



# **On-Campus Employer Procedures for Student Employees**

## Student Employment Eligibility

Campus employment is limited to currently enrolled, degree-seeking UAH students. In order to be eligible for student employment, candidates must be at least 16 years old, high school graduates, and must also meet the following requirements:

### Undergraduate:

- Minimum GPA: 2.0
- Minimum enrollment: six (6) credit hours toward the chosen degree
- For summer semester, student must be registered for at least three (3) credit hours if they do not meet the minimum enrollment requirements for the upcoming fall semester

### Graduate:

- Minimum GPA: 3.0
- Minimum enrollment: three (3) credit hours towards chosen degree
- For summer semester, student must be registered for at least three (3) credit hours if they do not meet the minimum enrollment requirements for the upcoming fall semester.

Both undergraduate and graduate students must maintain Academic Good Standing each semester and make progress toward degree completion\*. Academic Good Standing follows the [Satisfactory Academic Progress](#)\*\*

\*Exception: If a student receives an Academic Warning status for one semester but maintains a cumulative GPA at or above the SAP, 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: Student Employment in the Office of Student Affairs will review exceptions on a case-by-case basis for students with documented financial hardship and making consistent progress toward degree completion.

## Student Employment Guidelines

- Incoming students are not eligible to work on campus until the day classes begin. When required, training may be carried out no more than five days before the date classes start. (Training does not apply to FWS.) *Students may not work past their final (graduating) semester.*
- Students can work no more than 29 cumulative hours each week while classes are in session, and full-time during breaks. Students may work full-time hours during school vacation periods provided the student intends to enroll for the minimum required enrollment during the subsequent academic term.
- Students can work a maximum of three campus positions simultaneously.
- Students working multiple positions are responsible for communicating and coordinating hours worked to supervisors in order to avoid overages.
- Students are not eligible for benefits.
- Departmentally paid 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 Procedures

The following outlines the steps necessary to hire a student in a departmentally funded position. These steps should be followed in the order listed. (FWS funded positions should follow the FWS Procedures on the following page.)

1. If you do not have a **position number** for the org/account to which student will be paid from, contact Tammy Thornton x2290 (tammy.thornton@uah.edu) to have one created for you. Please allow a one business day turnaround.
2. Complete the [Student Employee Job Description](#).
3. If you have not identified a student for your position, you may post the position on **Charger Path** ([uah.joinhandshake.com](http://uah.joinhandshake.com)). You will independently set-up interviews with applicants of interest according to mutual availability. If you do not 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 the student name and A number to Charger Student Employment ([chargerstudentemployment@uah.edu](mailto:chargerstudentemployment@uah.edu)).
5. Determine if your student holds any other positions on campus. Students may hold up to three (3) positions concurrently, and may work a maximum of 29 hours/week (58 hours/pay period) across all positions held on campus.
6. Once you have selected your candidate, provide the student with a **verbal offer**.
7. After the verbal offer is accepted, the Department should submit the **Background Check Request Form** for all new hire student employees. *If the student is currently employed by another on-campus entity, a background check will not be necessary.*
8. Once HR has notified you of a satisfactory background check, fill out and present the written [Student Employment Offer Letter](#) to the student for signature.
9. Have the student complete and sign the [On-Campus Job Application with Drug-Fee Statement](#).
10. If a student has not worked at UAH previously or if it has been more than a year, the following actions must be completed by *Human Resources* prior to their first day of work:
  - a. Background check must be requested and returned with a satisfactory report (prior to written offer)
  - 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 NOT acceptable.
  - 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.  
\*[New Hire Forms](#) may be downloaded and returned to Human Resources (Shelbie King Hall Room 102)
11. **Submit completed and signed documents (application, job description and offer letter) to Human Resources** by uploading documents to your department's designated google drive folder.
12. **Submit ePAF** once I-9 has been completed. (You may contact hr@uah.edu to determine the I-9 date if necessary). Visit <https://www.uah.edu/hr/hris/epaf> for ePAF deadlines and other helpful information. Questions related to ePAFs may be directed to [epafdocuments@uah.edu](mailto:epafdocuments@uah.edu).

## [Direct Deposit FAQs](#)

## Federal Work Study (FWS)

[Federal Work Study \(FWS\)](#) is a federally funded, need-based program that provides students with part-time employment at competitive wages. The program strives to provide students with employment opportunities that will support their academic and professional development as well as deliver a paycheck. In order to determine eligibility student must complete the FAFSA. In accordance with federal government regulations, students employed in Federal Work Study positions must be enrolled for at least six (6) credit hours.

