



**UMass** | Dartmouth

## Student Employment Handbook

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## INTRODUCTION TO THE STUDENT EMPLOYMENT PROGRAMS

The University of Massachusetts Dartmouth is working with you and for you in the Student Employment Office. With thousands of participants this year in the work programs, students can choose from hundreds of diverse job opportunities, most of which offer flexibility in scheduling, and all of which offer comfortable work environments. Whether building on existing skills or developing new skill sets, students build their resumes when working with our University's faculty and staff.

The goal of the Student Employment Office is to make on-campus employment opportunities fair and accessible to all students who qualify. There are several types of student employment programs: Federal Work Study (FWS), Non-Work Study, and graduate student stipend programs. Your federal work study award is not directly applied to your University bill.

When establishing your work schedule, it is important to keep in mind you may not work more than 20 hours per week while classes are in session, and no more than 40 hours per week during spring break, winter intersession, or summer. Students are only allowed ONE federal work study job at a time but may work additional non-work study jobs as long as the total number of hours does not exceed the allowable hours per week.

## THE BASICS OF APPLYING FOR EMPLOYMENT

**NEW STUDENTS** who have never participated in the work programs, should visit the student employment website, <https://www.umassd.edu/studentemployment/>. Click the Corsair Jobs student login button to begin your job search. Your login and password will be your UMD email address and current UMD password.

The Corsair Jobs site will prompt you to confirm your citizenship and upload a resume. Please be sure to complete your Corsair Jobs profile so that your information is complete and up to date.

When beginning your job search you should select the Student Employment Jobs in the Job Search drop-down menu. Choose positions that you might be interested in and apply for those jobs on Corsair Jobs to contact the supervisor. The supervisor will reply to you to set up an interview and to possibly hire you. It is always a good idea to apply to a few different positions to ensure that you find the right fit. The Student Employment Office also recommends that you look at jobs available within your major field of study.

You are also required to complete the Federal I-9 form. You should submit the completed form to the Student Employment Office in the Foster Administration building, room 105, along with **original** forms of identification as specified on page three of the I-9 that will be emailed to you.

You will not receive your contract to begin working until these documents are received and processed. These documents, as well a list of acceptable forms of identification, are available at <https://www.umassd.edu/studentemployment/forms/> . It is also strongly recommended that you complete a direct deposit form available online at via HR Direct after your hiring process is complete.

Employment contracts will be emailed to students and supervisors when all required steps have been completed. **Students are not authorized to begin working until they receive the email notifying them that the hiring process has been completed.**

**RETURNING STUDENTS** who were awarded a FWS award, must now login to Corsair Jobs as detailed above to apply for jobs. This is the only way that the Student Employment Office can generate an employment contract. Students may return to their prior position if their supervisor has requested them, but they are still required to apply through the Corsair Jobs site. Supervisors are aware of this process and will have your job description in Corsair Jobs for you to apply to. Contracts will be emailed to the students' UMass Dartmouth email address and also to supervisors when all required steps have been completed. **Students are not authorized to begin working until they receive the email notifying them that the hiring process has been completed.** Please note that contracts should be completed and signed online once you receive the email.

## FEDERAL WORK STUDY ELIGIBILITY

If you are eligible to work through the **Federal Work Study (FWS)** program, you would have been offered federal work study on your financial aid award notification letter from the Office of Financial Aid. Students/Parents can also view their awards on COIN. Otherwise, you will need to look for a non-work study job, or a stipend job if you are a graduate student.

As part of your financial aid process, your financial aid application may be randomly selected for a process called verification. Verification is a process by which a student is required to submit documentation to verify the financial and family information reported on the FAFSA. **Changes made during the verification process could result in a change to your federal work study award.** Students are notified of changes through subsequent award notification emails. Please be sure to check your UMass Dartmouth email account and your COIN account to-do list regularly so as not to miss important communications.

## OFF-CAMPUS COMMUNITY SERVICE EMPLOYMENT

We are pleased to offer opportunities for students to earn money while giving back to our community. We have several openings for Community Service Student Employment. These positions are listed on Corsair Jobs. While there are many options to choose from, we wanted to highlight a wonderful program in particular that is available.

## America Reads

President Clinton initiated this national campaign to ensure that every child can read well and independently by the end of third grade. Work Study students will be trained as reading tutors and placed in a local elementary school. Tutors gain educational experience as they help children to improve their literacy skills.

## REQUIRED HUMAN RESOURCES DOCUMENTATION

Students who have never worked on campus before must complete the I-9 form before a contract will be generated. These documents can be obtained on the Student Employment website in the forms section, or from the Student Employment Office.

The Homeland Security Act requires UMASS Dartmouth to verify the identity and employment eligibility for every employee hired after November 6, 1986 by completing an I-9 form.

