Student Payroll

Presented by Karla Desjardins
and Cindy Garrison
Student Employment

Imported Information

Students
Fall Work-Study ends on December 13, 2012. If you were awarded Work-Study for the full academic year, Spring Work-Study becomes available on December 14, 2012. Spring only Work-Study begins on December 28, 2012.

UConn Employers

The last day December Grad may work is December 13, 2012.

Off-Campus Community Service

Want to make a difference through your part time employment? Students with a Work-Study award may earn that award through paid community service positions. Click the “Find a Job” link below and select the “Off-Campus Work-Study Community Service” funding source. Additional community service opportunities are advertised through the www.volunteer.uconn.edu under “Semester Long Programs.” Transportation to these off campus work locations is often provided.

Note: Our Job! application for finding and posting student jobs has moved to https://uconn.studentjobs.ngasolutions.com, separate from our main site at http://studentjobs.uconn.edu. Please choose one of the links below.
Forms & Guides

To view and print these PDF documents, a current version of Adobe Reader is recommended. For alternatives, see this list.

Forms & Documents
- Authorization to Split Work-Study Form
- Connecticut W-4
- Direct Deposit Form
- Employee Safety Orientation Form
- Federal W-4
- I-9 Employee Eligibility Verification Form
- Pre-Dated Timesheets Summer 2012
- Pre-Dated Timesheets Academic Year 2012-2013
- Request to Hire a Non-UConn Student
- Sample Student Employee Evaluation Form
- Unencumbered Work-Study Funds Form
- Work-Study Remaining Balance Tracking Summer 2012
- Work-Study Remaining Balance Tracking Academic Year 2012-2013

General Information
- Student User Guide for JobX
- Employer User Guide for JobX
- Frequently Asked Questions Regarding Student Employment
- Payroll Dates Summer 2012 & Academic Year 2012-2013
- Payroll Dates Summer 2011 & Academic Year 2011-2012

NOTE: Some of these forms may request a Social Security Number. In such cases, your Social Security Number has been requested to facilitate the processing of your financial aid application; to communicate with another institution at your request; or as mandated to process payroll, monitor federal student loan(s) or process veteran benefits.
Employment Guide

Student Employment

Financial Aid  Veterans Benefits  Financial Literacy

Employment Guide

Student Employment Staff

Kimberly Dudy  Assistant Director Scholarships/Student Employment
Cindy Garrison  Ashley Slater

Students as Part of the University’s Work Force

Employed in virtually all departments, students are a vital part of the University of Connecticut’s work force. Students work in positions covering all aspects of University functions: research, administration, information technology, fiscal management, library, maintenance, recreation/athletics, social services, academic services, public services, and the arts. Positions range from entry level to supervisory and highly technical levels.

Students on both the Student Labor and Work-Study payroll are considered temporary, non-exempt hourly workers. Students under these payroll do not receive benefits such as holiday pay or sick leave. They must be paid time-and-a-half for hours worked over forty per week.

Equal Employment Opportunity/Non-Discrimination Policy

In the employment of UConn students in any capacity, both on and off-campus, all employers/supervisors must adhere to the policies within this Student Employment Guide, the University Code of Conduct, the State Code of Ethics, and other relevant policies.

A summary of part of the University’s Affirmative Action and Equal Employment Opportunity policy follows. Full descriptions of all policies are available via the University of Connecticut Policies e-Library.

University policy prohibits discrimination in education, employment, and in the provision of services or harassment based on race, color, religion, age, sex, marital status, national origin, ancestry, sexual orientation, disability, or mental health status, and other legally protected status.

Contact Us

Our Location

Student Financial Aid Services
233 Glenbrook Road Unit 4141
Storrs, CT 06269-4141
Phone: (860) 486-3474
Fax: (860) 486-2953
studentaid@ucconn.edu

Helpful Links

Student Administration: Student Employment

Contents [hide]

1  Student Employment Staff
2  Students as Part of the University’s Work Force
3  Equal Employment Opportunity/Non-Discrimination Policy
4  Contact Us and Employers
5  Student Payroll
6  Advertising Available Positions
7  Student Classification (III, IV, V)
8  Class IV Advanced Level Professional Training Position
9  Student Job Descriptions
10  Student Labor/Work-Study Pay Scale
11  Guidelines for Determining Pay Rates
12  Enrollment Requirements for Student Labor Payroll
13  Processing Deadlines for Payroll
14  Student Payroll Authorizations
15  International Students
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17  Student Labor Encumbrances
18  Federal Work-Study Employment
19  Employment Verification
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27  Monitoring Student Earnings Under the Work-Study Payroll
28  FICA Deductions for Students

https://financialaid.ucconn.edu/StuEmp/University_Employers
Employment Guide Highlights

