



THE UNIVERSITY OF TEXAS AT DALLAS



UT Dallas Student Employment Manual

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Introduction

The UT Dallas Career Center has managed the job listing and application process for student employment since the spring semester of 2001. Centralizing the student employment program with the Career Center offers students a simplified, more convenient approach to accessing information about job opportunities, both on- and off-campus. Centralizing the process also creates an educational opportunity for Career Center staff to teach students effective job search methods and the value of student employment to their overall career development.

Campus departments also benefit from this centralized approach. Posting student job openings with the Career Center ensures equal opportunity for all qualified candidates in compliance with EEO laws and reduces the number of students going department to department seeking opportunities. The Career Center strongly discourages students from contacting departments directly regarding open positions. Departments also benefit by being able to advertise their positions more broadly, which draws a richer pool of candidates and helps them manage their hiring process more efficiently.

The On-campus Student Employment Program is coordinated by the Career Center Student Employment Coordinator, who is responsible for the following:

- advertising on-campus, part-time, non-benefit eligible student job opportunities (work study and non-work study)
- coordinating information tables for off-campus employers with part-time job
- advertising Federal Work-Study community service part-time job openings for off-campus nonprofit organizations and government agencies
- coordinating the annual Student Employee of the Year recognition program and National Student Employment Week Activities.

In addition, the Career Center conducts career seminars on many different career topics, including interviewing, job search techniques, identifying transferable skills, and resume writing.

If you need assistance or have additional questions about student employment that are not answered within this manual, please call the Career Center Student Employment Coordinator at (972) 883-2943 or stop by the Career Center, located in the Student Services Building, 3.300. We also encourage you to stay up to date by visiting the “For Faculty/Staff” section of our website (www.utdallas.edu/career).

Definition of a Student Employee

The Career Center Student Employment Program defines a student employee as a part-time, non-benefit eligible employee who is currently enrolled at The University of Texas at Dallas as a student, is registered for classes and whose primary purpose for being at the University is the achievement of a degree or certification program. Student employees are considered at-will employees, and their employment is interim or temporary and incidental to the pursuit of a degree or certification. As long as they are assigned to the 9996 work-study or 9997 student hourly worker class code, student employees are never eligible for fringe benefits no matter how many hours they are assigned to work.

This definition excludes students who are employed as Research Assistants (RA) and Teacher Assistants (TA). Questions concerning the employment of students in these categories should be directed to the desired academic department.

IMPORTANT NOTE:

Students who have graduated must be off the Student Employment payroll by the date of graduation. In addition, students who withdraw from classes may not continue their employment as a student worker. These individuals can be hired through the Office of Human Resources as career employees should they meet the qualifications of an available position. All benefit-eligible employees must be hired through the Office of Human Resources (x2221).

Quantity of Work Rule

The Board of Regents adopted the *Quantity of Work Rule* to establish a maximum amount of course work employees of the UT System are permitted to take, dependent upon their degree of employment

The *Quantity of Work Rule* (*Administrative Policies & Procedures Manual D2.200.0* http://www.utdallas.edu/utdgeneral/business/admin_manual/pdf/d22000.pdf) for student employees states, “A student’s combined employment and semester hours may not exceed forty (40) hours per week.” The Career Center must verify that FWS students who are hired by campus departments are in compliance with the quantity of work rule.

NOTE: Departments are responsible for complying with the *Quantity of Work* rule when hiring non-work-study (NWS) students.

There are additional quantity-of-work restrictions imposed by the USCIS for international students with F1 student visas. For further details on these USCIS regulations, see “Hiring International Students” later in this manual or contact the International Student Services Office (x4189).

Classifying Your Student Jobs

Student employees (other than TA or RA positions) should **ALL** be assigned to a job class code, either 9996 or 9997. Student employees in these class codes are never benefit eligible no matter how many hours they work. On-campus jobs that are staffed by students can be listed as federal work-study (FWS) positions and placed in job class code 9996 or non-work-study (NWS) positions and placed in job class code 9997. Such designations do not imply they are different types of positions; the designations are simply an indication of the funding source for the position. However, the HRS position numbers will be different based on which students are hired. (i.e. FWS positions have a different position number than the NWS positions.)

What is Federal Work-Study?

Students who apply for financial aid may be awarded Federal Work-Study (FWS) funds through the Financial Aid Office. The term “Work-Study” indicates that eligible students may be provided with opportunities for employment that are subsidized by the federal government while they are enrolled for at least 6 credit hours graduate or undergraduate.

