THE UNIVERSITY OF
ALABAMA IN HUNTSVILLE

On-Campus

Employment

Handbook

Revised April 21, 2016

Standard On-Campus Student Employment

All links and forms are available on the Career Services website: http://www.uah.edu/career-services/hire/on-campus-hiring

- Obtain a position number from Alicia Hosch (x5604) if you do not have one
- Complete the job description form located on the Career Services website
- If you have not identified a student for your position, post the position on Charger Path
- Be sure all students complete and sign the updated on-campus application
- Determine the student's academic eligibility
- Determine the number of other jobs the student holds on campus, if any, and ask for the number of scheduled hours with other departments
- Upon hiring, provide the student with a verbal offer
    - Provide the written offer upon successful results of the student's background check.
- Email the student's name, email address and your department and student classification to Cindy Backus to initiate the background check.
- Upon a successful background check, present the job offer letter to the student, have the student sign
- If the student has not worked on campus or if it has been longer than one year since the student worked on campus, send him/her to HR to complete the I-9 and to payroll to complete direct deposit and tax documents
- Submit the application, job description and a copy of the offer letter to Human Resources
- Enter your ePAF

Federal Work Study (FWS)

- Submit FWS request on line: http://goo.gl/forms/Re7B90DerP
  - Forms must be
  - This form can also be used to request a returning FWS student
- Once your department has been approved to receive funding, post position on Charger Path.
- Send list of potential candidate's names and A Numbers to Kellee Crawford to verify eligibility.
- If the student has not worked in this position for you previously, have them complete the on-campus application available on the Career Services website.
- Upon verification of eligibility for work study, proceed with standard student employment hiring procedures:
  - Provide the student with a verbal offer and let them know that a written offer is contingent upon either a current satisfactory background check or the results of a new background check.
    - Cindy Backus in HR can tell you if a student's background check is current or if one must be initiated
  - If a new background check is needed, provide Cindy with the student's name, A number, position title, your department and an email address that the student checks regularly.
  - Upon return of satisfactory background check:
    - Inform Kellee that you are ready to move forward in the hiring process so that the student's award can be applied.
      - Please provide the student's hours per week and hourly wage
    - Provide student with the written offer letter (found on our website)
  - Send the following:
    - HR (Valerie Green): Copy of the offer letter, the signed drug-free policy statement and job description
    - Career Services (Kellee Crawford): Copy of the job description
  - If the student has not worked on campus in the last year, have them go to HR to complete their I9 and to payroll to provide direct deposit information.
  - Enter the student's ePAF.
    - Contact Kellee to provide you with the appropriate org code and position number for Work Study.
    - Be sure to add a comment on the ePAF stating that this is a Work Study student. *If the student is either currently working or has worked under another org code, the system could automatically revert the Work Study org code to the one previously used for the student. By providing the comment on the ePAF, both Career Services and HR can check to be sure it will be coded correctly.*
  - Students' working dates should align with the beginning and ending of the semester. Students can begin work on the first day of class. Their final day of work will be the last day of classes or Study Day each fall and spring semester.
    - If you wish for a student to work over breaks (fall, winter or spring), please keep in mind the impact it will have on the funding package.

Determining Eligibility

- Campus employment is limited to students enrolled at UAH
- Students must have graduated from high school and be at least 18 years of age to work on campus
- Incoming students can begin work on campus no sooner than 5 days prior to the date that classes begin in their first enrolled semester.
- If you have been allocated Federal Work Study funds to hire a student, please contact Kellee Crawford in Career Services (x6938) to determine student eligibility
- Students should maintain a cumulative GPA each semester equal to or above the Academic Action Threshold (AAT) set by the University (see below). If the student's cumulative GPA falls below the AAT, the student is subject to dismissal from their on-campus position.
  - Student workers who fall below the AAT, but who are valued employees of their department are required to meet with Kellee Crawford to discuss campus resources and a pathway to improve their GPA.
  - We ask the departments to be pro-active and request a copy of the student's transcript at the end of each semester. Student GPAs will also be monitored by Career Services. If your student employee's GPA falls below the AAT, we will notify the department and discuss a plan of action.
  - Applies both for new hires and re-classifications.
- It is strongly suggested that students, both undergraduate and graduate, be enrolled full time
- There are no summer semester enrollment requirements for students provided they have been enrolled in the previous semester.
- Students who leave UAH are not eligible to work as a student employee past their last enrolled semester. For example, if a student wishes to transfer to another institution or elects to no longer enroll in classes at UAH after the spring semester, they are no longer eligible to work in the summer.
- Graduating students should not work past the date of their graduation; however, if your department has extenuating circumstances and you find that you need to retain your student for a determined amount of time post-graduation, please contact Career Services. In no case shall a graduating student work more than one semester past their graduation date.
- University policies on anti-nepotism normally applied to faculty and staff will also apply to student workers. Please refer to the UAH Staff Handbook Chapter 1 Page 4 for complete details (http://www.uah.edu/admin/HR/policies-and-procedures).