“Employment Records/Privacy”

- Maintaining confidential personnel records
  - ✔ Student Employment keeps Form I-9
  - ✔ Payroll maintains tax forms, electronic timecards
  - ✔ Other guidelines administered by University Archivist Betsy Pittman @ Dodd Center:
    - o Keep signed timesheets for 4 years from date of creation
    - o Obtain prior permission to destroy any records

- Employment Verification
  - ✔ Refer employment wage verifications requests to Renee in Payroll
  - ✔ FERPA privacy requirements
    - o Student employment = Educational records
    - o Even for parent inquiries, students must indicate it is OK to discuss Financial Aid matters in order for Student Employment to disclose any information
Employment Guide Highlights
“Meal/Rest Breaks”

- If scheduled 7.5 hours or more, **MUST** be offered 30 minute meal break (unpaid - must sign out)
  - CT State Labor Law
- If student cannot leave work station, **must** be paid for meal period (don’t sign out)
- Law does not say employees must have break if work shorter shift, but follow departmental policy on this matter
  - Rest breaks at discretion of supervisor and may be paid if they are short (e.g., 15 minutes).
  - Again, follow departmental policy.
Student Hiring Overview

University Employers

- Log in to JobX
  - Place job advertisements, access electronic job application review, and hire students

Welcome, UConn Student Employers!

Log in to our JobX system to post job advertisements, obtain online employment applications and hire students.

Click the links below for important employment information including Payroll Calendars, Work-Study balance tracking sheets, changes in payroll deadlines, and notices regarding the Work-Study system:

- Student Employment Guide
- Forms for Employers
- Employer User Guide [PDF]
- Subscribe to our ListServ

At the prompt, type "Student-L" for our department's list and "Student_Payroll-L" for subscription to the Payroll list.

Work-Study Awards

To calculate the total number of hours per semester a student may work to earn his/her full Work-Study Award:

Work-Study Award = Pay Rate \times Total Hours

Technical Tips

- A current version of Firefox is recommended for best compatibility. Other options include Chromium, Midori, SeaMonkey, Camino, or Konqueror.
- 11 hours are involved in the Work-Study system after 40 minutes of inactivity.
Student Hiring Overview
“Candidate Selection”

- Post online ads, may use other resources to solicit applications for new hires
  - Equal Employment Opportunity compliance = 2 week advertising requirement
  - No advertising requirement for returning employees
  - Can begin interviewing/hiring before 2 weeks are up
- Narrow down candidates to decide who to interview
- Interview candidates
  - Equity: Have standard set of interview questions
  - Questions and requirements must relate to job duties in ad
- Make hiring decisions and communicate with candidates
Student Hiring Overview

“Pay Rates”

Positions are categorized by job type and correspond to the following pay rate classifications:

<table>
<thead>
<tr>
<th>Level</th>
<th>Class</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>100</td>
<td>I</td>
<td>Entry-level, no prior experience required</td>
</tr>
<tr>
<td>200</td>
<td>II</td>
<td>Routine tasks, direct supervision required</td>
</tr>
<tr>
<td>300</td>
<td>III</td>
<td>Intermediate-level, less supervision</td>
</tr>
<tr>
<td>400</td>
<td>IV</td>
<td>Advanced-level positions, with duties specific to a particular student (no standard job descriptions - individual descriptions developed by departments)</td>
</tr>
</tbody>
</table>

- It is recommended that departments develop a pay plan to ensure that student employees are compensated fairly.
- Students performing work within a specific pay class cannot be paid a rate higher than the maximum rate within the assigned pay class.
# Student Hiring Overview

## “Pay Rates”

Note: this pay scale is effective 1/01/2010

<table>
<thead>
<tr>
<th>Class</th>
<th>Requirement</th>
<th>Pay Scale</th>
</tr>
</thead>
<tbody>
<tr>
<td>Class I</td>
<td>The position does not require a specific degree of skill or prior work experience.</td>
<td>$8.25</td>
</tr>
<tr>
<td>Class II</td>
<td>The position requires a reasonable degree of skill, prior experience and a fair amount of responsibility.</td>
<td>$8.40 - 9.60</td>
</tr>
<tr>
<td>Class III</td>
<td>The position requires a high degree of skill and entails an extensive amount of responsibility.</td>
<td>$9.65 - 11.60</td>
</tr>
<tr>
<td>Class IV</td>
<td>The position requires advanced skill, market/environmental demand, knowledge and/or training in a scientific, academic or specialized study.</td>
<td>$11.65 - 26.95</td>
</tr>
</tbody>
</table>
Minimum Wage Update

- January 1, 2014
  - $8.70
- January 1, 2015
  - $9.00
- UConn Pay/Class Rates will be adjusted and notification will be sent via Student Employment Listserv.
Student Hiring Overview

