On-Campus Employment Training

Presented by:
Human Resources, Payroll, Graduate Studies and the Career Center
Career Center

Determining Eligibility
GPA Requirements

*Students must maintain Academic Good Standing each semester.*

**Requesting Transcripts**

New Hires: Request at the interview

Reclassifications: Request when considering raises and/or promotions

Students working while on Academic Warning: Request as a condition for continued employment

The Career Center can verify GPA and class standing for you any time.

**Student Success Center’s Academic Support Programs:**

- Tutoring & Writing Program
- Academic Coaching
- Peer Assisted Study Sessions (PASS)
Academic Warning

Academic Warning for one semester when the cumulative GPA is 2.0 or higher

- Student can continue working during that semester, but must return to Academic Good Standing at the end of that semester to continue employment.
- If the student continues on Academic Warning for a second semester, s/he must be dismissed.
- Student is eligible for re-hire after returning to Academic Good Standing.

Academic Warning for one semester when the cumulative GPA drops below 2.0

- Student must be dismissed
- Student is eligible for re-hire after returning to Academic Good Standing.
Enrollment Requirements

Must be current UAH student enrolled full time (Undergraduate: minimum 12 credit hours; Graduate minimum 9 credit hours) so that s/he is making progress toward degree completion.

Exceptions

- Work Study
- Seniors in their final semester(s)
- Students working on their thesis or dissertation
- Students with financial hardship

If you’re hiring a student with any of these exceptions, please include this information in a comment on your ePAF.
Hours and Scheduling

Beginning in the Fall 2014 semester, students can work a maximum of 29 hours each week; this also applies to holiday periods and summer.

- Maximum of 3 on-campus jobs
- Students must provide a copy of their scheduled work hours to each of their hiring departments
- International students can work a maximum of 20 hours each week during the fall and spring semesters, but during holiday periods and summers they can work 29
- Work Study: Maximum number of weekly hours is determined by Financial Aid
Questions, comments, thoughts, ideas or suggestions so far????
Payroll Services

Student Employees
Forms We Need From Student Employees

- Direct Deposit form or Alabama Credit Union Form
- W-4 Federal Tax Withholding
- A-4 State Tax Withholding
- These can be sent to us via email or campus mail – the student does NOT have to come by our office unless they are a non-resident international student.
- Forms can be obtained from the department, HR, Payroll or the Payroll website at www.uah.edu/payroll.
Forms We Need From Non-Resident International Student Employees

Non-Residents will need to come by our office to complete paperwork. They need to bring their Passport and I-20.

- Direct Deposit OR Alabama Credit Union Form
- A-4 State Tax Withholding Form
- Non-Resident Form along with copies made of Passport and I-20
- Copy of SSN Card, once received
- After we get the SSN, we will process them in our tax treaty system and send them more forms to sign/return. Included in this is their already completed W-4 Federal Tax Withholding Form.
How To Get Your Student Employee’s Timesheet Setup

Banner Web Time Entry? OR

KRONOS®
How To Get Your Student Employee’s Timesheet Setup

• ePAF must be applied in Banner to setup timesheet in WTE.

• Once applied, we will contact you for approver and acknowledger information. You are welcome to send us the information – we will hold the info until the ePAF is applied.
How To Get Your Student Employee Paid

• WTE users will login to Self Service Banner to complete timecards. **Timecard must be submitted by student and approved by supervisor to be paid!**

• KRONOS users will use biometric time clocks or time stamping on desktop version. Student does not have to submit timecard. The timecard must be approved by supervisor.
Common Problems

• Student must submit the timesheet and approver must approve it for the student to receive pay.

• Correction of online timesheets need to be done on a paper timesheet called WTE Correction Form. A paper timesheet will be considered a correction and will override the online timesheet.

• If student doesn’t sign the paper timesheet, we will not issue a direct deposit. The student will have to pick up the manual paper check in our office on payday and sign the timesheet.

• If student didn’t get paid as expected, contact Payroll. If a manual check needs to be issued rather than the student waiting until next payday, email Chih Loo at looc@uah.edu requesting the special check.
• If direct deposit is not setup, we will need the student to complete the ACU Non-Member Account Form.

