



Student Employment/Payroll Informational Session

Student Employment

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UConn

Agenda

- Payroll Reminders
- Work Study Information
- JobX Enhancements
- Questions???



Student Hiring Process – Core-CT/Smart HR

- Smart HR processing reminders
- Form I-9 reminders

Student Smart HR Processing Reminders

– Hire Template or Data Change Template?

- A Hire Template should be submitted for new Student Labor or Work-Study jobs.
- A Data Change template should be submitted for Student Labor employees who have been extended beyond their original appointment end date.
- A Data Change template should NEVER be submitted to extend Work-Study appointment dates.
- Funding source changes should NEVER be done on a Data change template.
- Please ensure ALL pertinent information is completed prior to submitting your Smart HR transaction.
- End-date notification emails.



Form I-9



- Reminder: Departments are responsible for completing **all** Form I-9s, including forms for international students.
 - Section 1 **MUST** be completed by the employee no later than the first date of employment.
 - Section 2 **MUST** be completed by the department within 3 business days of the first date of employment.
- Reverifications must be submitted for international students whose work authorization has been extended.
 - Payroll will notify departments via email of upcoming work authorization expiration dates.
- Form I-9 training is ongoing. Staff who are responsible for completing the Form I-9 can register for training through SABA. <https://hr.uconn.edu/learningatwork/>

Core-CT/Time and Labor Reminders

- When is a timesheet available?
- Entering and approving time

Core-CT/Time and Labor Reminders

- Timesheets should be available the first business day following the completion of the Smart HR transaction.
- Student hours should be entered in Core-CT by COB on Friday of payweek.
- Student hours should be approved by COB on Monday of off payweek.
 - Student employees CANNOT approve timesheets!

How Work-Study is Awarded

- Work-Study is a need based financial aid program
- Awards are based on fund availability
- Offered to both undergraduate and graduate students
- Enrollment requirements-full time
- Financial Need requirement



Work-Study Hires

- Work-Study records must be coded to KFS accounts that begin with 529
- Student Labor hires should **NEVER** be processed using an account that begins with 529
- Aid Year/Semester
- Funding Changes--If a Work-Study award has been exhausted, do not change the funding account number on the Work-Study record to a non-529 account
- A new hire should be processed using the UC_TBH_SL template to transfer employment from Work-Study to Student Labor
- Never extend the end date of a Work-Study authorization beyond the established end date

Work-Study-Tracking Balances



- To ensure that the funds will cover the entire semester, calculate the amount of hours that the student may work to last the entire 15 weeks when establishing a work schedule
- $\$1,100$ divided by 15 weeks = $\$73.33$ per week, divided by rate of $\$10.25/\text{hr}$ = 7 hours per week
- Utilize balance-tracking spreadsheets located on <https://studentjobs.uconn.edu/>
- Watch for timesheet exceptions
- Process a new hire using the student labor template when funds are in danger of being exhausted

Work-Study

- Time Reporting-enter hours on days actually worked
- Work-Study may only be earned in ONE department



Changes in Enrollment Status



- Since financial aid/work-study is awarded based on full-time status (12 credits)
- Enrollment is "frozen" on the 10th day of classes
 - February 4th for spring 2019
- If not enrolled full-time on that date, student must immediately stop working, unless employer is able to continue their employment on the student labor payroll
- Any amount earned after cancelation of award will need to be reimbursed by department using their student labor account

Separations/Leave of Absence

- Students may not work beyond date of separation/leave of absence
- Any Work-Study earned after the effective date must be reimbursed
- Scholarships & Student Employment receives a separation list that is generated by the Registrar's office
- Our office is working with the Dean of Students Office to include language regarding the impact LOA has on student employment
- **Work-study is a highly scrutinized program**



Changes or Adjustments to Work-Study Awards

- Cancellation of work-study award due to additional financial aid being awarded
- Our unit will notify supervisor as soon as we are made aware of the adjustment
- Employee will need to stop working on the work-study payroll
 - Can continue student on the student labor payroll if available funds
- Salary transfer may need to be initiated to reimburse work-study account for any earnings in excess of award if COA is unsuccessful
- **This process must happen due to Federal Regulations of Title IV aid**

Work-Study Important Dates

- January 18th-Spring only work-study begins
- February 15th-Deadline to secure a work-study position
- May 9th-Last day work-study students and May grads and the student labor payroll can work



JobX Enhancements



- A new look to sign on page
- Left navigation tab removed
- New search feature - can search by title or Job ID
- Admin will have ability to retrieve deleted jobs and applications
- Ability to change job employer (Admin)
- Most significant changes for students -will need login access to apply
- Students will need to create an account to apply for jobs
- **Stay tuned for new User Guide**

New Look Log-in Page!



You are required to log-in to use the system. Enter your username (email address) and password.

By logging-in I understand and acknowledge:

- Any unauthorized review, use, disclosure, or distribution of confidential information contained in this system is strictly prohibited.
- I agree to access and use information contained within this site for my employment duties only.
- Any misuse or unauthorized release of confidential information may be grounds for discipline or legal action.

