
Student Employment Supervisor's Manual



UNIVERSITY OF
Nebraska
Omaha

On-Campus Student Employment Services
6001 Dodge St., EAB 205
Omaha, NE 68182
(402)554-2321

www.unomaha.edu/humanresources/

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INTRODUCTION:

A LETTER TO YOU

Each year, hundreds of students earn and learn by working at the University of Nebraska at Omaha. Students serve in virtually every office and department at UNO and perform innumerable duties vital to its success.

Considerable research shows that student employment is a primary factor in student retention. Students who work are more likely to earn a degree, and they receive higher grades than their non-working peers if they maintain the normal workload of 20 hours per week. A significant factor in post-graduate career choice can be part-time work experience that exposes students to career-related opportunities.

Your role as a supervisor is central to the management and development of one of the University's most important resources, the student work force! This manual was written to help you in that task.

This manual contains general instructions for hiring and supervising students, policies regarding student employment, sample forms, and information useful to new supervisors with little experience in supervision. Most material should be familiar to experienced supervisors.

We hope the materials are helpful for you. As part of Human Resources, Student Employment Services is available to assist in any way. We look forward to meeting your student personnel needs.

Emily Muckerheide
Manager of Student Employment

FUNCTIONS OF STUDENT EMPLOYMENT SERVICES

A primary responsibility of Student Employment Services (SES) is to help you advertise your job openings and refer currently enrolled UNO students to those jobs.

Student Employment Services can help by:

1. Posting all on-campus work-study, student worker, and graduate assistantship positions available to UNO students. UNO students may easily access these positions on the Student Employment Services website at:
<http://careers.unomaha.edu>
2. Referring students regarding eligibility for Federal Work-Study, advertising available positions, and maintaining the on-line job listing system.
3. Promoting career-related opportunities whenever possible to students.
4. Alerting students concerning the effect additional earnings may have on a student's eligibility for financial aid.
5. Assisting departments in processing the appropriate paperwork in order for students to receive a paycheck.
6. Assisting supervisors in improving student employee performance and job satisfaction through supervisor training, performance evaluation, personnel intervention, and job analysis.
7. Advising, counseling, and instructing students on career development, job search skills, interview skills, and employer expectations.

GENERAL CONDITIONS OF EMPLOYMENT AND DEFINITION OF A STUDENT EMPLOYEE

All student employees at the University of Nebraska at Omaha are subject to basic conditions and guidelines of employment. These conditions apply to each student employee regardless of the department in which he or she is employed. Questions regarding graduate teaching or research assistantships should be directed to the Graduate Studies and Research Office, 554-2519.

Regardless of the source of funding, a student employee is a temporary, part-time worker, enrolled for one credit hour or more, whose primary purpose for being at the University is the achievement of an education. The individual's employment is temporary and secondary to the pursuit of a degree. Someone seeking employment during the summer is considered to be a student if he or she has been accepted for admission to the University and intends to enroll as a student for the fall term.

Unique circumstances related to each student's job cannot be outlined in a general policy manual. Therefore, at the date of hire, the employing department or office is responsible for ensuring that the student understands all conditions of employment and that all necessary hiring paperwork is completed. These conditions should be stated in writing and include information such as: job description, starting pay rate, work hours (including maximum hours per week), rights, responsibilities, and any additional departmental personnel policies. (See pp. 28 and 29-30 for suggested forms.)

Basic conditions affecting all student employees at the University of Nebraska at Omaha are as follows:

1. Departments hiring student employees for the first time must forward the completed Personnel Action Form (PAF) and other necessary paperwork (see p. 5 for a complete listing) to Student Employment Services, Eppley 205. Student Employment Services will process and forward the materials to the Financial Aid Office if Federal Work-Study, or to the Human Resources Office if student worker status. In the case of a graduate assistantship, the hiring department should forward the necessary paperwork to the Graduate Studies and Research Office, EAB 203.
2. All student employees are temporary, part-time workers and are not eligible for University benefits (medical, dental, long-term disability, life insurance, etc.). However, it should be noted that they are covered by Worker's Compensation.

3. While employed with the University, satisfactory work performance is expected of student employees. If a department determines that a student is not fulfilling the duties of his or her job as explained at the date of hire, the situation should be discussed with the student as soon as it is recognized to ensure that the student fully understands his or her work responsibilities. (See section on Evaluation and Termination, p. 18.)
4. Students employed as Federal Work-Study (FWS) students will be required to maintain satisfactory academic progress while receiving FWS assistance. Failure to maintain satisfactory academic progress will result in termination from the FWS program until such time as reinstatement as an eligible aid recipient is obtained. For a definition of satisfactory academic progress see the Financial Aid section of the UNO undergraduate catalog. (For further information contact the Financial Aid Office at 554-2327.)
5. The rules and regulations of the on-campus student employment program are subject to change. Any updates or modifications to program policies will be distributed by Student Employment Services.

Eligibility for Student Employment

An employee may be designated as a student employee when the following conditions are met:

- The person is registered for at least one credit hour at the University of Nebraska at Omaha
- The position does not replace a regular staff appointment
- The position falls within student appointment types
- The pay rate for the position fits the suggested student wage ranges

Restrictions on Number of Hours Worked

When classes are in session, departments are encouraged to employ students for no more than 20 hours per week. This applies to all student workers whether they are FWS students or student workers. "Classes in session" includes the week of final examinations.

International students are limited to 20 hours per week according to U. S. Citizenship and Immigration Services regulations.

Students may work in more than one student employment position. Total hours should not exceed the recommended 20 hours per week when classes are in session or 40 hours per week during school breaks.