The FWS program pays 75% of the student’s earnings, and the other 25% is paid by departmental funds. Each eligible student is awarded a specific FWS dollar amount for the academic year. The total earning of the student while in a work-study position(s) may not exceed the original award. To clarify, this means the combination of the 75% subsidized by the FWS program and the 25% paid by departmental funds may never exceed the original award amount. Should a FWS student reach his/her maximum FWS award, the student may be reassigned to a non-work study student position. If the student is reassigned, the department is responsible for 100% of the student’s wages from that point forward.

The hourly wage rate is up to the department; however, the higher the hourly wage, the faster the FWS award is depleted. The actual work schedule will depend on the student’s academic schedule and the employer’s need. A student may not work when he/she is scheduled to be in class. If a class is cancelled, the student should not plan to come in to work without approval from the department supervisor.

Students eligible to work under FWS must meet federal guidelines for the program. Students can work, using their FWS funds, beginning 10 days before the first day of classes and ending the Friday prior to commencement unless, there is a pre-determined date established by Payroll, Financial Aid, and the Career Center. If the student withdraws from the University at any time during his or her employment, the Federal Work-Study funding will be cancelled and employment in the FWS position must be terminated.

Hiring a Student

Hiring a student worker, whether work-study or non-work-study is the responsibility of the hiring department. Disciplinary action or termination of a student worker is also the hiring department's responsibility. The Career Center is here to guide you through the process.

Posting a Student Job Through the Career Center:

There are two ways to post a student job opportunity with the Career Center: (1) post it yourself through UTD *CareerWorks* or (2) complete and return the job posting form to the Career Center to be entered into UTD *CareerWorks* by Career Center staff.

To post an on-campus job yourself, you must contact the Student Employment Coordinator to get your username and password for UTD *CareerWorks*. After your account is activated, go to the Career Center web site (www.utdallas.edu/career) and follow the directions listed below:

- 1) Select the "UTD *CareerWorks*" icon, on the right-side of the screen
- 2) On the new screen, select "Employers Login"
- 3) Enter your username and password
- 4) Scroll over "My Jobs", select "New Job" and post your job(s)
- 5) You will receive an email each time a student submits a resume for your position. This message contains a link to view the resume submitted.
- 6) You also must have Adobe reader downloaded on your computer to open up the resumes.

To have Career Center staff post an on-campus job for you, you must complete the Student Employment Job Posting Form. The form can be found on the Career Center web site under "Faculty/Staff," or a copy can be faxed from the Career Center. The following information is required for a job listing:

- Whether you are considering work-study students or non-work study students
- The supervisor's name
- Location of the department
- Duties and responsibilities expected of the student employee
- Experience or other skills required for the job
- Hourly rate of pay
- Specific days/hours to be worked (flexibility in schedule is permissible)

Collecting & Reviewing Resumes:

Students will submit their resumes to you electronically in response to the job(s) you have posted. You will review the submitted resumes. After you have reviewed the resumes, you will contact the students you wish to interview directly.

Interviewing:

The department is responsible for scheduling and conducting the interview with the student, (the Career Center does not interview or prescreen for a department). It is suggested that the following items be discussed with the student during the interview:

- Detailed description of job duties (beyond those listed in the job description)
- Personal conduct and dress expected of the student
- Hours of operation and the student's weekly schedule, including start date
- Rate of pay for the position

Because the Criminal Background Check is required for most on-campus employment, it is best to have interviewees complete a form at the time of the interview.

Decision Making:

If the Criminal Background Check is necessary to work in your department, then a form must be submitted to the police department and approved prior to extending an offer of employment. When the department is ready to offer the position, it is the responsibility of the department to contact the student and offer him/her the position. **If the available position is a work-study position, please verify that the student you wish to hire has been awarded work-study funds by contacting either the Student Employment Coordinator (x2943) or the Financial Aid Office (x2941) prior to offering the position to the student.** If the work-study student you are hiring has indicated he/she has worked somewhere else on campus during that same award year, part of that student's award will have already been used. **You will need to verify the amount of the award still remaining.** You may contact the Student Employment Coordinator (x6195) to verify the remaining amount.

If you want to hire a student for more than 50% time, please contact the Career Center prior to offering the position to the student for verification that the student meets the quantity of work rule.

IMPORTANT NOTE:

Departments are asked to report the names of their student hires to the Student Employment Coordinator each semester. The Student Employment Coordinator is required to maintain a record of the job description, name or hired student, rate of pay, number of hours and date of hire for all student employees.

Criminal Background Checks:

Criminal background checks are required for all students working in security-sensitive positions on-campus. The background check must be completed prior to a job offer being made. The form can be found on the Human Resources Website under "Hiring an Employee." It is recommended that all applicants you interview be asked to complete this form.

