







# Hiring and Paying Students

EVERYTHING you need to know about hiring a University of Michigan–Ann Arbor Work-Study/Non-Work-Study student.

## How to tell if a student is eligible for Work-Study

**Work-Study Employee:** If the student has completed the online Student Employment Application, when you bring up the Student Temporary Processing page (Workforce Administration > Job Information > Student Temporary Processing), the “Work-Study Information” section of the page will show if the student has a Work-Study award for the desired academic period. All questions related to Work-Study students should be directed to the Student Employment Office.

Students must be enrolled at least half-time to be eligible for Work-Study. Wait-listed courses DO NOT count when determining the minimum enrollment level. The following chart will assist you with the enrollment requirements:

TERM		UNDERGRADUATE Enrollment Requirements	GRADUATE Enrollment Requirements
FALL		At least half-time: 6 credit hours	At least half-time: 4 credit hours
WINTER		At least half-time: 6 credit hours	At least half-time: 4 credit hours
SPRING		At least half-time: 3 credit hours	At least half-time: 2 credit hours
SUMMER		At least half-time: 3 credit hours	At least half-time: 2 credit hours
SPRING/SUMMER		At least half-time: 6 credit hours	At least half-time: 4 credit hours

## Hiring tips

Provide all hiring materials to the student employee at the time you offer him or her the position. DO NOT allow students to work until all materials have been completed and submitted to Human Resource Records and Information Services (HRRIS).

HRRIS must receive all materials within 10 working days of the appointment effective date. Failure to submit employment materials will result in your department not being reimbursed through the Work-Study program.

Temporary Employment Forms for high school students and nonstudent employees should be sent directly to HRRIS.

Create an employment file in your department/office and place all related information in it. Keep the file accessible to present and future staff members who hire students.

## Complete the following materials to hire a Work-Study student

1. Before submitting the Student Temporary Processing transaction for a Work-Study student, be sure to populate the **SEO Job ID** section on the page with the number that was provided to you at the time the position was approved. (**Keep this number for future reference.**) Also, the **Work-Study** box should be checked, and the **WS Term Start** box should reflect the term in which you are hiring the student.
2. **Ask the student to complete INS Form I-9 (if expired or not on file).** Everyone in the United States, not just students, must complete this federal form when beginning a job with a new employer. The student must present an original document or documents that establish his/her identity and employment eligibility. The reverse side of the I-9 provides a list of all acceptable documents. Be sure to copy the front and back of the form (<http://hr.umich.edu/hrris/forms/pdfs/I-9.pdf>).

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## How to change, add, or terminate a temporary appointment

The U-M Ann Arbor Student Temporary Appointment Change form (37002A) is to be used when making a change to an appointment or terminating an appointment:

**Appointment Changes:** A change to an existing appointment (used to change ShortCodes, hourly rates, and/or personal data). Please note that a change in the Work-Study effective date status should be written in Part 1 of the form.

**Additional Appointment:** You may also use this form to add another, concurrent appointment for an individual who currently holds an appointment within your office or department. Example: An employee is working in your department at a rate of \$6 per hour for the day shift. You also need to add an evening shift appointment, which is the same job, but at a rate of \$10 per hour. This is when you would use the Additional Appointment code. There should be at least one Empl Recd# with a Status of "A".

**Terminations:** The Termination Information section of the U-M Ann Arbor Student Temporary Appointment Change form should be used when terminating a student temporary. Both the Reason section and the Recommended for Rehire section of the form must be completed. If the employee has a "no rehire" status, Human Resources Records and Information Services (HRRIS) will forward the form to Employee Relations for review. Please download, print, and complete this form. The completed hard copy of the form should be mailed directly to HRRIS for processing.

**Nepotism:** If a student reports on the online Student Employment Application that he or she has a relative who is a U-M employee, the hiring unit must ensure compliance with SPG 201.23 on Nepotism.

## Additional Work-Study information

A Student Processing transaction must be completed for each Work-Study student for each new academic period (i.e., Fall/Winter and Spring/Summer). If the student worked for you previously and his/her appointment was not terminated, you may only need to complete and submit the New U-M Ann Arbor Student Temporary Appointment Change form 37002A (*see below for details*).