Whether employees are work-study students, international students, or regular student workers, they may work up to 40 hours per week during scheduled school breaks (i.e., holiday break, spring break, summer).

UNIVERSITY POLICY ON DISCRIMINATION AND SEXUAL HARASSMENT

The University of Nebraska at Omaha is committed to maintaining an environment for all students, faculty, staff, and visitors that is fair and responsible – an environment which is based on one’s ability and performance. To that end, it is the policy of the University of Nebraska at Omaha that any form of discrimination because of race, color, age, disability, religion, sex (including sexual harassment), national origin, marital status, Vietnam-era status, political affiliation, sexual orientation, or any unlawful reason shall not be tolerated. In keeping with this commitment, the University also will not tolerate discrimination prohibited under this policy against students, faculty, staff, and visitors by anyone acting on behalf of the University of Nebraska at Omaha.

Unwelcome sexual advances, requests for sexual favors, and other physical, verbal, or visual conduct based on sex constitute sexual harassment when (1) submission to the conduct is an explicit or implicit term or condition of employment or academic standing, (2) submission to or rejection of the conduct is used as the basis for an employment or academic decision, or (3) the conduct has the purpose or effect of unreasonably interfering with an individual’s work performance or creating an intimidating, hostile, or offensive working/academic environment. This statement is in keeping with federal employment and education opportunity guidelines.

All University of Nebraska at Omaha employees and students are responsible for helping to assure that the University avoids discrimination prohibited under its policy statement. **If anyone thinks he or she has experienced or witnessed such prohibited discrimination, he or she should immediately notify the Assistant to the Chancellor for Diversity & Equal Opportunity, EAB 118.** The University of Nebraska at Omaha forbids retaliation against anyone who in good faith has reported prohibited discrimination. However, accusations or prohibited discrimination are of utmost seriousness and should never be made casually and without cause. This policy shall not be used to bring frivolous or malicious charges against administrators, faculty, staff, students, or visitors.

The University of Nebraska at Omaha’s policy is to investigate all such complaints thoroughly and promptly. To the fullest extent practicable, the University of Nebraska at Omaha will keep complaints and the terms of their resolution confidential. If an investigation confirms that prohibited discrimination has occurred, the University of Nebraska at Omaha will take corrective action, including such discipline up to and including termination of employment or academic suspension as is appropriate.

The above is found in the UNO Managerial/Professional and Office/Service Staff Handbook at www.unomaha.edu/humanresources/.

STUDENT POSITION LISTINGS

All undergraduate and graduate student employee positions and Graduate Assistantships are to be listed with Student Employment Services (SES) for a minimum of five working days. There can be exceptions to this requirement if approved by the Manager of Student Employment.

When there is a position to be listed, follow these steps:

1. Go to <http://careers.unomaha.edu/hr> and then select **Create Requisition**. Enter user name and password, if you already have an account. If the department has never listed a position, click **Create User Account** and follow the instructions.
2. For previously listed positions, the job listing system allows the department to reactivate the position description. Any changes (for example, scheduled hours, wage, contact person, etc.) can also be edited.
3. When the position has been filled, the job will automatically close on the **Job Close Date** selected. If you wish for the job to close prior to that date or if you originally chose **May Close at Any Time**, please contact Student Employment at emuckerheide@mail.unomaha.edu to close your job.

Student employment positions will be advertised as follows:

- Posted to the Student Employment website (<http://careers.unomaha.edu>)
- Posted on the Student Job Board (1st floor, Eppley Administration Building, opposite Cashiering)

Job description should include:

- Job title
- Department contact
- Qualifications and duties
- Work schedule/hours
- Rate of pay
- How to apply
- Start date

STUDENT HIRING PROCESS

Interested students may apply directly to hiring departments. Students can view and apply for posted jobs online at <http://careers.unomaha.edu>. Students will be prompted to create an application in the system if they have not previously done so.

When the position needs to be closed, please e-mail (emuckerheide@mail.unomaha.edu) SES.

For initial new hires, departments must forward the following paperwork to SES:

1. Personnel Action Form (PAF) **including credit hours** (**Note:** FWS appointments must be renewed or terminated, using the PAF, at the end of every award period.)
2. Personal Data Form (PDF)
3. W-4
4. I-9 and supporting documentation as defined by I-9
5. Direct Deposit Authorization form
6. Work-Study Information form (WIF), if work-study position
7. Electronic Financial Aid Notification/Award Letter (e-FAN), if work-study position (see p. 23 for sample)

All student employee hiring forms listed above (except #7) can be found in the Resources Section of SAPPHIRE:

- <http://sapphire.nebraska.edu>
- Select “Resources” on left side of screen
- Select “Business Forms” from pop-up menu
- Click “UNO Business Forms”
- Click “Human Resources”
- Scroll down to “Personnel Administration”

As a result of the Immigration and Naturalization and Control Act of 1986, the U. S. Citizenship and Immigration Services has issued rules with which the University must comply. In general, the rules require that all employees hired on or after November 7, 1986 must complete an employment verification form (Form I-9) and produce certain documentation verifying identity and employment eligibility (see p. 27).

After paperwork is reviewed and signed by SES, it is forwarded to one of two offices as follows:

- Student worker employees to Human Resources (EAB 205)
- Federal Work-Study employees to Financial Aid (EAB 103)

As specified by the Graduate Studies and Research Office, all Graduate Assistantships will be sent to and processed by the Graduate Office (EAB 203).

Filling Unanticipated Vacancies Internally

When it is critical that a department have immediate help, a student may be hired on a temporary basis until the position is permanently filled through the five-day posting procedure.