1. Have the applicant complete, sign, and date the top of the form.
2. For student employees only, the department should complete the section labeled “This Section To Be Completed by Human Resources.”
3. Be sure to use “Student Worker” in the Position Title.
4. Send the completed form to the UT Dallas Police Department directly.
5. The hiring department will be notified after the background check is completed.
6. If the applicant is cleared, the department may proceed with the offer of employment. If for any reason, the applicant is not cleared for hire for the position, the department may **NOT** tell the applicant the reason.

Completing the Proper Paperwork:

You will complete the same HRS paperwork for a student hire that you complete for any other hire. The forms may be found in the Electronic Forms section of the UT Dallas website. For questions related to HRS forms, contact the HR Department at x2221. For the Personnel Action Form (PAF) part-time, non-benefit eligible student employees (excluding TAs and RAs) should be assigned to job class code 9996 work-study or job class code 9997 student worker, job group code “Z” (Student-No Benefits-Hrly).

In addition to the HRS paperwork, please do not forget to notify the Student Employment Coordinator in the Career Center with a list of your student hires and their hourly wages.

If hiring a work-study student (job class code 9996), the PAF must be routed through the Career Center prior to HR or Budget. The Career Center verifies the student does have work-study funds and that the correct dates and work-study account number are recorded.

Continuing a Student’s Employment for a new Academic Year:

If you wish to continue a student’s employment for a new academic term, please complete the following steps:

- If the student employee is being paid with FWS funds, the department must verify that the student is still a registered student and a recipient of a FWS award for the new year/term and complete the necessary paperwork to get the student into the appropriate work assignment for the new term.
- If the student is a non-work study student employee, the department needs to verify that the student’s work assignment has been carried forward to the new term on the appropriate budget and that the student is still in compliance with the *Quantity of Work Rule*.
- Notify the Student Employment Coordinator of all students who will be working for the department for the new academic year.

Students Changing Jobs:

Students are encouraged to honor their commitment to the hiring department and not engage in “on-campus job hopping.” Students in work-study positions are encouraged to remain in their jobs for the full award period; however, a job change can be made at any time during the award period. Students are expected to give their current supervisors

two weeks' notice before leaving the position. The current supervisor must also fill out the appropriate paperwork to end the assignment and notify the Student Employment Coordinator that the student is no longer working in that department. The forms may be found in the Electronic Forms section of the UT Dallas website.

If a FWS student is working in more than one office (within the guidelines of the *Quantity of Work Rule*), each employer and the Student Employment Coordinator (2943) must be notified by the student. It is important that the student and each employer monitor the earnings so the work-study award is not exceeded.

Departments that hire a work-study student who has worked for another department during the same award year will need to confirm the dollar amount remaining on the student's award for the award period with the Student Employment Coordinator.

Student Earnings:

Part-time student employees are paid on an hours-worked basis and hours should be recorded on a daily basis. The hourly wage rate and the number of hours assigned to work are determined by the hiring department (within the guidelines of the *Quantity of Work Rule*). Holidays, snow days, and sick days are not to be counted as hours worked. Overtime and premium holiday pay are not authorized for student employees. Students are not paid for lunch or break periods.

If the student has a FWS award, the supervisor and the student should establish a weekly schedule that will enable the student to work throughout the academic year or summer program based on the student's award allocation. It is both the student's and the department's obligation to keep track of the hours worked. Supervisors and students may check with the Student Employment Coordinator (x2943) to verify FWS award dollars remaining.

A student who has earned the total of his or her allocation is no longer eligible to receive payments from FWS funds. (This includes the total of the 75% subsidized portion and the 25% departmental portion.) If the student is to be retained as a student employee, the department must assume 100% of the student's gross wages. To do this, the department must fill out the proper forms to transfer the employee from the work-study position to a non-work study position; the proper form is the Personnel Action Form (PAF), which can be found in the Electronic Forms section of the UT Dallas website.

Reminder: It is the hiring department's responsibility to verify that the student does or does not have a FWS award and how much that award is before assigning a student to a work-study position. It is also the hiring department's responsibility to know when a student is nearing the point of using up his/her award and to process the appropriate paperwork to end the assignment or reassign the student at the appropriate time.

Payroll Process:

After all required paperwork has been submitted to Human Resources, the student will appear on the department's Recap Time Sheet. Student employees are paid on a semi-monthly basis. Payroll sends a copy of the payroll schedule to the departments at the beginning of each fiscal year. The payroll process is the same as it is for any other employee and is handled by the Payroll Office.

