On-Campus
Employer Procedures

Student Employment Eligibility

Campus employment is limited to currently enrolled degree-seeking UAH students. In order to be eligible for student employment, candidates must meet the following requirements:

- Students must have graduated from high school and be at least 16 years of age to work on campus
- Be a degree-seeking student
    - Undergraduate students must be currently enrolled half-time taking at least six (6) credit hours toward the chosen degree.
    - Graduate students must be currently enrolled taking at least three (3) credit hours toward the chosen degree.
    - For summer semesters, Graduate and undergraduate students must be registered for at least three (3) credit hours to be eligible for student employment in the summer semester if they do not meet the minimum enrollment requirements for the upcoming fall semester.
    - Graduating students are not eligible for student employment past their final (graduating) semester.
- Maintain Academic Good Standing each semester and make progress toward degree completion*.
- Academic Good Standing follows the University Academic Action Threshold**:
    - Undergraduate
        - Freshmen and Sophomore: 1.9
        - Junior and above: 2.0
    - Graduate: 3.0

- Exception: If a student receives Academic Warning status for one semester but maintains a cumulative GPA at or above the AAT, they are allowed to continue working for one (1) semester. It is the hiring department's responsibility to review their GPA at the end of that semester. If the student remains on Academic Warning, they are ineligible for on-campus employment.
**Exception: Students with documented financial hardship and students making consistent progress toward degree who are taking degree-related coursework. Student Employment in the Office of Student Affairs will review exceptions on a case-by-case basis.

Employment Guidelines

- Incoming students are not eligible to work on campus until the date that classes begin. They can complete training no more than five days before the date classes start.
- Students can work no more than 29 cumulative hours each week, while classes are in session and full-time during holidays or school vacation periods, provided the student intends to enroll in at least 6 credit hours during the academic term following the vacation period.
- Students can work a maximum of three campus positions simultaneously, only one of which may be a Federal Work Study funded position.
- Students are responsible for communicating hours worked in multiple positions to avoid overages.
- Students are not eligible for benefits.
- Students who met enrollment requirements for the fall and spring semesters are allowed to work the summer semester with no minimum enrollment requirements. However, they must be enrolled for the subsequent fall semester.

Standard On-Campus Hiring Procedure

The following outlines the steps necessary to hire a student in a non-Federal Work Study position. These steps should be followed in the order listed.

1. If necessary, contact Tammy Thornton x2290 (tammy.thornton@uah.edu) to have a position number created for the org/account to which the student wages should be charged. Please allow a one business day turnaround.
2. Complete the job description form.
3. If you have not identified a student for your position, you may post the position on Charger Path (uah.joinhandshake.com). You can independently set-up interviews with applicants of interest according to mutual availability. If you do not already have a Charger Path account please create one here. Please use a uah.edu e-mail address when creating your account.
4. Determine the student's academic eligibility. You can ask the student to provide you with a current transcript or you may email chargerstudentemployment@uah.edu to verify their eligibility.
5. Determine the number of other jobs the student holds on campus, if any, and ask for the number of scheduled hours with other departments.
   The total number of hours a student can work on campus is 58 hours per pay period (29 hours/week). This total includes ALL positions held on campus.
6. Once a hiring decision is made, provide the student with a verbal offer. A written offer cannot be issued until after a successful background check result has been received.
   If a student is currently employed by another on-campus entity at the time of hiring, a background check will not be necessary.
   Departments should submit the Background Check Request Form for all student employee background check requests.
7. Upon a successful background check, complete and present the job offer letter to the student for them to sign.
8. Be sure the student completes and signs the updated on-campus application.
9. If a student has not previously worked at UAH or if it has been more than a year since their last on-campus job, the following actions are required:
   a. Background checks must be requested and returned with a satisfactory report.
   b. Form I-9 must be completed or reverified.
      i. HR will email new student employees to fill out Section 1 of the automated Form I-9 using Risk Mitigation.
      ii. **Prior to or on their first day of employment**, ALL newly hired employees are required to report to Human Resources to submit original, unexpired documents that verify their proof of identity and U.S. work eligibility. Photocopies of documents are unacceptable.
   c. Payroll forms must be submitted to Payroll Services. Returning student employees who have worked previously may submit updated tax forms if an update is needed.
   d. New Hire Forms may be downloaded from www.uah.edu/hr/onboarding/new-hire-forms and returned to Human Resources (Shelbie King Hall Room 102)
10. Submit the application, job description and a copy of the offer letter to Human Resources by uploading documents to the department's designated google drive folder. Questions related to ePAFs may be directed to epafdocuments@uah.edu.
11. Enter ePAF once I-9 has been completed. You may contact hr@uah.edu to determine the I-9 date if necessary.
12. ePAF Deadline: Visit https://www.uah.edu/hr/hris/epaf for ePAF deadlines and other helpful information related to student employment.