If a department has a student employee vacancy due to termination, resignation, or a reduction of hours, the vacancy may be filled in one of the following ways:

- List the position with SES and/or
- List the position within the department for five working days to allow students in that department the opportunity to apply for the position. If an internal candidate is not chosen, the position must be listed with SES.

Semester Appointments (Fall or Spring)

Student employees may be hired on a Fall or Spring semester appointment and then reappointed the following Fall or Spring semester without listing the position with SES.



“I think I’ll give him the job. I admire persistence.”

Interviewing Tips

For both student employees and department employers to have a clear understanding of responsibilities, the following interview procedures are recommended:

- Advertise duration of employment accurately to reflect the department's commitment to retain the student for dates advertised.
- Provide a written job description to the student and identify his/her supervisor.
- Clearly explain essential functions and responsibilities, performance expectations, work schedule, and salary.
- Refer to and use interview help forms included in the Appendix (pp. 24, 25, and 26).

WAGE GUIDELINES FOR STUDENT EMPLOYEES

Because UNO is an Affirmative Action/Equal Opportunity institution, student employees should be hired and paid accordingly, regardless of the source of funds involved. Each hiring authority should consider the nature of the work and the level of responsibility in the position.

Student employees should not be compensated at a rate which exceeds the rate paid to regular employees doing equivalent work. The rate of compensation—not the total amount to be earned—is the key factor for comparison in this regard.

Student employees are not eligible for shift differentials in wages. Tax regulations make it impossible for a student to have both a student appointment and a non-student appointment. Any such conflicts should be resolved between the hiring departments.

Pay scales may vary from year to year based upon Federal, State, and University policy decisions. Current wage scales may be obtained from the SES website.

The following are recommended minimum wages for student employees. Wages that significantly exceed these minimums should be approved by the Manager of Student Employment, EAB 205.

Student Job Classification and Wage Scale

Level I: \$5.30 per hour, minimum

Few special skills and little or no previous training or work experience are required for Level I jobs. A minimum amount of training is necessary to prepare the student employee for the position. Employment is generally well supervised and jobs are often of a routine nature requiring little decision making.

Level II: \$6.25 per hour, minimum

Level II positions usually require some previous training, experience or knowledge, as well as some mechanical ability, manual dexterity, or mental activity. These positions may also involve physical exertion or unpleasant conditions. The work performed is generally supervised; however, Level II student employees may supervise students in Level I positions.

Level III: \$7.25 per hour, minimum

Previous training or experience, independent judgment, and considerable mental activity are generally required for Level III jobs. Some college education or comparable experience is often necessary. The work may include responsibility for the safety of persons or property. A student employee III may supervise students in lower levels.

Level IV: \$8.25 per hour, minimum

Jobs in this level require a high degree of mental activity and independent judgment. The work performed involves decision making and often requires the supervising of other student employees. The work may involve an important function of a departmental operation.

Pay Increases and Promotions

Student employees may be awarded a pay increase at the discretion of the supervisor. Supervisors are encouraged to consider performance, length of service, or other relevant factors when giving a pay increase.

FEDERAL WORK-STUDY (FWS) PROGRAM

The University of Nebraska at Omaha participates in the Federal Work-Study Program which allows awarded students to receive financial assistance in the form of hourly wages in exchange for work. The FWS program benefits participating departments as well as the student, since the student's wages are paid at the ratio of 75% federal funds (FWS) to 25% state funds (department). Determination of student eligibility is made by the Financial Aid Office, while departments participating in the FWS Program receive their allocation of FWS funds from the appropriate Vice Chancellor's Office.

Students who accept their offer of Federal Work-Study are not guaranteed a job. Rather, they are provided job opportunities, allowing them to earn money to help pay educational expenses. A FWS student will normally work no more than 20 hours per week during an academic session.

To apply for FWS, a student will:

1. Typically enroll or intend to enroll for at least 6 credit hours per term (Fall, Spring, Summer). However, students who enroll in at least 1 credit hour are considered eligible.
2. Have a current Free Application for Federal Student Aid (FAFSA) on file in the Financial Aid Office.
3. Maintain the standards of satisfactory academic progress as defined by the Financial Aid Office.
4. Meet all other general eligibility requirements for Title IV federal financial assistance.

Before a department hires a student for a FWS position, it should make sure the student has been awarded FWS. A student who has been awarded FSW can access their e-FAN (electronic Financial Aid Notification/Award Letter) via e-Bruno and should print and present this to the employer at the time of the interview (see p. 23). Departments should not hire students with the assumption that they will be eligible for FWS. Departments will be responsible for paying 100% of a student's wages until the student has actually been awarded FWS and has received the Notification/Award Letter.

During each award period, a student's Notification/Award Letter will inform the student and department of the student's earnings limit. The earnings limit is the maximum amount of FWS wages the student may earn during the award period, based on the student's financial need. Once the student's earnings have reached this limit, the student must be terminated from the FWS appointment immediately. Such students can be allowed to continue as a student worker. Since the FWS Program is designed to provide the student with an ongoing source of financial assistance, the student and employer

should work together to ensure that the number of hours per week allow the student to reach the earnings limit very near the end of the award period.

The following calculation will aid in determining the approximate number of hours a student can work per week based on their work-study award and pay rate:

- Total award amount divided by number of work weeks in fall/spring = \$ amount able to earn per week
- \$ amount divided by rate of pay = number of hours able to work per week
- Sample:
- $\$2600/32 = \81.25 (able to earn per week)
- $\$81.25/\$5.15 = 15.78$ (hours to work per week)

This schedule assumes that students will not work during any break period (such as winter and spring break). If they plan on working during breaks, please adjust their schedule accordingly. If a student is working in more than one position, the hours per week must be divided accordingly.