UAH Guidelines on the Academic Action Threshold (AAT)

In order to be in good academic standing, students must maintain a grade point average above the Academic Action Threshold (AAT), which varies according to classification. For freshmen and sophomore students, the AAT is 1.9; for juniors and above, the AAT is 2.0. A student whose semester GPA at UAH falls below the applicable AAT will be placed on academic warning, probation, or dismissal.

For complete information on UAH's guidelines for Academic Achievement, please refer to the catalog: http://catalog.uah.edu/undergrad/policies-procedures/academic-achievement.

Hours and Scheduling

- **Students can work no more than 29 cumulative hours each week (maximum total of 58 per pay period), regardless of the number of on-campus positions they hold.**
    - **The maximum number of hours applies to all semesters: Fall, Spring & Summer.**
    - **This may differ for FWS students; their total hours are determined by their award package.**
- Students are not eligible for benefits.
- It is suggested that students hold no more than three (3) campus positions simultaneously.
- Students who work multiple jobs on campus **must** provide a copy of their scheduled work hours to each of their hiring departments.

F-1 Visa Students

- In order to be eligible for on-campus employment, students must be **maintaining F-1 student status.**
- **Students are generally eligible to work a cumulative of 20 hours per week on-campus during the fall and spring semesters.** It is recommended students meet with an international student advisor prior to beginning any employment to ensure compliance with immigration regulations.
- Working more than the number of hours allowed per Federal Regulations will be considered a violation of their F-1 student status.
- On campus employment is not permitted after completion of degree requirements unless the F-1 student has applied for and received employment authorizations.
- F-1 student employment questions should be directed to the Office of International Engagement **(isss@uah.edu)**.
- Each semester the Office of International Engagement offers employment workshops that provide detail on employment eligibility for F-1 students.

J-1 Exchange Visitors

- **In order to be eligible for on-campus employment, students must be maintaining J-1 student status.**
- J-1 students must coordinate all work authorization through the Responsible Office of the sponsoring Exchange Visitor Program.

*REMINDER: Students cannot begin working until:

- ✓ You receive satisfactory background check results
- ✓ The student has completed the I-9 form with Human Resources and completed all payroll and tax forms in the Payroll Office
- ✓ All new hire documents have been processed by your department.

*Encourage students to use their permanent address on all forms; Students cannot work during their scheduled class times.

ePAFs must be completed for all new hires, reappointments, promotions, salary adjustments, and terminations. For all new hires, promotions and reclassifications, please forward a copy of the new/updated job description to HR.

ePAFs are typically entered for: Appointments, Reappointments, Reclassifications/Salary Increases, and Termination (BB)

Career Services checks ePAFs on a regular basis in order to process your students in the most efficient manner.

Reclassifications

Students may be reclassified if they undergo significant increases in their responsibilities with regard to experience, skill, supervision level or work level. Reclassifications are most likely to occur after a student has been employed for at least two semesters.

Steps for reclassification are as follows:

- Create a new or revised job description for the student, then submit it to HR.
- Create a new ePAF with Action Code C for Promotion or Action Code G for Reclassification.

Maintaining Records

- **Termination ePAFs must be submitted when a student's employment is terminated for any reason.**
- **All ePAFs for students participating in Federal Work Study must be terminated at the end of the spring semester.**
- If a student is taking a semester off (summer, co-op/internship, personal, medical, etc.), but will return the following semester, please submit a termination ePAF and then a reappointment ePAF at the time that the student returns.
- In order to maintain clean hiring records, at the end of each semester termination ePAFs will be entered for any student who has an active ePAF in Banner, but has not received a paycheck within the final 3 pay periods of the semester.