**In order to complete the I-9 form, you must provide IN PERSON acceptable original forms of identification documentation along with the I-9. This form must be completed before you are authorized to work.** Acceptable forms of ID include a valid U.S. Passport, student driver's license or student ID card, signed Social Security card, and/or birth certificates. For a complete list of acceptable documentation, please see page 3 of the I-9 form and instructions. ([www.umassd.edu/studentemployment/forms](http://www.umassd.edu/studentemployment/forms)) All **original** documents should be brought to the Student Employment Office where we will make copies and certify the validity of the documents.

We recommend that these forms be completed throughout the summer to ensure timely processing of contracts and paychecks. We also strongly recommend that each student complete a direct deposit form for their paycheck. This ensures that the checks do not get lost in the mail, or in the case of an international student, that the check does not go to the student's permanent home address. The direct deposit form is available at via HR Direct after your hiring process has been completed.

Federal Work Study and UMASS Dartmouth Student Employment earnings are considered taxable income, and you must declare these wages when you file your taxes with the IRS each year. The Human Resources Office will send a W-2 form to you at the end of each calendar year indicating your earnings. If your address changes, please notify the Payroll Office.

## THE HIRING PROCESS

The hiring process can take 3-12 days from start to finish. For international students, 2-4 weeks depending upon SSN receipt.

1. The supervisor submits a hiring request on your behalf.
2. Both student and supervisor will receive a “step on completed” email notifying them that the hire has been approved to begin the hiring process.
3. Student submits their I-9 form in person All required documents are submitted and placement approvals received.
4. The Student Employment Office uploads all placement to Payroll to be activated.
5. The supervisor and the student will receive a confirmation email stating that the hiring process is complete and the student can begin working.
6. The student will have access to enter their hours into HR Direct.
7. All University employees are paid on a biweekly schedule. The Pay Calendar can be found at: <https://www.umassd.edu/hr/employee-resources/new-employee-essentials/>

Students need to have their paycheck deposited directly into their personal bank account. Sign up for direct deposit via HR Direct.

## DETERMINING HOW MANY HOURS TO WORK EACH WEEK

How does a student and supervisor determine the number of hours they should work during a semester to earn their award?

$$\begin{aligned} & \text{Amount of Semester Work Award} \\ & \div \text{Pay Rate} \\ & \div \text{Number of Weeks in Academic Year} \\ & = \text{Number of Hours to Work per Week} \end{aligned}$$

**For example:** A student’s financial aid award notification letter indicates a \$2,500 work award.. By applying the above formula, this student would be able to determine that he/she would need to work approximately 5.5 hour per week.



$\$2500.00 \text{ (full award amount)} \div \$15.00 \div 30 \text{ weeks (15 weeks/per semester)} = 5.56 \text{ hours per week}$

**Please note: If you plan on working during the winter intersession or spring break, and will be using federal work study funds, adjust the number of weeks to work in the above formula accordingly.**

## TRACKING YOUR HOURS

Completing your timesheet by appropriate deadlines is essential for receiving your paycheck on time. Log on to HR Direct to report your time each week. Your supervisor will verify and approve the hours submitted. .

After your hire is processed, you will be given access to “HR Direct” in the Quick Launch drop down menu. If you do not have access to HR Direct, that means your hire is not processed and you should not be working. Both student and supervisor will receive a “Congratulations” email when the hiring process is completed.



Students and supervisors are required to keep track of your hours. You must enter the hours that you work by noon each Friday. . Failure to do so will result in no paycheck being generated for you for that pay period. If you work on a Saturday, make sure that your supervisor approves that time by Monday at noon the latest. If you forget to enter your hours into the system, the supervisor must complete a late pay form...

## PAY SCALE

The University of Massachusetts Dartmouth recognizes the value of student employees working on campus. All students will be paid at least minimum wage, but may be paid at a higher rate depending on the job.

## RECEIVING A PAYCHECK

The following process takes place for a student employee receiving their first paycheck after they receive their employment contract via email from the Student Employment Office:

- The Student Employment Office sends all forms to the Payroll Office where they are entered into the payroll computer system.
- The student will receive access to log their hours into HRDirect.
- All University employees are paid on a biweekly schedule. The pay period ends on a Saturday and the paychecks are available the following Friday.

It is strongly recommended that students have their paycheck deposited directly into their personal bank account. A direct deposit authorization form is available via HR Direct. If one chooses to use direct deposit, your pay stub will be available to you through HRDirect.