Students who are permitted to work and earn FWS earnings that will exceed their fall allocation must be planning to enroll for the next regular session. An “overpayment” could occur if students fail to register in the subsequent term and receive FWS funds in excess of their fall allotted amount. Once Financial Aid identifies an overpayment, notification will be sent to the work-study supervisor listed on the student’s Work-Study Information Form (WIF) requesting an immediate adjustment. Therefore, any gross amount overspent must be removed immediately from the FWS budget to a department’s other hourly worker budget, according to federal regulations.

A FWS student cannot be hired to replace a full-time employee or impair any existing service contracts. It is the responsibility of the department to monitor the student’s earnings and submit a PAF to terminate the appointment when he or she has reached the earnings limit. Such students can continue as student workers.

An eligible student may also be employed under the FWS Program during the Summer. To participate in the Summer FWS Program, a student is typically enrolled for at least 6 credit hours during any Summer Session. However, students who enroll in **at least 1 credit hour** are considered eligible.

For further information, contact the Financial Aid Office at 554-2327.

HIRING INTERNATIONAL STUDENT EMPLOYEES

Immigration regulations place certain restrictions on hiring non residents enrolled as students in U.S. educational institutions. International students may work a **maximum of 20 hours per week** during the academic school year. During breaks & holidays, international students may work full-time even if they are not enrolled, as long as they intend to enroll for the next term.

International students must be enrolled full-time (12 hours undergraduate, 9 hours graduate) except during summers and when the student has been authorized by an international student advisor for a reduced course load. Students in UNO's Intensive Language Program (ILUNO) are also eligible to work on campus and must be attending 21 hours per week or have an authorized vacation.

When an international student is hired, the student is to be referred to Human Resources to complete their I-9 form. The I-9 must be completed before or within three business days of the date employment begins.

International students must apply immediately for a Social Security card. Instructions on how to obtain a Social Security card are available at International Studies & Programs, ASH 241. However, normally students need not have permanent social security numbers to be hired because Payroll can assign temporary social security numbers. In most cases, international students may begin working on campus after providing Payroll with a copy of a temporary receipt for a Social Security number. Students seeking employment from October through December who do not possess permanent social security cards will be unable to work because Payroll cannot report earnings at the end of the year using temporary social security numbers. The permanent social security number must be forwarded to Payroll as soon as it is received.

Most student visa types exempt international students from social security withholding.

International students may also be exempt from income tax withholding. The Payroll Office has a current listing of countries and territories holding tax treaties with the United States. To claim exemption, international students must complete an IRS Form 8233 and a country affidavit form in the Payroll Office, EAB 205. The IRS Form 8233 must be renewed annually during the time period in which the student is eligible for exemption.

Students with refugee or immigrant status have the same status as citizens, and are therefore permitted to work under the same restrictions as a U.S. citizen.

An International Student Advisor (554-2293) should be consulted for more specific information about employment of international students.

**PROCEDURES FOR COMPLYING WITH THE SOCIAL SECURITY
ADMINISTRATION REVISED POLICY FOR
F-1 STUDENT WORKERS**

EFFECTIVE OCTOBER 13, 2004

The procedures that apply to the hiring of F-1 student workers are as follows:

1. When making a job offer, you, as the hiring official, should provide a signed and dated copy of the “Letter of Intent to Hire” printed on your departmental letterhead to the student being offered employment. You should inform the student that they are to hand carry this letter to International Studies & Programs (IS&P), ASH 241. Copies of this form letter are available online in SAPPHIRE under Business Forms.
2. Upon receipt of the letter from the campus employer, IS&P will provide a letter from the appropriate International Student Advisor (ISA). The student must take both the employer letter and the ISA letter to the local Social Security Office to apply for a Social Security card. Information regarding hours, location, and any other information needed to apply will be provided by IS&P.
3. Once students have made application for a Social Security card, the student must bring their temporary receipt for a Social Security number to Student Employment Services, EAB 205, in order to complete their I-9 form.
4. Form I-9 will be retained in Human Resources. Departments should forward all other hiring paperwork to Student Employment Services who will approve hiring paperwork and then forward for processing.
5. A 120-day extension will be provided for students to bring the actual Social Security card to Human Resources. Students who do not have a valid card at the end of the extension period must be separated from employment.

PAYROLL INFORMATION

Social Security Tax (FICA) Exemption for Students

In order to qualify for the social security exemption, student employees must meet the following requirements:

1. Services must be performed in the employ of the University of Nebraska System by a student who is enrolled and regularly attending classes in the University of Nebraska System.
2. A person shall be considered a student if employment is only incidental to his or her course of study. The exemption does not apply where the job is the main activity and attendance at the Institution is only incidental. If employment is incidental to enrollment in a course of study, a person will be classified as a student for the social security tax exemption and must meet one of the following requirements for exemption:
 - a. In order for an undergraduate or graduate student to obtain an exempt social security status, he or she would need to be registered for the following credit hours during the following sessions:

FALL AND SPRING SEMESTER

UNDERGRADUATE	GRADUATE
6 or more hours	4 or more hours

SUMMER SESSIONS

UNDERGRADUATE	GRADUATE
6 or more hours*	4 or more hours*

(*Must be registered half time or greater based on the total number of hours registered in the summer term, including all four sessions.)

- b. The requirements indicated above for graduate students do not always apply to the graduate teaching and research assistants. Graduate teaching and research assistants may be registered for one or more credit hours during the appropriate semester or summer session if they have been approved by the Graduate Studies and Research Office to remain on exempt social security status.
 - c. If undergraduate students do not meet the credit hours requirement, they may be exempted from social security withholding if a completed and signed "Student Social Security Tax Exemption Statement" is submitted to the Payroll Office and approved by the Payroll Manager. This form is available from the Payroll Office and is to be used for only those students who are registered for less than the number of credit hours required to meet the requirements listed above.