“WINJA Entry”

- Enter payroll authorization in WINJA as soon as candidate accepts position
  - SSN/Temp Num
  - Citizenship Status
  - Start & End Dates
  - Authorized amount
  - KFS Code
  - Job Code
  - Pay Rate
  - Ubox

- If confirmation page doesn’t show, log back in to insure that payroll authorization submitted
Pre-Employment Paperwork and Form I-9

- New student checklist
  - Student brings original forms of ID to Scholarship & Student Employment unit (Payroll if International Student)
- Once the Form I-9 is complete, the student will receive a “green sheet” to show that s/he has been cleared to begin work
  - Only a check in the top box indicates the student has completed the process
- After paperwork is completed, Student Employment releases hold on payroll authorization in Genesys
  - For International students, this is done by Payroll
- Form I-9 is valid as long as there is continuous employment
International Student Hiring

- Students may NOT begin work until they have green slip!
- Call SEU for Student’s SSN or temporary placeholder
- Enter the authorization in WINJA
  - You will need Student’s SSN/Temporary Number, Status, Country and Expiration Date.
- **AND** tell student to email Karla.Desjardins@uconn.edu
  - Student will complete Form I-9 & tax paperwork with Karla.
- You must give the student the F1 Employment Verification Letter so they can apply for SSN.
- Questions? Contact Karla
Important Reminders Regarding Employment Law

- Federal law:
  - ✔ Section 1 of Form I-9 must be completed and signed by student ON or BEFORE their first day of work (but not until after accepting job offer).
    - ☐ Failure to comply with Form I-9 requirements can lead to fines ranging from $110 - $16,000.00.

- Federal and State Labor Laws:
  - ✔ Employees must be paid in timely manner
    - ☐ Incomplete authorization or incomplete pre-employment paperwork = No timecard generated and no pay = Violation
Policies/Best Practices Related to Employment Law

- Do not schedule students to work before pre-employment paperwork is complete!
  - Student Employment will notify department liaisons of holds on payroll authorizations and reasons why student cannot yet work
  - NOTIFY YOUR WORKERS OF OUTSTANDING REQUIREMENTS

- Contact Student Employment and/or Payroll immediately if there are questions regarding authorizations

- Always enter time worked on the correct timecard and by payroll deadlines

- Contact Payroll immediately if there are paycheck errors
Dates and Deadlines

- Keep track of end dates!
  - Process new authorizations prior to end date of previous authorization.
- Update the Winja and Focus Agreement Forms
  - Annually by the end of each January
- Deadline for Student Payroll Time Report Sheets
  - Friday of non-pay week
- Deadline for the entry of the student hours in Focus
  - NOON on Friday of pay week
- WINJA Deadlines
  - New Students – Monday of pay week by close of business
  - Continuations – Tuesday of pay week by noon
- Last Day Work Study Students can secure a job: September 27\textsuperscript{th}
- Last Day Departments can enter payroll authorizations: October 11\textsuperscript{th}
Time Cards

- Call or email Maribel immediately with FOCUS access issues.
- Be sure to have a back up person for Online Timecard entry!
- Subscribe to the Student Payroll and Student Employment listservs.
- When requesting Focus access, you need:
  - Mainframe account AND
  - Focus Agreement Form
- Please send manual sheets only once!
  - Email, Mail OR Fax
  - Duplicate timesheets can lead to overpayment!
- Supervisors responsibility
  - Supervisors are responsible for the accuracy of their student’s timecards
Time Cards

Pay Period Ending Date

TRANKEY: PAY DATE (CCYMMDD):20130711 EARNNO:
PAGE: ISSUE DATE: UBOX:
NAME: END DATE: SEC:
FRSCODE: MAXHRS: 40 RATE:
AUTH AMT: REMAIN BAL: .00 Y-T-D:

CHANGE THE TIME SHEET INFORMATION AND DEPRESS THE ENTER KEY
HOURS WORKED - 1ST WEEK
FRI SAT SUN MON TUE WED THU TOTAL
.00 .00 .00 .00 .00 .00 .00 .00

HOURS WORKED - 2ND WEEK
FRI SAT SUN MON TUE WED THU TOTAL
.00 .00 .00 .00 .00 .00 .00 .00

PAYCODE: FICA: FINAL CODE: GRAND TOTAL: .00

***** RETRO PAYMENT INFORMATION *****
LUMPSUM: .00 OR
RETRO RATE: .0000 X RETRO HOURS: .00

PF2=CANCEL/QUIT ENTER=PROCESS

FINAL CODE: D=Delete/F=Finalize
FICA Code: A=Subject/B=Exempt
Student Sick Time

- Sick Time must be reported on the Student Payroll Sick Time Record.
  - Use the online form (populate dates/total hours):
    - Employee ID number
    - Hourly Rate (needs to be correct for pay period submitted)
  - Sick time should NOT be entered into FOCUS!
  - This is an official record - each sick day needs to be accurately recorded.
  - Submit sick time during cycle sick time was taken.
  - Submit one form per employee per job per pay period.
Student Sick Time continued