## REASONS YOU MAY NOT RECEIVE A PAYCHECK ON TIME

Every effort is made to ensure prompt payment of earnings. However, there are a number of issues that could cause a paycheck to be delayed or not issued. They are as follows:

- Contract not processed by the Student Employment Office due to missing or incomplete paperwork. If you are not hired, you are not legally authorized to work.
- Completed contract not received by UMD Payroll before processing deadline.
- Timesheet was submitted after the deadline.
- Timesheet was not approved by the supervisor.

**Students should check with their supervisor if they were not paid in a given pay period. Any other questions should be directed to Payroll at: [UMassDartmouthPayroll@umassP.edu](mailto:UMassDartmouthPayroll@umassP.edu)**

## STUDENT'S RESPONSIBILITIES

When students receive their Work Authorization email with attached contract, they acknowledge that they have read and agree to comply with the conditions listed in the Student Employment handbook. Receipt of the Work Authorization Form (contract) without reply implies that both the supervisor and the student acknowledge their obligation to comply with the regulations and guidelines of UMass Dartmouth's Student Employment Program. Among a student's obligations are the following:

- Students must complete all necessary paperwork and receive authorization email from HR before they can begin working.
- Students must be given the opportunity to review the Payroll Schedule and all deadlines with their supervisor.
- Under no circumstances may a student work more than 20 hours a week while classes are in session. However, if classes are not in session, a student may work up to 40 hours per week. Students are not permitted to work over 40 hours per week.
- Students must enter their hours worked into HRDirect every week by noon on the Friday.
- Students must report their hours in a timely, truthful, and accurate manner. Students may neither report time not yet worked on their timesheets, nor may they work additional

time that they fail to record on the timesheet. No advances on student paychecks will be given.

- Students are held accountable for maintaining strict confidentiality for any and all potentially sensitive information they encounter in the course of performing their jobs.
- Students will abide by their department's policies and regulations, including any applicable dress code.
- Students must notify their supervisor if they are going to be late for an assigned shift.
- Students must give their supervisor sufficient advance notice (usually 24 hours) if they will be unable to work during their scheduled time. Repeated absences are grounds for termination.
- Students are strongly encouraged to give two weeks' notice if they decide to resign from their position.
- Students will notify their supervisor of any change in their class schedule which could impact their work schedule, as well as any change in their enrollment status.
- Students must understand that they will lose any part of their federal work study award that they do not earn by the end of their employment period.
- Students must notify their supervisor if their award changes.
- Students will abide by the University's Code of Conduct, which absolutely prohibits harassment or discrimination on the basis of another's sex, race, color, religion, age, national origin, sexual orientation, gender identity, disability, veteran status, or any other characteristic protected by law.
- Please be sure you understand the supervisor's expectations prior to beginning work.
- Be sure to communicate with your supervisor if you are experiencing difficulties in your work environment.
- Please do not study while on the job. **You are paid to work, not to study!**

## STUDENT DISCIPLINARY PROCESS/TERMINATION OF STUDENT EMPLOYMENT

Student employees may be subject to termination of their student employment if they are unreliable or fail to perform their required responsibilities, including completing timesheets by the deadline. **Students generally are entitled to the following disciplinary process prior to employment termination:**

1. Supervisors should give a verbal warning to an underperforming student and review with the student any issues with the student employee's work performance. The supervisor should give the student recommendations for improvement. If the warning is the result of failure to complete a timesheet by the deadline, the supervisor should inform the student of pending termination if the behavior does not correct itself.
2. If the student does not improve, their supervisor should give the student a written warning reiterating the issues they are having with the student's work performance and the terms the student will need to uphold for his or her employment to continue. Students should be given a chance to improve by a certain date. Both the student and their supervisor should sign the written warning. Again, if the warning is the result of the failure to complete the timesheet in a timely manner, it should inform the student of pending termination if the behavior does not correct itself.
3. If the student fails to adequately correct his or her behavior by the determined date, he/she should be given a written notice of termination from the supervisor. All the reasons for the termination should be listed. A copy of the letter should be sent to the Student Employment Coordinator and the letter shall be placed in the student's file. If the student's behavior violated the College's Code of Conduct for Students, a copy of the termination letter shall also be sent to the attention of the Dean of Students and the matter may be referred to the Student Judicial System.

*Notwithstanding the above process, students' employment may be terminated immediately in cases of flagrant, willful violation of college rules or violations of law. Such infractions that may justify immediate termination may include but are not limited to stealing, insubordination, breach of confidentiality, falsifying a timesheet, arriving for a shift under the influence of alcohol or drugs including marijuana or engaging in sexual harassment or unlawful discrimination.*

## STUDENT EMPLOYEE APPEAL PROCESS

A student shall have the opportunity to appeal a termination due to poor job performance. Terminations resulting from funding limitations and/or revised staffing needs of a department cannot be appealed. The purpose of this procedure is to promote the prompt and efficient resolution of student employment complaints. Students and their supervisors should make every reasonable attempt to resolve problems wherever possible, without resorting to this procedure.

