Student Employment/Payroll Informational Session

Student Employment

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Agenda

- Payroll Reminders

- Work Study Information

- JobX Enhancements

- Questions???

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Student Hiring Process – Core-CT/Smart HR

– Smart HR processing reminders

– Form I-9 reminders

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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.

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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/

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Core-CT/Time and Labor Reminders

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

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Core-CT/Time and Labor Reminders

- Timsheets 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!

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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

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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, <u>do not change the funding account number on the Work-Study record to a non-529 account</u>

- 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

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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/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

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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

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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
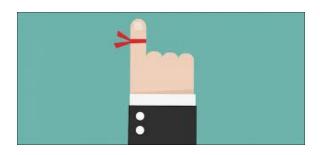- **Work-study is a highly scrutinized program**

Changes or Adjustments to Work-Study Awards

- Cancelation 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**

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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**

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New Look Log-in Page!

Please Log In!

Email Address   jon.husky@uconn.edu   ✕

Password

Login

Forgot Password? | Student Account Registration | Employer Request Signup
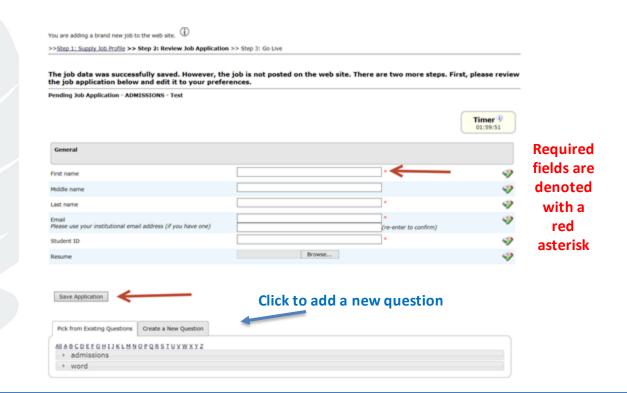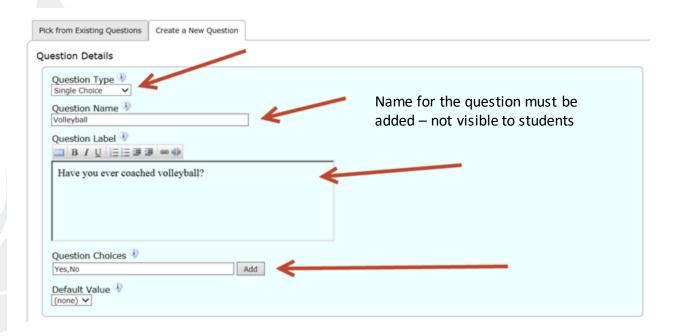
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JobX Enhancements –Control panel

JobX Enhancements – Managing Applications

JobX Enhancements - Creating New Questions

JobX Enhancements - Question Name
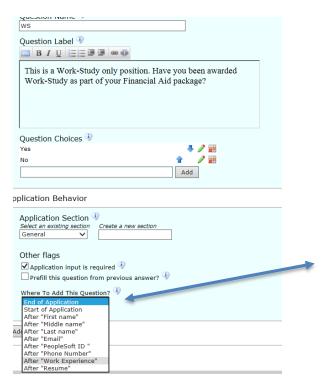

Name for the question must be added – not visible to students

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Creating New Questions – Multiple Choice

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

Creating New Questions –Where to Add?

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