The Payroll Office will enforce all federal and state regulations regarding FICA withholding. Therefore, **it is very important for employment and payroll purposes that the number of credit hours for which a student employee is enrolled be listed on the PAF.**

Exemption from Federal and State Income Tax

Student employees who qualify may elect to claim exemption from federal and state income tax by completing a W-4 form as exempt. This exemption expires annually on February 15 and must be renewed between January 1 and February 15 if continued exemption is sought. If students need assistance in determining their tax status, please have them call the Payroll Office at 554-2325.

It is important for supervisors to inform new student employees that pay is disbursed by electronic direct deposit, but a pay advice is sent to their home department. **Payroll Schedules, as well as Time Reports,** are available from SAPPHIRE (see p. 5 for SAPPHIRE logon directions). Direct deposit of pay is approximately two weeks after the first time report is submitted, assuming the approved PAF, PDF, I-9, Direct Deposit form, etc., have been submitted in a timely manner.

Student employees who have questions about their direct deposit advice should first call the department they are working for, and then, if necessary, the Payroll Office at 554-2325.

PROCESSING STUDENT EMPLOYEE PAFS FOR ACTION OTHER THAN INITIAL HIRE

All changes to student employees' PAF's which include, but are not limited to, reappointments, wage increases, separations, changes or additions to appointment information, error corrections, and other data changes must be sent through the SES Office.

The number of credit hours for which a student is currently enrolled must be provided on PAF's initiating any actions on a student appointment.

Student employees should be "separated" immediately after their last day of employment. Student employees who graduate, leave school, or drop below the required credit hours lose student status immediately and their employment must be terminated. However they may be converted to university positions other than that of a student employee.



“What’s wrong? I told you the job involved processing papers in the college library...”

SUPERVISING STUDENT EMPLOYEES

Student employees should be accorded the same respect and dignity as full-time employees. Remember that students perform assignments most satisfactorily when:

- Job responsibilities are clearly defined by their supervisor.
- Mutual trust and respect are developed between supervisor and student.
- Evaluation and recognition of performance is constructive and continuous.

Student employees should be taken through a scheduled orientation period to familiarize them with the department. A suggested **orientation checklist** is on page 29-30. In some instances, it may be necessary to allow student employees more flexibility due to class schedules and other factors related to their student status. However, students are not to use employment for study time unless specifically permitted to do so by their supervisors.

Because the student employee's primary purpose is the pursuit of an education, employment should not interfere with the student's educational goals. Generally, students will work on the job no more than 20 hours per week. The total number of hours worked will be determined by the employing department manager and the student. **Students on academic probation may work no more than 20 hours per week.** For a definition of academic probation see the Registration and Procedures section of the UNO undergraduate catalog. It is the employing department's responsibility to monitor the number of hours worked by its student employees.

Student employees should receive one 15-minute break for each continuous four-hour work period. Half hour lunch breaks without compensation should be provided for those who work any six hours continuously.

Student Safety

Environmental Health and Safety (EHS) provides the campus community with policies to help ensure a safe working and learning environment. The policies are established to protect personnel, university property and the environment. Chemical use and disposal practices have been set to comply with environmental regulations and encourage prudent methods to safely handle hazardous materials. These policies can be found on the UNO website under Environmental Health and Safety. EHS can be contacted at 554-3596 if there are any questions related to safety or proper chemical disposal.

All injuries should be reported to the supervisor. Student Health Services in Milo Bail Student Center is available to provide initial treatment and diagnosis. If the injury resulted during the course of the duties as a UNO employee, medical bills should be submitted to the Human Resources department for Worker's Compensation processing.

Evaluation of Student Employees

The first few weeks of employment are considered a training period. During that time, it will be determined whether the job requirements are being met and whether the student employee will be retained in his or her position.

A student employee's work performance should be evaluated periodically. The use of an **evaluation** (see p. 33 for suggested example) has several advantages. The form provides a starting point for the discussion of work performance, provides a written record of that performance, and ensures consistency in the evaluation process.

Termination of Student Employees

A student employee who is hired may voluntarily leave employment upon proper notice, usually 5 working days. A student employee may be terminated by the employer at any time for any reason except prohibited discrimination. Any oral or written statements to the contrary are expressly disavowed and should not be relied upon by any prospective or existing student employee. Reasons for termination may include offenses listed in the UNO Managerial/Professional and Office/Service Staff Handbook.

If a student employee's performance does not meet performance standards, the following procedures should be followed:

1. **Oral Warning:** In private, the student employee may be told in explicit terms how the job requirements are not being met. Evaluation of performance should be based on job-related criteria and not discriminate on the basis of race, national origin, religion, sex, or other factors which cannot lawfully be the basis for employment decisions.
2. **Written Warning:** If the student employee's performance continues to fall below required standards, the student may be informed in writing of these deficiencies. The Corrective Discipline Interview form (see p. 34) can be used to make a written record of the meeting.
3. **Termination:** If, after at least one written warning, the student's work performance continues to be unsatisfactory, the student's employment may be terminated.

Confidentiality of Student Records

Except for directory information, information in student employee records at UNO must be secured in strict conformity with laws, regulations, and Board of Regents policy governing the confidentiality of such information. The following is considered directory information and may be released in response to job reference checks or to other requests for such information:

- Name
- Department of Employment
- Position Title
- Date of Hire
- Date of Separation

Information other than directory information is accessible only to the student employee, the department's administrative personnel and other University offices with a need to know. Non-directory information should be released to others **only with signed authorization from the student employee** or in response to a request with a legal mandate.