STUDENTS:

- Please enter your credentials below if you have already established an account.
- If you don't have an account, please click the [Student Account Registration](#) link below to register for an account.
- If you have previously established an account and have forgotten your password, please click the [Forgot Password?](#) link below.

Please Log In!

Email Address

Password

Login

[Forgot Password?](#)

| [Student Account Registration](#)

| [Employer Request Signup](#)

JobX Enhancements –Control panel

My Control Panel

Once you have logged in, you can access *My Control Panel*. On this page you can perform nearly all tasks related to your jobs.

New Search Function!

If you have access to more than one employer, will need to click the dropdown

Your Selections: [Reset](#)
Job Filters Applied:
Employer: ADMISSIONS
Job Type: On-Campus Jobs (FWS & CWS)
Job Status: Show All

Job Filters
My Jobs: +
Employer Name: ADMISSIONS
Job Status: -
Listed Jobs (15)
Pending Approval (0)
Review Mode (4)
Storage Mode (1)
Job Type: On-Campus Jobs (FWS & CW)

Job Actions:
Delete Export Print Email Supervisors
-- Select Action Below -- Apply Action
Select/Deselect All Show 25 results per page 1 to 20 of 20

LISTED – Jobs Currently Listed with Applicant Data (if applicable)
ADMISSIONS

Ref #	Title	Contact	Job Type	App #	Listed	Actions
4337	AR Tech - 061516	Taige Test Employer	On-Campus Jobs (FWS & CWS)	3 (2 New)	06/15/16	
4315	Admissions Clerical Rep II	Taige Test Employer	On-Campus Jobs (FWS & CWS)	3 (2 New)	02/01/16	
4326	Advisor IV	Taige Test Employer	On-Campus Jobs (FWS & CWS)	1 (1 New)	02/18/16	
4330	Bookkeeping IV	Taige Test Employer	On-Campus Jobs (FWS & CWS)	2 (2 New)	03/29/16	
4324	Filing Clerk III	Taige Test Employer	On-Campus Jobs (FWS & CWS)	1 (1 New)	02/03/16	
4311	Office Manager	Taige Test Employer	On-Campus Jobs (FWS & CWS)	1 (0 New)	12/16/15	
4344	Technical Analyst - 090716	Taige Test Employer	On-Campus Jobs (FWS & CWS)	0 (0 New)	09/07/16	

JobX Enhancements – Managing Applications

You are adding a brand new job to the web site. ⓘ
>> Step 1: Supply Job Profile >> Step 2: Review Job Application >> Step 3: Go Live

The job data was successfully saved. However, the job is not posted on the web site. There are two more steps. First, please review the job application below and edit it to your preferences.

Pending Job Application - ADMISSIONS - Test

Timer 01:59:51

General		
First name	<input type="text"/>	*
Middle name	<input type="text"/>	
Last name	<input type="text"/>	*
Email <small>Please use your institutional email address (if you have one)</small>	<input type="text"/>	*
	<input type="text"/>	(re-enter to confirm)
Student ID	<input type="text"/>	*
Resume	<input type="button" value="Browse..."/>	

←

Click to add a new question →

Pick from Existing Questions Create a New Question

All A B C D E E G H I J K L M N O P Q R S T U V W X Y Z
+ admissions
+ word

Required fields are denoted with a red asterisk

JobX Enhancements - Creating New Questions

Pick from Existing Questions Create a New Question

Question Details

Question Type [?]

- Please select
- Single Line Text
- Multiple Line Text
- Single Choice
- Multiple Choice
- Date
- File Upload
- Instructional Text

Application Behavior

Application Section [?]

Select an existing section Create a new section

Other flags

Application input is required [?]

Prefill this question from previous answer? [?]

Where To Add This Question? [?]

