



# On-Campus Employer Procedures

Updated: March 8, 2023

## 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 18 years of age to work on campus
- Be a degree-seeking student
- Maintain Academic Good Standing each semester and make progress toward degree completion.

**\*Exception:** Occasionally, a student employee may have a difficult semester but maintain an overall GPA of 2.0 or higher. If this is the case and the student receives Academic Warning status for that semester, then s/he is allowed to continue working for one semester. At the end of that semester, the hiring department is responsible for checking the student's grades. If the student remains on Academic Warning, then s/he must be dismissed from their on-campus position. If the student employee's cumulative GPA drops below a 2.0, then the student is no longer eligible for on-campus employment and must be dismissed. They will be eligible again for on-campus employment when their cumulative GPA is at least a 2.0 and they are in academic good standing.

- Note the Academic Action Threshold (AAT) determines Academic Good Standing. The current AAT is as follows:

**Undergraduate** (<https://catalog.uah.edu/undergrad/policies-procedures/academic-achievement/>)

- Freshmen and Sophomore: 1.9
- Junior and above: 2.0

**Graduate: 3.0** (<https://catalog.uah.edu/grad/academics/academic-probationary-status/>)

\*Undergraduate students must be currently enrolled half-time taking at least six credit hours toward the chosen degree. Graduate students must be currently enrolled taking at least three credit hours toward the chosen degree.

**\*Exceptions:** 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).

- In accordance with federal government regulations, students employed in **Federal Work-Study** positions must be enrolled for **at least six credit hours**.
- **Graduate students** must be currently enrolled taking **at least three credit hours** toward the chosen degree.
- 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**.
- Graduating students are not eligible for student employment past their final (graduating) semester.
- 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.

## Employment Guidelines:

- 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**.
- The 29 hr/wk maximum is regardless of the number of campus positions held. Students are responsible for communicating hours worked in multiple positions to avoid overages.
- Students are not eligible for benefits.

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

## 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](mailto: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](http://uah.joinhandshake.com)). You can independently set-up interviews with applicants of interest according to mutual availability.

- a. 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.
  - a. You can ask the student to provide you with a current transcript or you may email [chargerstudentemployment@uah.edu](mailto: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.
  - a. 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.
7. 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.
  - a. If a student is currently employed by another on-campus entity at the time of hiring, a background check will not be necessary.

**Effective November 4, 2021**, departments should use the new Google [Background Check Request Form](#) for all faculty and student employee background check requests. (New staff hires will continue to receive background checks as part of the automated PageUp system hiring process and do not require use of this Google form.)

8. Upon a successful background check, complete and present the [job offer letter](#) to the student for them to sign.
9. Be sure the student completes and signs the updated [on-campus application](#).
10. 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 and tax documents.

#### [Direct Deposit FAQs](#)

- a. The hiring department can process the I-9 paperwork ([fillable online version](#)) in lieu of sending the student to HR. It is the responsibility of the staff member to properly verify and certify the I-9 documents in this instance. Please see [Instructions for Form I-9, Employment Eligibility Verification](#) for additional instruction.
  - b. **Students CANNOT begin work until completion of their I-9 and payroll information.**
11. Submit the application, job description and a copy of the offer letter to Human Resources [epafddocuments@uah.edu](mailto:epafddocuments@uah.edu) .
  12. Enter ePAF once I-9 has been completed. You can contact **Vonda Maclin (x2282)** [vonda.maclin@uah.edu](mailto:vonda.maclin@uah.edu) or **Valerie Green (x2281)** [valerie.green@uah.edu](mailto:valerie.green@uah.edu) to determine I-9 date if necessary.

#### **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.

## **FWS Lifecycle**

In order to hire a student using FWS funds, you must first submit a proposal during the application period. This period runs from May to June of each year to determine eligibility for the next academic year. Notifications are sent by the end of the summer indicating the status of your proposal. If approved, you will be able to hire student(s) using their FWS award as the funding source for their wages.

**\*Please note you will be allocated a certain number of students to hire.**

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.

Students are able to work in an FWS funded position during the **Fall and Spring semesters only**. The first day of classes in the Fall semester and the last day of finals in the Spring semester are the first and last date of eligible employment for an FWS student each academic year. 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.

If approved to hire a student using the Federal Work Study program, please follow through the hiring process above with these notable exceptions:

1. In order to be eligible for Federal Work Study, an enrolled student must have completed a **FAFSA**. To determine if a student is eligible, send their name and A# to: [chargerstudentemployment@uah.edu](mailto:chargerstudentemployment@uah.edu)
2. **The position number and org/acct# are specific to Federal Work Study**. Please refer to the references available on the Vice President for Student Affairs webpage <https://www.uah.edu/vpsa/student-employment> to obtain them.
3. 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.
  - a. 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.

**\*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**

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:**

- 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 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.

### Manager Responsibilities

- Voluntary Termination: Complete Student Employee Termination Form and Submit Termination ePAF
- Involuntary Termination: Complete Student Employee Termination Form 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, 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

Complete the Student Employees Termination Form (see below)

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

**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)**

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

Office of Student Affairs 824-5715

### **Charger Path -Career Services**

<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](mailto:vom0001@uah.edu) 824-2282

Valerie Green (ePAF assistance) [vdg0002@uah.edu](mailto:vdg0002@uah.edu) 824-2281

### **Payroll**

Kerry Goens 824-2348 [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 [jjw0020@uah.edu](mailto:jjw0020@uah.edu) 824-6055