting"**

Supervisor Statement of Acknowledgement

I have read this training PowerPoint 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