

Student Employment Process

Presented By:

The Office of Human Resource & The Office of Career Services

Hiring a Student Employee

- Verify with the account manager you have funding for your position(s).
 - FW/CWS – Be sure your students are eligible for work study student. Email Studentjobs@svsu.edu to verify funding.
 - RSE – Regular Student Employment– Must have a budget through Career Services
 - NC – Non-College Work Student – Funding from other areas such as your department budget.
- Prepare or review your job description to be sure they align with the needs of your department. Career Services can help with this if needed.
- All positions must be posted in Handshake and list required documents i.e.
 - Resumes, cover letter, class schedule, etc.
 - Review applicants, interview, and response to applicants

Post Your Position

- Post your position to svsu.joinhandshake.com you will need the following information:
 1. Job Title
 2. Job Description
 3. Rate of pay
 - ☐ Minimum of \$10.65 and \$14.00 max for all student positions.
 - ☐ You must have justification for starting an employee for more than \$10.65 an hour.
 4. Number of students to be hired
 5. Funding categories
 6. Deadline date (New positions must be available for 5 days, reposted positions: 3 days)
- * You can screen for the following criteria: Major, Class Standing, SVSU GPA, and Work Study award amount, Keep in mind this will limit your candidates.**
- Career Services will approve the job on Handshake within 48 hours
- You have the option to receive an email each time an applicant applies or collectively once the post expires

Screen Applications & Interview

1. Log-in to Handshake and review the cover letters/resumes of the applicants.
2. Interview Candidates
 - Reminder:
 - Ask only job-related questions and be consistent with each interview
 - Compile a list of prepared questions based on the competencies required for the position. Ask these same questions to all applicants. Applicants must be treated consistently.
 - A list of what NOT to ask applicants can be found on our website
3. If your position requires CWS funding, make sure you verify with the applicant that they have not declined their award since applying.
4. Supervisors should send out an email message or in handshake to those students who interviewed and were not selected for the position

Hiring a Student Employee

1. Complete the [Student Employment Form](#). Please do not submit a form more than 90 days in advance but do submit a minimum of 2 weeks before the student's start date.
 - Visit the [Career Services Supervisor Page](#),
 - MySVSU -> Quick Links -> Dynamic Forms
 - MySVSU -> HR ->Forms & Documents
2. Your Student Employee must fill out all new hire paperwork which includes: I-9, Federal W-4, MI W-4, and FERPA form. The link to complete will be available on the Career Services and HR website.
3. **Per federal law all employees must come to the Office of Human Resources and present original I-9 documents, copies are not accepted.**
4. Students **must** [schedule an appointment](#) Monday through Thursday or walk-ins are welcome on Fridays. Instructions on how they can book an appointment are available on the Career Service or HR website paperwork link.

Students who have never held a position on campus or have not paid in the 6 months must complete New Hire Paperwork.

Students who have not fully completed their paperwork or have not shown correct identification ARE NOT to begin working and will not be entered into payroll until ALL documents are received.

Hiring a Student Employee Cont.

5. Students cannot start working until they have completed their paperwork, and you can see them in UltraTime. Please allow 72 hours for them to show up in UltraTime.

Additional Notes:

- Students cannot exceed 20 hours per week in Fall/Winter. In Spring/Summer, they can work up to 40 hours
- Students cannot hold two RSE positions or an RSE and CWS. (Cannot hold 2 student budget positions). They can hold an RSE and NC positions but cannot exceed 20 hours between the both.
- **All Students:** Will receive a “Ready to Work Slip” and then when Students have completed paperwork. This doesn’t mean they will be automatically in UltraTime.
- Appointment Lengths:

Freshmen	Sophomore	Junior	Senior+ & Graduate Students
Max of a 4-year appointment	Max of a 3-year appointment	Max of a 2-year appointment	Max of a 1-year appointment

Student Employment Form Details

Reason for Appointment Defined:

- **New Hire:** Never worked at SVSU before OR hasn't been paid in the last 6 months
 - Unsure email Careers & HR
- **Additional Appointment:** Student Employee holds another on-campus position, but you are hiring them for another role. For example, they currently are an RSE but you want to hire them as a Tutor.
- **Account Number Change:** These are typically done through HR Processing (NC) positions. If you have a student on a grant, this is used often. RSE/CWS will never use this.
- **Rate Change:** If an employee is moving from their current wage. Note you cannot exceed \$14.00/hr.
- **Reappointment (extend position):** This refers to if the student holds the same position with the same account number but you need to extend their end date as it has expired.
 - It is the supervisor's responsibility to know their start and end dates. We recommend keeping track via Excel or contacting HR@SVSU.EDU for a download of your students.