Hiring International Students:

The International Student Services Office (SSB 3.400 x4189) is available to assist you in complying with the regulations of the U.S. Citizens & Immigration Services (USCIS) division of the U.S. Department of Justice as they relate to hiring international students. International students who have obtained their UT Dallas I-20 and who are not in violation of that I-20 are generally eligible to work in on-campus jobs part-time during school sessions and full-time during the summer or official University holiday breaks. International students must be enrolled as full-time students (12 hours/undergraduate, 9 hours/graduate) at The University of Texas at Dallas to be eligible for on-campus student employment. Departments are encouraged to verify work eligibility for international students they wish to hire with the International Student Services Office. Following are the general rules for the most typical student visas:

- Students who possess F-1 Visas and have obtained their UT Dallas I-20, may be employed on campus during the academic year up to 20 hours per week. There is no exception to the 20 hour per week limit during the academic year.
- Students who possess F-1 Visas may be employed on campus up to 40 hours per week during the summer (within the guidelines of the *Quantity of Work Rule*), whether or not they are enrolled in classes, unless the summer session is their first semester of enrollment. During an F1 student's first semester of enrollment, he/she can work no more than 20 hours per week. F1 students with the appropriate I-20 may also work full-time during official University holiday breaks.
- Students with F-2 or B-2 Visas are prohibited by federal regulations from working at all.
- Students with J-1 Visas must obtain permission from their educational sponsor to work on campus. Contact the Office of International Students Services for verification of such permission. If permission is obtained, these students may not exceed 20 hours per week during the academic year or 40 hours per week during summer semester or semester breaks.
- Students with J-2 Visas must apply to and receive permission to work from the Immigration Office through the Office of International Students Services. This process usually takes 2 to 4 months. If permission is obtained, these students may not exceed 20 hours per week during the academic year or 40 hours per week during summer semester or semester breaks.

Your Student Employee

Orienting the Student:

It is advisable, after the student has been hired, to set time aside to orient the student to the department. It is suggested that the supervisor reinforce topics discussed at the interview as well as the additional topics listed below:

- Variations in work schedules for academic holidays and examination periods
- Safety and health practices
- Student's responsibility for University facilities and equipment
- Performance standards
- Procedure for recording hours worked
- Paycheck distribution and confirmation of rate of pay for position
- System access and security procedures/signing FERPA
- Supervisory personnel

When discussing supervision, it is important to provide answers to the following questions: Who is the student's supervisor? Who is the next supervisor? To whom should the student direct problems or questions? Who should be contacted in case of absence or change in work schedule?

While not required by the Compliance Office, it may be helpful for student employees to complete some of the compliance training modules required by your department.

Supervisor Responsibilities:

Although it may be difficult to establish a formal training program for student employees, good personnel practices require that every new worker be oriented to the organization of the work place and trained to perform necessary tasks. The student's supervisor is responsible for:

- Orienting the student in detail to his or her role in the department and the standards of behavior expected of employees
- Training in skills and procedures necessary to perform tasks
- Providing a work space that is free from hazards
- Keeping communication lines open, clear, and constructive
- Setting a good example
- Treating all student employees in accord with their rights, which are the same as all other employees as defined by applicable state, federal, and University regulations
- Monitoring the student's earnings level if FWS to ensure students do not earn more than the amount awarded.

Following is an example to calculate the number of hours a student can work per pay period without going over the total FWS award:

Total FWS award/rate of pay/pay periods expected to work = hours the student can work in one pay period.

\$2730 (FWS award) /\$9.00 per hour/17 pay periods = 17.8 hours

Please remember that students must not do personal errands for The University of Texas at Dallas employees. Students should be working at the tasks that are defined in their job descriptions.

Student Responsibilities:

Students are expected to:

- Report to work promptly
- Notify their supervisors in advance when they will be tardy or absent from work
- Refrain from conducting personal business on the job including academic studies and personal email
- Report accurately the hours worked
- Perform the job duties to the best of their ability
- Dress appropriately for the job (some departments have dress codes)
- Act in a professional manner concerning confidentiality of student records
- Take the job seriously
- Take a break for at least 30 minutes if working more than six continuous hours
- Be paid only for those hours actually worked
- Monitor their earnings, especially if they have a Work-Study award
- Notify your each supervisor and the Student Employment Coordinator (x2943) if you are employed in more than one work-study position
- Follow the procedure if changing jobs or ceasing to work by giving a two week notice before resigning

Performance Evaluations:

It is recommended that each department complete a performance evaluation on each student employee that is employed by the department for six months or more. Take this opportunity to meet with your students and discuss their work performance with them one-on-one. When the department has completed the performance appraisal, the appraisal should be filed for future reference. The evaluation process is important to the continued career development of the student.

