THE UNIVERSITY OF
ALABAMA IN HUNTSVILLE

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 retuning 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
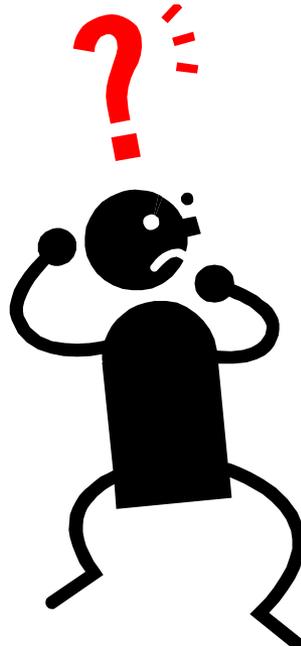
Questions, comments, thoughts, ideas or suggestions so far????

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 <u>unless</u> 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

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. <u>Timecard must be submitted by student and approved by supervisor to be paid!</u>

- 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.

Alabama Credit Union Non-Member Account

- 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 ?

Graduate Studies

Human Resources

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

Dants 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

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

RELEASE: 8.9.0.3

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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