Payroll Information

Once ePAFs have been approved by Career Services and Human Resources has approved and applied the ePAF, the student's information is then sent to the Payroll Office.

Depending upon the timekeeping system your department uses, Payroll will set up a timesheet for you in either Web Time Entry or KRONOS. Both are web based systems that eliminate the need for paper timesheets. Web Time Entry users will use Self Service Banner to login and complete online timesheets. KRONOS users will be given information on how to timestamp in and out from their departments.

Paper time sheets, signed by both the student and supervisor are required when:

- Making a correction to web time entry or for a new hire if whose information is not yet in web time entry, please use the "Web Time Entry Correction Form" found at www.uah.edu/payroll/forms.
    - If the supervisor's signature is missing, the department is notified and asked to send a copy with the signature. If the signed time sheet is not received, the student's time will still be processed, but the check will be held in the Payroll Office until the time sheet is signed by the supervisor.
  - If the student's signature is missing, the department is notified. The check will be held in the Payroll Office until the student comes by to sign the time sheet and picks up the check.
        - If this occurs, please remind the student to be prepared to show appropriate identification at the Payroll Office.

For Federal Work Study students ONLY: Please be sure that Kellee Crawford is added as an approver/acknowledger for their time sheets.

Once all signatures are verified, or the Web Time Entry has been approved, the student's hours are entered into the system.

- If no timesheet is received, the student will not get paid.
- If complete information is not received, the student will not get paid.

For students who do not participate in direct deposit: They can pick up a paper check <u>one time only</u> from the Payroll Office. The check cannot be picked up until payday and students will be required to show a picture ID and sign for the check.

At that time, the student must either submit a direct deposit form to the Payroll Office or complete the Alabama Credit Union non-membership account form. If the student does not submit a direct deposit form, their paycheck will go to Alabama Credit Union where the student can go to make a cash withdrawal on payday.

Supervisor Responsibilities

Supervisors play a very important role in helping shape young professionals. Often an on campus position will be a student's first job and the role of the supervisor becomes vital in helping the student develop skills that will benefit them as they begin co-ops, internships or career positions. A supervisor is more than an authority figure; a supervisor is also a mentor.

Here are just a few techniques to help you become a great supervisor:

- Provide clear direction and training to student employees.
- Set clear goals and expectations and provide these in writing to the student.
- Seek input from students.
- Encourage and guide students to make appropriate decisions and to think professionally.
- Always show appreciation for a job well done.
- Establish open communication with students.
- Hold student accountable for work hours and for appropriate notice requesting time off.
- Always offer students constructive feedback and encouragement.
- Inform students completely about their work environment such as dress requirements, how visitors should be greeted, the appropriate way to answer the phone, etc.
- Discuss working hours including any breaks or lunch times and set protocol early.
    o While there are no federal regulations regarding breaks, a good rule of thumb is for every 4 hours students work, they should be able to take a 10 minute paid break.
    o If students are scheduled to work 6 hours or more, allow at least a half hour for a meal. This is not a paid break.
- Alert Career Services immediately should you have any problems resolving an issue with student workers.
- Remember that you are a mentor and should be a model of ethical and professional behavior for students.

Disciplinary Actions/ Termination

We suggest following the disciplinary actions outlined in the UAH Staff Employment Handbook (http://www.uah.edu/hr/policies-and-procedures). Bear in mind that this position may be the student's first real work experience and we have a responsibility to help them become productive, professional employees. However, occasionally situations occur where we have no choice but to terminate the employee. Please note the outlined termination procedures.

Manager Responsibilities

☐ Voluntary Termination: Complete Student Employee Termination Form (http://goo.gl/forms/RuCS497XOU) and Submit Termination ePAF

☐ Involuntary Termination: Complete Student Employee Termination Form (http://goo.gl/forms/RuCS497XOU) and Submit Termination ePAF

☐ Notify OIT if you need to remove any access privileges given to the student for this position

☐ Collect any departmental items or materials that have been provided to the student for this position (laptops, flash drives, keys, files/records, etc.