It is also recommended that each student complete an evaluation of their experience with the department if the student has been in the department for six months or more. This process is a valuable learning exercise for departments in their efforts to provide meaningful experiences for student employees in the future.

Work-Related Problems and Disciplinary Action:

Student employees and university employers are urged to discuss any work-related problems as soon as possible in an effort to resolve any differences. In many cases, it is simply a matter of clarifying the job description so that the student clearly understands expectations, department policies, and work schedule, associated with the position.

To assist you in resolving serious work-related problems, the following procedures are recommended:

- Make an effort to resolve the problem as promptly as possible by **immediately** informing the student of your dissatisfaction with his/her job performance.
- Clearly define for the student the particulars of the problem.
- If applicable, immediately notify the student that his/her job may be in jeopardy.
- Explicitly restate to the student the job description and expectations associated with the position; include any pertinent department policies.
- Offer the student suggestions on how he/she may improve performance and establish a fair and equitable time period for correcting the problem.
- Document all discussions, terms of agreement, outcome, etc.

Terminations:

Supervisors may terminate a student employee for unsatisfactory work performance after appropriately documenting poor performance. Specific deficiencies should be addressed with the student. A written warning should be issued and an opportunity for improvement given with a specific period of time established. If satisfactory performance does not occur within the designated time frame, the supervisor may then proceed with the termination.

Immediate termination of a student employee is expected for gross misconduct, including actions threatening the safety of others, for malicious use or theft of University property, falsification and/or forgery on time sheets and other University documents.

As a department's workload shifts over the course of an academic year, it is possible that fewer student staff will be required. As soon as this determination is made, affected students should be referred to the Career Center where other job options may be available. Students should be told that the release is not a reflection of their work performance.

To terminate a student employee, the department must complete the appropriate paperwork to end the assignment. For questions about the appropriate termination paperwork, review the UT Dallas Human Resources website or contact HR directly.

National Student Employment Week

Each spring, during the second full week in April, UT Dallas participates in the National Student Employment Association's (NSEA) National Student Employment Week. Student employment offers students career-enhancing opportunities, the ability to develop skills relevant in any career, and preparation for the job market upon graduation.

Student employees perform invaluable services with enthusiasm, dedication, and initiative. Most schools depend on the contributions of this reliable workforce for the efficient operation of the entire campus.

It is appropriate to set aside a special week to draw the awareness of others, both on campus and off, to the contributions student workers make in the various roles they fill. By celebrating this week, you will benefit through increasing employer awareness of the service you and your students provide, increasing your employer base and positions available for students, and providing an open forum for discussion of student employment and career-related issues.

Our student employees provide a valuable service to the University and we want to show our appreciation.

Student Employee of the Year

UT Dallas Recognition:

The Student Employee of the Year Award is conducted according to the rules and regulations of the [National Student Employment Association](#) (NSEA) and the [Southern Association of Student Employment Administrators](#) (SASEA). The purpose of this award is to recognize the outstanding contributions and achievements of students who work while attending college.

Through their significant contributions, UT Dallas students are deserving of recognition during National Student Employment Week. The Career Center proudly supports this effort and asks each department to join in helping to observe this week. The annual Student Employee of the Year Program, including a celebration honoring all student employees and an Ice Cream Social, is coordinated by the Career Center. The Student Employee of the Year award presentation and celebration take place during the second full week in April, in conjunction with the National Student Employment Association (NSEA) Student Employment Week. Winners will receive a plaque or trophy, a framed certificate of appreciation and their pictures in the Mercury. The UT Dallas award winner's name is submitted to the regional competition, and if selected as the regional winner, moves on to the national competition.

Eligible Students:

- All undergraduate and graduate students who are in non-benefit-eligible student jobs (class code 9996 work study or 9997 student worker) are eligible to be nominated.
- Must have been employed for a minimum of 3 months full-time (working 20 hours per week) or 6 months part-time (working at least 10 hours per week) between July 1 of the previous year and June 30 of the current year (anticipated). This is equivalent to 240 working hours during the academic year.
- Resident Advisors, Research Assistants, Teaching Assistants and students employed under a classification code other than 9996 work-study or 9997 student worker are NOT eligible for nomination.

Selection Criteria:

Student employees will be judged on the following, equally-weighted criteria:

1. Reliability
2. Quality of work
3. Initiative
4. Attitude
5. Professionalism
6. Uniqueness of contribution