GRIEVANCE PROCEDURE FOR STUDENT EMPLOYEES

UNO employers are to provide a positive and supportive work environment for student employees. Student employees are encouraged to communicate with their **direct supervisor** should they encounter any difficulties on the job. Concerns based on alleged discrimination or sexual harassment should be taken to the Assistant to the Chancellor for Diversity & Equal Opportunity, EAB 118, 554-2872.

While most difficulties can be resolved through discussion among the parties involved, student employees have the following resources available to help resolve work-related conflicts. If the concerns are not based on alleged discrimination or sexual harassment, advice should be sought from the following offices in priority order:

1. The appropriate Dean, Director or Department Head should be contacted directly to participate in discussion of work-related concerns.
2. Excluding a performance evaluation rating or salary issue a student employee may, if a satisfactory resolution cannot be reached with the assistance of the above resources, contact the Manager of Student Employment Services, EAB 205. The Manager will meet with the student employee and contact people involved in Step 1 as appropriate before producing a decision which will be final in all cases.

ANNUAL STUDENT EMPLOYEE OF THE YEAR AWARD

Student Employment Services seeks nominations early each Spring semester for the university “Student Employee of the Year” award. A committee of approximately five staff and faculty select the yearly winner from among nominees. The award is based on the student’s reliability, quality of work, initiative, professionalism, and uniqueness of contribution.

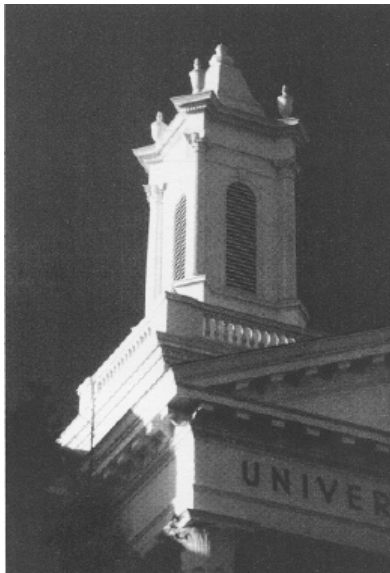
Students must meet the following criteria:

- Undergraduate or graduate student employed on campus (Graduate Assistants are not eligible)
- Student employed for a minimum of 3 months full-time or 6 months part-time during the nominating period

The name of the recipient from UNO is then entered in the state, regional, and national competition for the “Student Employee of the Year” award.

CONCLUSION

Thank you for your role in developing students as future employees. Any questions or suggestions on this material should be directed to Student Employment Services in the Human Resources Office, EAB 205.



APPENDIX

Financial Aid Award Period: Fall/Spring 2003-2004

Your financial aid for the Fall/Spring 2003-2004 award period:

After your review of the award below, click on "Next" to confirm your information.

	Fall 2003	Spring 2004	Total		DECLINE	ACCEPT
<u>Federal Work Study</u>	1300.00	1300.00	2600.00	A15	<input type="radio"/>	<input type="radio"/>
<u>Estimated Subsidized Stafford Loan</u>	1312.50	1312.50	2625.00	A66	<input type="radio"/>	<input type="radio"/>
<u>University Assistance Grant</u>	800.00	800.00	1600.00	A12	n/a	<input checked="" type="radio"/>
Total	3412.50	3412.50	6825.00			

Do you plan on graduating in the Fall 2003 Spring 2004 Neither?

Messages

A15 - PLEASE TAKE A COPY OF YOUR FINANCIAL AID NOTIFICATION TO THE UNO DEPARTMENT WHERE YOU WILL BE EMPLOYED AS A FEDERAL WORK- STUDY STUDENT. FOR INFORMATION REGARDING WORK-STUDY POSITIONS, CONTACT STUDENT EMPLOYMENT SERVICES, EAB 111, 554-2333.

A66 - THE AMOUNT LISTED IS THE MAXIMUM AMOUNT YOU ARE ELIGIBLE TO RECEIVE. IF YOU WISH TO BORROW A LOWER AMOUNT PLEASE CLICK IN THE BOX AND TYPE IN THE NEW AMOUNT. LOAN INFORMATION WILL NOT BE SENT TO YOUR LENDER AND LOAN FUNDS WILL NOT BE RELEASED TO YOU UNTIL YOU ARE ENROLLED AT 1/2 TIME STATUS (6 HOURS FOR UNDER GRADUATE STUDENTS, 4 GRADUATE HOURS FOR GRADUATE STUDENTS).

A12 - THE UAG AWARD ABOVE REFLECTS FULL-TIME ENROLLMENT. YOUR UAG WILL BE REDUCED IF YOU ARE ENROLLED IN 6-11 CREDIT HOURS, OR WILL BE CANCELLED IF YOU ARE ENROLLED IN LESS THAN 6 CREDIT HOURS.

Students may access their e-FAN by following these simple steps:

1. Log on to www.ses.unomaha.edu.
2. Click on [E-Bruno for Students Login](#).
3. Enter your Student ID# and PIN, select Term, i.e., Fall, Year: 2003
4. Click on [Special E-Bruno Services](#).
5. Re-enter your Student ID# and PIN.
6. Then click on [Financial Aid Notification](#).

By following these steps, student employees can obtain a copy of their Award Letter Notification that will include name and social security number.