Federal Work Study (FWS)

Federal Work Study (FWS) is a type of financial aid, though it is different from grants and loans. Through the FWS program, students are paid competitive wages in exchange for working in one of a variety of sanctioned FWS positions with on-campus entities or off-campus community service partners. The program also strives to provide students with employment opportunities that will support their academic and professional development as well as deliver a paycheck.

In accordance with federal government regulations, students employed in Federal Work Study positions must be enrolled for at least six credit hours.

FWS Procedures

1. A survey is circulated every year in June from the office of Student Affairs to establish need for FWS in each department. All intentions to hire FWS for the year must be addressed at this time.
2. *Once approved, your department will post/monitor the position on Charger Path so students may apply. - Note, if you are re-hiring a student you may skip to step 4.*
3. Schedule interviews with the students to determine potential hires.
4. All vetting and eligibility inquiries should be sent to: chargerstudentemployment@uah.edu Please include the name and A# of potential hires. In order to be eligible for Federal Work Study, an enrolled student must have completed a FAFSA. FWS Org codes and position numbers can also be obtained here.
5. Make verbal offer to student(s) that are to be hired.
6. Follow standard student hiring procedures (listed above)
   Please note -FWS positions that are degree related are considered internships and should register through Career Services at: intern@uah.edu

Reminders

- Work dates align with the semester- the first day of class to the last day of finals.
- FWS funding is awarded for the fall & spring semesters (32 weeks total). If students work through breaks, the amount of time they are able to work at the end of the academic year may be reduced.
  - EXCEPTIONS: Training can begin up to 5 days prior to the start of class. Students may work during breaks and in between Fall and Spring semester, but NOT during the summer.
- When identifying potential hires be aware that award amounts differ from student to student. In addition, the amount of their FWS award will dictate the number of hours per week that a student is eligible to work. Most FWS students are not eligible to work the 29 hours per week that a non-FWS student can.
- A termination ePAF must be submitted at the end of the academic year for all outstanding FWS positions and the Federal Work Study Student Evaluation sent out by Student Affairs should be completed for all FWS employees.

Visa Students

- In order to be eligible for on-campus employment, students must maintain 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 while classes are in session and full-time during holidays or school vacation periods, provided the student intends to enroll in at least 6 credit hours during the academic term following the vacation period. This 20-hour total includes hours spent working on an assistantship. 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 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 Services
- J-1 Exchange Visitors
- In order to be eligible for on-campus employment, students must maintain J-1 student status.
- J-1 students must coordinate all work authorization through the Responsible Office of the sponsoring Exchange Visitor Program.
- For more information check with the International Student and Scholar Office 256.824.6055 isss@uah.edu

OTHER NOTES
- 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
- 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)
- Student Employment in the Office of Student Affairs 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:
1. Create a new or revised job description for the student, then submit it to HR. ·
2. 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 Student Employment and Human Resources has approved and applied the ePAF, the student's information is then sent to the Payroll Office.
- Payroll will set up a timesheet for you in Timeclock Plus. Timeclock Plus is a web-based system that eliminates the need for paper timesheets.
  - Timeclock Plus users will be given information on how to timestamp in and out from their departments.
  - If you are unfamiliar with Time Clock Plus, please contact Diane Gibbs for training.

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.
- 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.
- 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 HR 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 (https://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.

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Manager Responsibilities

- Complete Student Employee Termination Form and Submit Termination ePAF for both voluntary AND involuntary termination:
- 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, files/records, etc.)

Steps to follow for Involuntary Termination

1. 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.
2. The student should receive a letter detailing the reason for the termination. Complete the Student Employees Termination Form (see below)
3. Complete the termination ePAF

Contact HR for the following:

- 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 Career Services to schedule an appointment for assistance with career coaching.

We wish you the very best with your future endeavors.

Sincerely,

Resources

Student Employment (Office of Student Affairs)

chargerstudentemployment@uah.edu

Office of Student Affairs 824.5715

Charger Path

Career Services 824.6741

https://www.uah.edu/career-services/services/charger-path

Student Employment On-Campus Hiring Procedures

https://www.uah.edu/vpsa/student- employment

Human Resources

Vonda Maclin (ePAF assistance) vom0001@uah.edu 824-2282

Valerie Green (ePAF assistance) vdg0002@uah.edu 824-2281

Payroll

Kerry Goens kerry.goens@uah.edu 824-2348

Diane Gibbs (Director) diane.gibbs@uah.edu 824-2254

Office of International Services

Joy Werka jjw0020@uah.edu 824-6055