Add Question

JobX Enhancements - Question Name

Pick from Existing Questions Create a New Question

Question Details

Question Type ⁱ
Single Choice

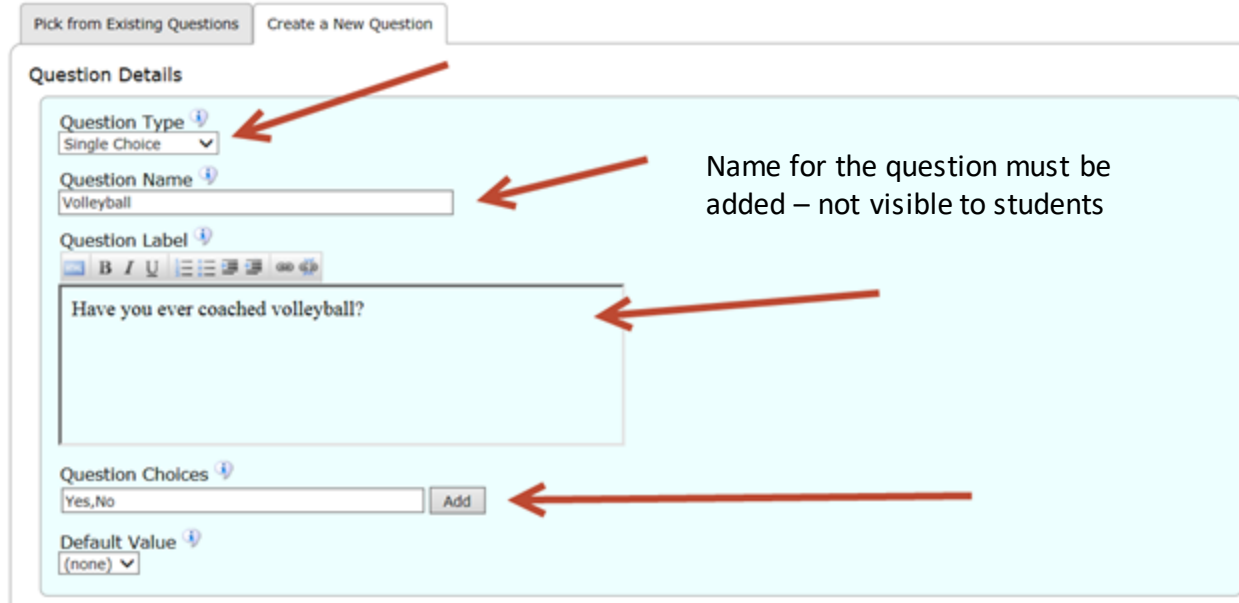
Question Name ⁱ
Volleyball

Question Label ⁱ
Have you ever coached volleyball?

Question Choices ⁱ
Yes,No Add

Default Value ⁱ
(none)

Name for the question must be added – not visible to students



Creating New Questions – Multiple Choice

Pick from Existing Questions Create a New Question

Question Details

Question Type ⁱ
Multiple Choice ▾

Question Name ⁱ
ws

Question Label ⁱ
B / U [List] [List] [List] [List] [List] [List]

This is a Work-Study only position. Have you been awarded Work-Study as part of your Financial Aid package?

Question Choices ⁱ
Yes x Add

Application Behavior

Application Section ⁱ
Select an existing section Create a new section
-- Please select -- ▾ [Text Box]

Other flags

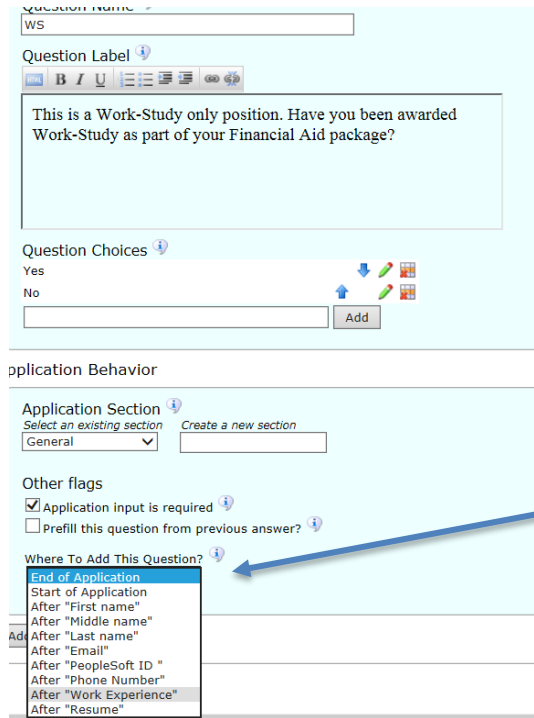
Application input is required ⁱ

Prefill this question from previous answer? ⁱ

Where To Add This Question? ⁱ
End of Application ▾

Each question choice must be added one at a time by clicking the add button

Creating New Questions –Where to Add?



The screenshot shows a web-based form for creating a new question. The form is divided into several sections:

- Question Name:** A text input field containing "WS".
- Question Label:** A text area containing "This is a Work-Study only position. Have you been awarded Work-Study as part of your Financial Aid package?".
- Question Choices:** A list of choices with "Yes" and "No" visible. There are icons for adding, deleting, and moving choices.
- Application Behavior:**
 - Application Section:** A dropdown menu set to "General" and a "Create a new section" input field.
 - Other flags:** A checked box for "Application input is required" and an unchecked box for "Prefill this question from previous answer?".
 - Where To Add This Question?:** A dropdown menu with the following options:
 - End of Application (highlighted)
 - Start of Application
 - After "First name"
 - After "Middle name"
 - After "Last name"
 - After "Email"
 - After "PeopleSoft ID "
 - After "Phone Number"
 - After "Work Experience"
 - After "Resume"

Use caution when deciding where to add the question. If you select end of the application it will go after the resume

JobX User Guides



- New user guides for both employers and students are in progress
- Please email screen shots to cindy.garrison@uconn.edu if you experience any issues or error messages