PRE-EMPLOYMENT QUESTIONS GUIDE*

SUBJECT	DO NOT ASK	YOU MAY ASK
Sex/Gender	Are you male or female? What are the names/ relationships of any people living with you?	None allowed
Residence	Do you own or rent? Where do you live? How long have you lived there?	What is your present address?
Race/Color	What is your race? What color is your hair skin eye?	None allowed
Age	What is your DOB? How old are you?	If hired, could you provide proof that you are at least 16?
National Origin	What is your ancestry, descent, nationality? What is your native language?	What languages do you speak or write fluently (to be asked only if job related).
Marital/Family Status	What is your marital status? How many children do you have? Are you pregnant/plan to have children? Do you have day care provisions made for your kids?	None
Arrests/Convictions	Have you ever been arrested? Have you ever been charged w/a crime?	Have you ever been convicted of any crime?
Religion	What is your religious denomination? What church do you belong to? What religious holidays do you observe?	None
Disabilities	Are you disabled?	Are you capable of performing the essential functions of the job with or without reasonable accommodation?
Citizenship	Of what country are you a citizen? When did you become a US citizen?	If hired, could you prove eligibility to work in the US?
Language	What is your native language? How did you learn to speak, etc. a foreign language?	What languages do you speak or write fluently (only if job-related!)
Education	What are the dates you attended?	Please describe your academic, vocational, or professional education and the schools you have attended.

*Adapted from Student Employment Essentials: Track A Guide, November 2002

Behavior Based Interview Questions*

Adaptability

- You've probably had this experience: You have worked hard on something, then you are told you must change your priorities and do it some other way. How did you handle that?
- What kinds of problems have you had in switching from one job to another?
- Which supervisors have you found easiest to work with? Hardest? Why?

Attention to Detail

- Have you ever found errors in your own work? How did it happen? What did you do about it?
- It's often said that something "slipped through the cracks.." Has that ever happened to you?
- How were you able to keep it from happening?

Decision-Making & Problem Solving

- What was the toughest work-related decision you had to make last year? What made it so difficult?
- It's good for each of us to know our own limitations. Tell me about a time when your skills were not a match for the problem you were solving.

Flexibility/Versatility

- Tell me about a time you had to surmount an obstacle to reach a goal. What was the problem, and what did you do about it?
- Have you ever had an experience in which you failed to sell an idea or gain cooperation the first time, but you succeeded later? What was the difference?

Identification with the Job

- What did you like best/least about your previous job?
- If you were going to evaluate your own performance, what factors would you consider more important?

Initiative

- What have you done to make your job easier or more rewarding?
- Describe a situation where you found you had a serious problem. What did you do to solve it?

Integrity

- Give me an example of a time you found it necessary to make an exception to the rules in order to get something done.

Learning Ability

- How long were you on your previous job before you felt at ease with the company's products and services?

Stress Tolerance/Coping

- Under what conditions do you do your best work? Which ones do you find most difficult?

*Adapted from Student Employment Essentials: Track A Guide, November 2002

Student Applicant Comparison*

Required Skills	Student #1 Name	Student #2 Name	Student #3 Name	Student #4 Name
Skill #1				
Skill #2				
Skill #3				
Skill #4				
Skill #5				
Skill #6				

To assist in remembering applicants, use this chart to write down general notes about the student's skills in each of the required areas.

*Adapted from Student Employment Essentials: Track A Guide, November 2002

PROCEDURE FOR COMPLYING WITH THE IMMIGRATION REFORM
AND CONTROL ACT OF 1986

FOR

STUDENT WORKER AND FEDERAL WORK-STUDY STUDENTS
EFFECTIVE JUNE 1, 1987

The procedures that apply to the hiring of all student workers and Federal Work-Study students (hereinafter both referred to as student employees) are as follows:

1. When making a job offer, you as the hiring official, need to notify the student that he/she will be required, before beginning employment, to verify his/her identity and employment eligibility and that employment is contingent on his/her ability to do so. You should inform the students about the types of documents that may be provided to meet verification requirements. These documents are identified on the attached Immigration and Naturalization Service Employment Eligibility Verification Form (Form I-9). Copies of the Form are available in the Student Employment Services (SES) Office.
2. On or before his/her first day of employment, the student employee must:
 - a) complete Part 1 of Form I-9 and
 - b) present original documentation verifying identity and employment eligibility.
3. You should examine the original documentation (do not accept photocopies) to determine that it meets the requirement of Form I-9. After examining the documents, make a photocopy of each and attach them to the Form. Return all original documents to the student employee. Part 2 of the Form should be completed and signed as described on the Form.
4. Form I-9 and attachments must be sent to the SES Office simultaneously with other employment forms (PAF, PDF, W-4, Direct Deposit Agreement and WIF as applicable). The SES Office will review all materials and forward the employment forms to the Human Resources Office.

PAF's not accompanied by Form I-9 or without a notation that the I-9 is in Human Resources will be returned to the office from which they were generated.

POSITION, WORK SCHEDULE, AND SALARY

Job Title:

Wage (Paychecks are direct deposited biweekly):

General Duties:

Also refer to “Job Responsibilities For You As A Student Employee” and position job description.

WORK SCHEDULE

MONDAY _____ TO _____

TUESDAY _____ TO _____

WEDNESDAY _____ TO _____

THURSDAY _____ TO _____

FRIDAY _____ TO _____

DATE

EMPLOYEE’S SIGNATURE

DATE

SUPERVISOR’S SIGNATURE

***There is one 15-minute break for each continuous four-hour work period.

NEW STUDENT EMPLOYEE ORIENTATION CHECKLIST

The following checklist may be helpful in orienting new student employees to your department.