Student Employment Form

Student Employee Information

Reason for Appointment:

* -- Please Select -- 

Username: *

Student ID: *

First Name: *

Last Name: *

Instructions:

Please fill out the Registered Terms in which they may be working. Note that students do not need to be registered for Spring/Summer in order to work. If a background check is required for this position please email HREmployment@SVSU.EDU with the student's name and SVSU email to request.

Student's Registered Term(s):

Fall Term:

Winter Term:

Spring Term:

Summer Term:

Registered Credits:

Financial Aid Eligibility:

Financial Aid Amount:

Helpful Tip: If you enter the student's username and push "tab" a few times it will automatically populate.

Student Employment Form Details

Employee Type: This must match your Object Code

Career Services

- Regular Work Study (RSE) {5241}
- Federal/College Work Study (FW/CWS) {5240}
- Saginaw Valley Work Study (SVWS) {5240}

Human Resources

- Non-CWS/RSE (NC) {5142}
- Tutor (TU) {5138 or 5141}
- Custodial Pool (Student) (CS) {5175}
- Student Internship (CS) {5201}
- Misc. Compensation (General Fund Only) (CS) {5486}
- Other *(This will get routed to HR)*

Position Information

Employee Type: * -- Please Select --

Status: Student Employee

Position Title: *

Position ID: *
(Office Use Only)

Correct Position Title
(Office Use Only)

Division: * -- Please Select --

Student's First Day
of Work for Pay: *

End Date: *

Hourly Rate: *

☐ Please check if you need to add additional notes.

Supervisor Information

The direct supervisor will be the primary time and attendance approver in UltraTime. The alternate supervisor will be the secondary time and attendance approver.

Direct Supervisor: * Alternate Supervisor: *

Pay Account Information

The total percentage entered for accounts MUST equal 100%.

Account Number: *

%: *

☐ Add Account #2

Format: XX Middle 6 Digits Object Code 0

Acct # Dept: *

Account # Object Code: *

Account # Manager: *

Account Manager 1

First Name: *

Last Name: *

Email: *

Student Employment Form Details

IMPORTANT:

Student's First Day of Work for Pay: This must be after they have completed their paperwork. Communicate with your student and ask when they can complete their paperwork **WITH** original acceptable documents.

End Date: According to the appointment length *{Slide 6}*

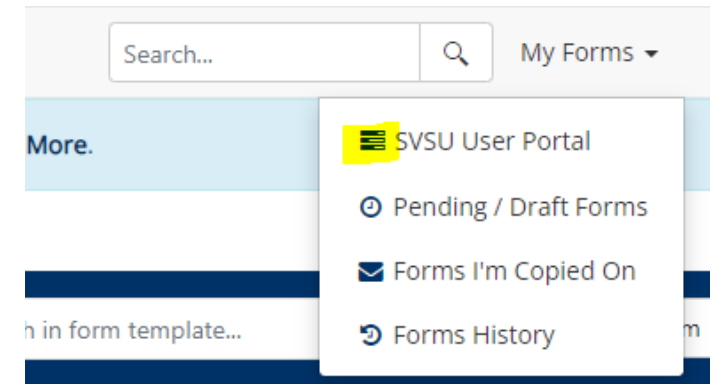
Forms are Due By NOON the Thursday before Time Entry is Due. Forms received after that time frame will be processed for the next payroll. Get your forms in soon!

Student Separation Form Details

- Visit multiple locations to find the [Student Separation Form](#).
 - [Career Services Supervisor Page](#)
 - MySVSU -> Quick Links -> Dynamic Forms
 - MySVSU -> HR ->Forms & Documents
- Forms must be completed for ALL Students who are leaving their position or University.
- Please put their last day of work for pay as the end date and submit within 2 weeks of their departure.
- Please indicate if the student is just separating their position or from the University if you know.
- This includes those who graduate and leave your department.
- **NOTE:** Please be sure your Employee Type matches your Object Code

In Dynamic Forms

- Go to MySVSU → Quick Links → Dynamic Forms
- If you are not in the SVSU User Portal you can do this under “My Forms”
- Pending Action – You can find where your forms are in process



- Student Separation Form - Can View PDF through “Pending/Draft Forms”
- Student Employment Form - Can View PDF through “Pending/Draft Forms” for forms created from September 2023 forward.

Student Separation Form	Incomplete	Started By: Charley Dutko	Signature Request Date: 8/17/2023 1:18:52 PM			Action ▾
Student Separation Form	Incomplete	Started By: Charley Dutko	Signature Request Date: 8/17/2023 1:17:09 PM			Action ▾
Student Separation Form	Incomplete	Started By: Charley Dutko	Signature Request Date: 8/17/2023 1:14:20 PM			Action ▾

Questions?