• On payday, the student’s paycheck will be direct deposited at ACU into a non-member account.

• The student will withdraw cash in full each payday with proper ID.
Need to Change the Org Number?

• For org changes, submit eLabor through ePAF system.
• eLabor cannot be applied until position is applied in Banner.
• For charging to research orgs, eLabor must be submitted every two weeks for effort reporting compliance.
Questions for Payroll Services ?
HRIS Agenda

Students, Graduates, and PT Lecturers

• Background Check Results
• I-9 Form – Employment Eligibility Verification
• Documentation
  • (Offer Letter, Job Description, Student Employment Application, Drug Policy Form, & Employee Profile)
• ePAF
• HRIS General Information
Background Check Results

• *Initial verbal offers must be contingent upon the successful completion of a criminal/sexual offender background check.*

• *Employees may not begin work until this has been completed.*

• *Email address to Cindy Backus at backusc@uah.edu.*

• *evite request will be emailed to the student from Certified Background.*

• *The supervisor will be notified by Human Resources*
I-9 Form

• What is the purpose of the Form I-9?

• Which documents do I need to show my employer?

• Civil Fines and Criminal Penalties for Form I-9 Violations
  — Cost Employers: $375-$16,000 per violation

• Free Form I-9 Webinar
Required Documents

- Offer Letter
- Student Employment Application (New Hire)
- Job Description (Students)
- Drug Policy Form
- Employee Profile
Dates Must Match!

• Background Check Results
• Offer Letter
• I-9 Form
• ePAF

Dates must match!
ePAF Transactions

• Students, Graduates and Part-Time Lecturers
  - Appointment (A)
  - Reappointment (B)
  - Reclassification/Increase (G/H)
  - Salary Adjustment (L)
  - Termination (BB)

• Staff/Faculty
  - Merit Increases (J)
  - Termination (BB)
  - Leave (W/Y)
  - Overloads, Incentives & Supplements
ePAF Approval Categories

Approval Category: *
Not Selected
Go

RELEASE: 8.9.0.3
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Not Selected
Faculty/Staff: Appointment/New Hire, NEWHIR
Faculty/Staff: Reappointment - Job Changes, PAYCHN
Faculty/Staff: Termination of Position, TERMJB
OLS - Overload, Incentive, Supplements, OVERL
Merit Increase, MERIT

Graduates/PT Lec/Exp/SGA/Sum Fac: Appointment/New Hire, GGAPPT
Graduates/PT Lec/Exp/SGA/Sum Fac: Reappointment/Job Changes, GGJOBS
Graduates/PT Lec/Exp/SGA/Sum Fac: Termination, TERM-H
Hourly (HR): Appointment, HRAPPT
Hourly (HR): Reappointment/Job Changes, HRJOBS
Student: Appointment/New Hire, STAPPT
Student: Reappointment/Job Changes, STJOBS
Student: Termination, TERM-S
ePAF – General Information

- ePAF Deadline - **Wednesday at 12 NOON**
- Comment Area (Special instructions)
- Originators & Approvers/Proxy Responsibilities
- ePAF Comment area – special instructions
- Regular rate and Default Earning’s special rate must match
- Reason for not canceling an ePAF
- Calculating Hours using FTE for Affordable Care Act (ACA) (PT Lecturers)
- [HRIS Website](#)
- Deadline - Fall 2014 (**July 30, 2014**) – 101 days
- Deadline - Spring 2015 (**December 10, 2014**) – 84 days
- Deadline - 1 Oct 2014 – Merit Increase ePAF - TBD
- ePAF Refresher Course - Weekly
- ePAF Manual (Samples/Instructions)
- ePAF Proxy
HRIS General Information

- New Hire Report
- e-Verify
- Student Employment Wage & Classification Guidelines
- Onboarding/Offboarding
- Online Orientation Checklist & Acknowledgement Form
Summary

Students, Graduates, and PT Lecturers

- Background Check Results
- I-9 Form
- Offer Letter
- Job Description
- Student Employment Application
- Drug Policy Form
- Employee Profile
- ePAF
Questions