OF IMMEDIATE CONCERN

Working Hours

- _____ Scheduled hours
- _____ Department's policy on attendance and lateness
- _____ Lunch and break schedule

Pay

- _____ When the first paycheck will be deposited
- _____ How often the employee will be paid
- _____ Period covered by the first and subsequent paychecks
- _____ Payroll deductions

Privacy/Confidentiality

- _____ Collecting information
- _____ Records maintained
- _____ Employee access to records, student access to records

Security

- _____ Access controls, passwords
- _____ Standards of behavior, ethics, consequences of breaches

THE ORGANIZATION

The University Structure

- _____ The University of Nebraska at Omaha and its mission and services
- _____ Your division
- _____ The department
- _____ The specific unit and job

Introductions

- _____ Co-workers
- _____ Departmental management
- _____ People in other departments the employee will contact

Departmental Objectives

- _____ Responsibilities of each unit
- _____ How the units interact to meet the department's goals
- _____ How the employee's job fits in

Communication

- _____ The importance of continuing communication between employees and supervisors
- _____ Orientation manual (available in some departments)

Departmental Policies

- _____ Work flow
- _____ Special procedures, such as filing or safety
- _____ Use of telephones, computers, forms, and office equipment

THE JOB

The Student Employee's Job

- _____ What it means to the mission of UNO & the department
- _____ How it relates to others in the department (clarify who is supervisor)
- _____ Possible career paths within the department

Responsibilities

- _____ Responsibilities listed in the job description
- _____ Expected results and how they will be evaluated

Career Development

- _____ How and where job opportunities are posted
- _____ Eligibility requirements
- _____ Opportunities within the department
- _____ Opportunities elsewhere at the University

PAY POLICIES

Raises

- _____ Frequency of reviews
- _____ How pay increase decisions will be made

Performance Appraisal

- _____ Purpose
- _____ Frequency
- _____ Relation to merit increases

Holidays and Time Off

- _____ Holidays observed by the University
- _____ Staffing and pay during holidays
- _____ Excused time off (your position on academic vs. job responsibilities)

Illness

- _____ Who to notify and how; scheduling substitutes
- _____ If the supervisor is absent

JOB RESPONSIBILITIES FOR YOU AS A STUDENT EMPLOYEE

As a student employee with the department, you are a valued component of our office organization and are expected to perform accordingly. A periodic evaluation of your job performance may be completed based upon the following basic guidelines for your work.

1. At the time of hiring, you should see to it that your department forwards all hiring materials to the appropriate office not more than three days after your first day on the job. Failure to do so may delay your receiving your first pay check.
2. You are expected to arrive on time. If you cannot report for work or need to alter your work schedule, notify your supervisor personally.
3. You are an employee of the university-that means you produce work while on the job. You are not allowed to study unless permission has been received from your supervisor.
4. You are expected to follow instructions, maintain a positive and pleasant attitude and abide by general office rules.
5. Your employer will appreciate knowing when you have completed a project or task. Ask for additional work or help in other parts of the work setting if you have available time.
6. Visitors are not permitted during work hours. You are responsible for advising friends of this restriction.
7. Personal typing is not permitted on University time. Office supplies are to be used for official business only and duplicating for other departmental use is not allowed.
8. You will be given a fifteen (15) minute break for every continuous four hour work period.
9. Personal phone calls should be done on break or lunch time.
10. All student employees are expected to fulfill their work obligations, working to the end of a semester and possibly through breaks and vacation periods.
11. A student employee may terminate employment by giving at least one week advance notice. In emergency situations, this notice is negotiable with the supervisor.

CORRECTIVE DISCIPLINE INTERVIEW*
For Student Employee

Student: _____ Date: _____

Problem:

Suggestions for Improvement:

Date of Expected Improvement: _____

Outcome:

Student Signature

Supervisor Signature

(Original for Supervisor & copy for Student)

*Adapted from Supervisor Procedures for Student Employment, Marquette University,
p. 25, 1991.

DEFINITIONS

Continuous Employment - determining factor in deciding whether or not an I-9 should be completed on a reappointed student employee. Contact Human Resources with any questions regarding this form.

Credit Hours - number of semester hours for which a student is enrolled in a given Fall/Spring semester or Summer.

Earnings Limit - Federal Work-Study limit assigned by the Financial Aid Office for the work study student. Limit is defined per academic session.

Earnings Type - a three character code identifying the type of payment which the account is to support.

TEM - earnings type for student workers.

WSR - earnings type for FWS student during academic year. (Regular)

WSS - earnings type for FWS student during 1st Summer session. (Summer 1)

WST - earnings type for FWS student during 2nd Summer session. (Summer 2)

Full Time Equivalent (FTE) - total percentage of full time equivalent employee that the student will spend in this appointment based on 40 hours per week or 2,080 hours per year.

Federal Work-Study Student (FWS) - student employee eligible to receive financial aid in return for work on campus, typically enrolled at UNO for at least six credit hours during each academic session (Fall, Spring, Summer). However, students who enroll in at least one hour are considered eligible.

Hiring Official - individual responsible for verifying all aspects of a student employee's appointment including offer of position, eligibility, funding, hourly wage, etc.

Hours Worked - number of hours per week which the student employee is expected to work.

Personnel Forms -

PAF - (Personnel Action Form) form designed to serve as a source document for payroll and personnel actions; for example, hire, separate, set pay rate, etc.

PDF - (Personnel Data Form) form designed to serve as a source document for payroll and personnel actions; for example, employee's work and home address, education attained, etc..

W-4 - income tax withholding authorization.

I-9 - form verifying a student's eligibility for employment in the United States.

Direct Deposit Form - provides authorization for direct deposit of check to banking institution.

WIF - (Work-Study Information Form) verification of FWS hire in specific department.

Student Worker (SW) - temporary part-time worker, enrolled in one or more credit hours at UNO, and not employed as a Federal Work-Study student.

Title Code - indicates the standard job class title.

195500 represents the code for FWS students.

095500 represents the code for student workers.

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