## Secure FWS Position(s) for your department or area

Each spring a survey is circulated from the office of Student Affairs to assess FWS need. Each department must submit a request to establish the need for FWS funding for the upcoming academic year. Student Affairs will notify each department of how many FWS positions they have been awarded. Each department will be responsible for seeking and selecting qualified and eligible student employees.

## FWS On-Campus Hiring Procedures

1. Utilize FWS position numbers provided on the main Student Employment website.
2. Complete the [Student Employee Job Description](#).
3. If you have not identified a student for your position, you may post the position on **Charger Path** ([uah.joinhandshake.com](http://uah.joinhandshake.com)). You will independently set-up interviews with applicants of interest according to mutual availability. If you do not 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 and FWS eligibility** by emailing the student's name and A number to Charger Student Employment ([chargerstudentemployment@uah.edu](mailto:chargerstudentemployment@uah.edu)).
5. Determine if your student holds any other positions on campus. Students may hold up to three (3) positions concurrently, only ONE being an FWS position. Student may work a maximum of 29 hours/week (58 hours/pay period) across all positions held.
6. Refer to the Standard On-Campus Hiring Procedures and begin with #6.

## FWS Reminders (not all inclusive)

- FWS funding is awarded for fall & spring semesters only (32 weeks). Earliest start date is the day fall classes begin and the end date is the last day of spring semester finals.
- FWS positions that are degree related are considered *internships* and should register through Career Services at: [intern@uah.edu](mailto:intern@uah.edu)
- Students may work during holiday breaks and in between fall and spring semesters, but NOT during the summer. Working during breaks may result in a shortened employment term covered by FWS funding.
- You may switch to departmental funding for summer employment or after FWS funding is exhausted.
- FWS students should be paid the same wage as if departmentally funded. Reference the [Student Wage and Classification Guidelines](#).
- When identifying potential hires, be aware that the award amount is specific to each student. For an estimate of how many hours may be FWS funded, contact Student Employment and provide the student's name, A number, and the expected hourly wage.
- The office of Student Affairs will distribute a Federal Work Study Student Evaluation which should be completed for each FWS employee each academic year.
- Hiring ePAF forms are reviewed and approved in the order they are submitted. If two departments hire the same student for FWS, the earliest submission will be awarded the FWS funding.

## 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 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](mailto:isss@uah.edu)

## GENERAL REMINDERS:

- Students cannot begin working until cleared by Human Resources (for background, new hire forms, approved ePAF submission, payroll approval)
- Encourage students to use their permanent address on all forms.
- Students cannot work during their scheduled class times.
- Minimum enrollment and GPA requirements must be maintained throughout employment.
- Required hiring documentation (application, job description and offer letter) should be uploaded to Google Drive prior to ePAF. Failure to upload documents within 48 hours of ePAF submission may result in your ePAF being voided.
- Students may only hold one FWS position at a time. If a student is already hired in an FWS position, they should not be burdened with choosing between two departments over FWS availability.

## ePAFs

- ePAFs must be completed for:
  - Appointments
  - Reappointments
  - Reclassifications/Salary Increases, and
  - Terminations
- For all Appointments, Reappointments, Reclassifications/Salary Increases, upload required documents (ie: Job Description, Application, and Offer Letter) to the designated shared Google Drive with Human Resources prior to or within 24 hours of ePAF submission.
- Student Employment in the Office of Student Affairs will review student employment ePAFs for eligibility and will approve accordingly.

## 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.
- A termination ePAF must be submitted for each FWS student at the end of the academic year or when their FWS allotment is exhausted, whichever comes first.
- 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 when 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. 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, occasions may occur where we have no choice but to terminate the employee. Please note the outlined termination procedures.

### Manager Responsibilities

- Complete Student Employee Termination Form and Submit Termination ePAF for voluntary OR 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.



\*\*\*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)

Office of Student Affairs 824.5715

[chargerstudentemployment@uah.edu](mailto:chargerstudentemployment@uah.edu)

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

### **Charger Path**

Career Services 824.6741

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

### **Human Resources**

Vonda Maclin (ePAF assistance) [vonda.maclin@uah.edu](mailto:vonda.maclin@uah.edu) 824-2282

Valerie Green (ePAF assistance) [valerie.green@uah.edu](mailto:valerie.green@uah.edu) 824-2281

### **Payroll**

Kerry Goens [kerry.goens@uah.edu](mailto:kerry.goens@uah.edu) 824-2348

Diane Gibbs (Director) [diane.gibbs@uah.edu](mailto:diane.gibbs@uah.edu) 824-2254

### **Office of International Services**

Joy Werka [joy.werka@uah.edu](mailto:joy.werka@uah.edu) 824-6055