- Check balances in application prior to submitting form.
  ✓ [http://payroll.uconn.edu/PY/student_sick/StudentSick.html](http://payroll.uconn.edu/PY/student_sick/StudentSick.html)

- Do not send multiple copies of a form
  ✓ Email, Mail OR Fax

- Work Study Accounts CANNOT be used to pay sick time!
  ✓ Must have Student Labor account set up to pay.
ePay

- **User ID**
  - ✓ 6 digit employee number located on pay stub.
  - ✓ “Find Employee Number” link on the ePay page of the Payroll Department website.

- **Password (expires on first log in)**
  - ✓ First 4 letters of your last name (all caps) and last 4 digits of your Social Security Number.

- **System Profile**
  - ✓ Set up system email address and forgotten password help question located under My System Profile.

- Visit [www.payroll.uconn.edu](http://www.payroll.uconn.edu) for ePay Training Tools, FAQs, ePay Help Request Form and the Find Employee Number function
Direct Deposit

- Direct Deposit is strongly encouraged for all UConn employees
- Advantages
  - Avoid the inconvenience of manually depositing a check each pay period
  - Protection against loss or theft of checks
  - Payments are timely and reliable
  - Funds from direct deposit payments are accessible earlier than the funds from checks
Progressive Discipline

- Verbal Warning—specifying what area needs improvement
- Written Warning—when further disciplinary action is required
  - Contact Student Employment prior to issuing the written warning
- Dismissal—in the event the student fails to meet satisfactory standards of job performance
Grievance Steps

- **Informal**
  - ✔ It is hoped that both parties can come together to resolve the issue by communication
  - ✔ A representative from the Student Employment unit can be present if both parties agree

- **Formal**
  - ✔ Defined as, and limited to, a written complaint involving an alleged violation of a specific provision outlined in the Student Employment Guide

- **Step 1:** Upon receipt supervisor will schedule a meeting within 10 working days. The grievant will be given at least 3 days notice of meeting.

- **Step 2:** Grievant may appeal in writing to Assistant Director in Scholarships & Student Employment within 10 working days.

- **Step 3:** Grievant may appeal to Director of Financial Aid within 10 working days. This step is final and binding.
Supervising Minors

- Whether they are paid or volunteering, must follow the Connecticut Department of Labor guidelines
  [http://www.ctdol.state.ct.us/wgwkstnd/minors/wgminors.htm](http://www.ctdol.state.ct.us/wgwkstnd/minors/wgminors.htm)

- There is a list of Prohibited Occupations and Places of Employment
  [http://www.ctdol.state.ct.us/wgwkstnd/minors/wg18yrs.htm](http://www.ctdol.state.ct.us/wgwkstnd/minors/wg18yrs.htm)

- MUST follow non-UConn student hiring process for paid positions.
Work Study Split
“25% Match”

- University notified campus that beginning FY 2014 departments would be responsible for paying 25%
- Budget liaison will be reaching out to departments looking to hire work study students to obtain a KFS # to charge the 25% match
- More information to come as the Budget Office finalizes their implementation
Other Stuff

- Jury Duty
- Summer FICA Exemptions
  - Students taking classes are exempt from FICA Taxes
    - A = Subject to FICA
    - B = Exempt from FICA
- Workers Compensation
- Lump Sum
<table>
<thead>
<tr>
<th>Name</th>
<th>Department</th>
<th>Phone</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cindy Garrison</td>
<td>Student Employment</td>
<td>860-486-3474</td>
<td><a href="mailto:Cindy.Garrison@uconn.edu">Cindy.Garrison@uconn.edu</a></td>
</tr>
<tr>
<td>Ashley Slater</td>
<td>Student Employment</td>
<td>860-486-3474</td>
<td><a href="mailto:Ashley.C.Slater@uconn.edu">Ashley.C.Slater@uconn.edu</a></td>
</tr>
<tr>
<td>Maribel Ortiz</td>
<td>Payroll</td>
<td>860-486-1139</td>
<td><a href="mailto:Maribel.Ortiz@uconn.edu">Maribel.Ortiz@uconn.edu</a></td>
</tr>
<tr>
<td>Karla Desjardins</td>
<td>Payroll</td>
<td>860-486-5763</td>
<td><a href="mailto:Karla.Desjardins@uconn.edu">Karla.Desjardins@uconn.edu</a></td>
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</tbody>
</table>
Questions?