Steps to follow for Involuntary Termination

☐ Provide appropriate disciplinary and follow-up procedures with the student, allowing them the opportunity for improvement (follow UAH's guidelines for progressive discipline found in the Staff Handbook). Termination should not come as a surprise to the student if progressive disciplinary actions have been taken.

☐ The student should receive a letter detailing the reason for the termination (www.uah.edu/career-services/hire/on-campus-hiring for sample letter).

☐ Complete the Student Employee Termination Form (http://goo.gl/forms/RuCS497XOU)

☐ Complete the termination ePAF

Managers should:

- If termination is involuntary, be sure to have provided appropriate feedback and an opportunity for the student to improve. Remember this may be a student's first job and it is our responsibility to help them learn how to be productive and professional.
- Collect any departmental materials
- Provide termination letter
- Complete Student Employee Termination Form
- Complete a termination ePAF

Career Services should:

- Give support and assistance to the manager and be available to provide support and guidance to the student, if needed.
- Assist in resolving any issues
- Appropriately handle confidential student employment information and termination forms.

THE UNIVERSITY OF ALABAMA IN HUNTSVILLE

*****SAMPLE****

Date

Dear_____

This letter serves as formal notice that your position as _____(position title)_____ with _(department)_ _____at The University of Alabama in Huntsville has been terminated effective as of _____(date)_ _____. The reason for your termination is as follows: _____

_____

_____

We regret having to make this decision and wish you all the best as you move forward. Please feel free to reach out to Kellee Crawford, Career Programs Manager at kellee.crawford@uah.edu or 256-824-6938 for assistance with career coaching.

We wish you the very best with your future endeavors.

Sincerely,

Student Employee Termination Form
Please use the form provided on Google Drive: http://goo.gl/forms/RuCS497XOU

Please complete all fields regarding termination of a student employee. Also, please be sure to complete a termination ePAF as soon as possible.

* Required

Department Contact Name *

Contact email and phone number *

Student Name *

Student A Number *

Date of Termination *

What do you feel was the main reason for this employee's termination? *

Would you re-hire? *

- o   Yes

- o   No

Would you recommend this student for hire in another department? *

- o   Yes

- o   No

Would you like to provide additional comments/information?

Hire a Charger: Federal Work Study Request
Please use the form provided on Google Drive: http://goo.gl/forms/Re7B90DerP

Please complete this form to request a student employee through the Federal Work Study Program. Submission of this form is required for consideration but does not guarantee approval for allocation of funds.

* Required

Name and Title *

Department and College *

Contact Information (phone number and email) *

Have you previously employed a Federal Work Study student? *

   o Yes

   o No

If so and you would like to request the same student(s) to return to work, please provide their name and A number. *Students must meet eligibility requirements to participate in Federal Work Study. Career Services will verify eligibility by confirming their financial aid award and will then notify the departments. If the financial package will allow it, the students can work 29 hours per week (or a total maximum of 58 hours per pay period) at $8 per hour.*

Please provide a complete job description, including any qualifications that you require. *

If you know the position title (Student Aide I, II; Student Specialist I, II, etc.) and the hourly wage, please provide that information.

Please provide the reason for your Federal Work Study request. *

Resources

Career Services
Kellee Crawford   kellee.crawford@uah.edu   824-6938

Charger Path
https://uah-csm.symplicity.com/employers

Career Services On Campus Hiring Procedures
http://www.uah.edu/career-services/hire/on-campus-hiring

Federal Work Study Request: http://goo.gl/forms/Re7B90DerP

Human Resources
Cindy Backus (Background Checks)   cynthia.backus@uah.edu   824-2286
Vonda Maclin (ePAF assistance) vonda.maclin@uah.edu   824-2282
Valerie Green (ePAF assistance) valerie.green@uah.edu 824-2281

Payroll
Jean Cantrell (Student payroll coordinator) shelba.cantrell@uah.edu   824-2252
Diane Gibbs (Director) diane.gibbs@uah.edu 824-2254

Office of International Engagement
Mona Foroughi   mona.foroughi@uah.edu   824-6055

Works Cited:

Auburn University On Campus Student Supervisor Handbook
http://hire.auburn.edu/SEH09.pdf

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http://jobs.ua.edu/student-employment/pages/supervisor-faq.html#1

U.S. Office of Personnel Management. http://www.opm.gov/oca/worksch/html/lunch.htm