Complaints regarding terminations due to unsatisfactory job performance may be filed as follows:

**Step 1:** The student shall, within ten (10) business days after termination, discuss the complaint with their immediate supervisor. The supervisor shall have five (5) business days to review and respond to the complaint. If the student believes the matter is unresolved after Step 1, the student may move the complaint to Step 2 within three (3) working days of the Step 1 response.

**Step 2:** The student may file a written appeal with the Manager of Student Employment. The Manager shall have five (5) working days from receipt of the complaint to review and respond to the complaint. The student should provide as much factual information and evidence in their written appeal as to assist the Manager in making an informed decision. The Manager will issue a written response to the student and the supervisor.

The Manager's decision is final.

Failure to comply with the time limits by the student, in the absence of written agreement, shall be construed as satisfactory resolution of the complaint.

In calculating time limits in this section, Monday through Friday, excluding legal holidays, shall be counted.

## CONFIDENTIALITY AND FERPA

The Family Educational Rights and Privacy Act (FERPA) is a federal law, enacted in 1974, that guarantees the confidentiality of student records. It is important for students to familiarize themselves with some of the basic provisions of FERPA especially if they have access to other students' confidential information in order to ensure that students do not violate this federal law. Students who violate FERPA may be subject to disciplinary action, including, but not limited to, the loss of their job.

Student workers must understand that any student information they view or hear on the job must remain in the workplace. Students must not, under any circumstances, release student information to anyone unless their position specifically requires them to do so. In addition, students may not acquire student records information that is not relevant to their job.

Departments that hire student workers may wish to require those students to execute a Code of Conduct Agreement, such as the sample agreement listed below:

## STUDENT CODE OF CONDUCT

As a student employee, I understand that I am expected to act in a professional and ethical manner. I understand and agree that the following is expected of me.

1. I will maintain absolute confidentiality of work-related projects and personnel.
2. I understand what constitutes permissible work absence and who to notify if absent.
3. I will be on time and prompt with assignments.
4. I will dress appropriately for the work setting.
5. I will follow through on commitments.
6. I will not conduct personal business during work hours (e.g. studying, emails, cell phone, internet, Facebook, etc.)
7. I will keep a positive attitude.

I agree to the above stated Code of Conduct and will make every effort to abide by its terms.

Student Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Supervisor Name: \_\_\_\_\_ Signature: \_\_\_\_\_



## SUPERVISOR'S RESPONSIBILITIES

- Supervisors will not permit students to work until they have received an email from Human Resources indicating that the hiring process is complete.
- Supervisors must review the Payroll Schedule and all deadlines with their students.
- Supervisors will approve their student employee timesheets in HRDirect by 12 pm on the day that they are due, according to the posted payroll schedule.
- Under no circumstances will a supervisor permit a student to work more than 20 hours a week while classes are in session. However, if classes are not in session, a student may work up to 40 hours per week. Students are not permitted to work over 40 hours per week.
- Supervisors will submit a new Placement Record for each academic year and each summer for all students they employ once they have reapplied to a posted position, as the summer terms are considered separate from the fall/spring terms.
- Supervisors must notify the Student Employment Manager of any changes to current supervisor; any new contact information must be disclosed in a timely fashion.
- Supervisors are responsible for reading and complying with Student Employment email announcements throughout the year.
- Supervisors will outline basic work expectations and responsibilities to each of their student employees.
- Supervisors will notify the Student Employment Office of any change in status of any of their student employees by completing a payroll authorization change form if applicable.
- Supervisors will monitor student time to approve only the hours actually worked by the student.
- Supervisors will recheck their timesheet approval queue prior to noon on timesheet due dates to verify that all their student employees have been approved.
- Supervisors will verify that all of their current student employees are on their timesheet each week.

## STUDENT EMPLOYMENT OFFICE'S RESPONSIBILITIES

- Assist students in the process of obtaining employment through Corsair Jobs.
- Be sure that all students complete the I-9 and W-4 forms prior to receiving a contract.
- Process all Student Employment contracts and forward them to the Payroll Office for processing.
- Update the Student Employment webpages periodically to be sure information is accurate.
- Notify supervisors and students when they are close to earning their award limit.
- Assist supervisors and students when employment problems arise.
- Notify students, supervisors and the Payroll Office when a change has been made to a financial aid package that affects a work study award.

## SUMMARY

It is the responsibility of the student to adhere to the policies and procedures for Student Employment as described herein. Failure to adhere to these policies and procedures can result in loss of funding for student employees. All questions and concerns should be directed to the Student Employment Office:

### **Student Employment**

Foster Administration, Room 105

(P) 508.999.8647

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