It is the responsibility of the employing department to monitor student earnings (total gross, not a percentage of gross) and Work-Study reimbursement.

**Earnings** – Work-Study earnings can be accurately monitored by using the Student Temporary Processing page > UM Work-Study Status by DeptID or by using the following navigational path (*if you have access*): Financial Aid > UM FA Work Study > UM Work Study by Student or UM Work Study Status by DeptID.

**Reimbursement** – Payroll provides a bi-weekly Gross Pay Register (GPR) to departments for this purpose (now available online). Please review each register carefully AT THE TIME OF ISSUE to ensure that your department is being properly charged 40% of the student's wages. If your department is being charged 100%, contact the Student Employment Office WITHIN TWO PAY PERIODS of the occurrence. Departments who notify the Student Employment Office after two periods following the error will not be reimbursed the 60%.

A student will automatically be placed on the Payroll as a regular temporary student employee when the Work-Study award has been exhausted.

Time reports for Work-Study students must be signed by the supervisor. If time reports are submitted electronically, an internal document with signature(s) must be retained by the department.



## Hiring checklist for employers

### PRE-INTERVIEW:

- Review the Student Temporary Processing/Student Processing information page. Review and note any alerts on the page and ensure that student information is up to date.

### AT TIME OF JOB OFFER:

- Determine if any of the following forms need to be completed by the student and collect any paper forms to forward to HRRIS. Remind student to complete any required forms on Wolverine Access > Student Business.
  - **Form I-9 Employment Eligibility Verification** (*if expired or not on file*)
  - **Criminal Records Check Consent form** (*if required*)
  - **Direct Deposit** (*Wolverine Access > Student Business*)
  - **W4 State & Federal Withholding Tax** (*Wolverine Access > Student Business*)
  - **Alien Certificate** (*for Nonresident Aliens*)
- Does student have a SSN or TIN on file? May apply through Social Security Office.

### COMPLETING THE TRANSACTION:

- Does the student hold another appointment at the University? If so, the hiring unit must contact the supervisor in that area to coordinate employment details.
- Complete the Student Temporary Processing/Student Processing page.
- If required, forward all forms not completed online directly to HRRIS. (I-9 – *only if new or expired*, Criminal Records Check Consent, and Alien Certificate.)

### ▶ Complete the following materials *(continued from page 1)*

- 3. Michigan and Federal Tax Withholding (W-4) Forms.** If a student has a filing status other than “single with no exemptions,” students’ information can be updated in Wolverine Access > Student Business. In most instances, students can update their information online; however, if a student is not a U.S. citizen or Permanent Resident, Federal W-4 information must be completed using the hardcopy form. Both forms are available for printing from the W-4 page on Wolverine Access.
- 4. Direct Deposit Authorization.** Direct Deposit is the University’s recommended method for delivering paychecks. Deposits are made directly to the student’s bank account; also, pay stubs can be accessed from any computer using the Student Business page of Wolverine Access.

## Paying students: What you should know

- ▶ **Time reports for Work-Study students must be signed** by the supervisor certifying that the student has worked the hours claimed.
- ▶ **Supervisors must submit Work-Study hours** to the Payroll Office **every two weeks.**
- ▶ **Hours must be approved by the supervisor.**
- ▶ **If a student does not submit a time report** to the supervisor, he or she should not be allowed to work any additional hours until the time report is submitted.
- ▶ Once a time report has been signed by the authorized signer, the signed document **should not go back into the hands of the student.** All time sheet discrepancies and falsification issues should be referred to the Student Employment Office.
- ▶ **If the student was not paid the correct pay rate,** contact the HR Payroll Service Center.
- ▶ **If the student was not paid,** check your department records to verify that a time report was submitted to payroll for processing:
  - > **If a time report was not submitted,** please forward a time report to Payroll for handling.
  - > **If a time report was submitted,** contact the HR Payroll Service Center for assistance.

# The INS Form I-9 (employment eligibility verification)

In compliance with the Immigration Reform and Control Act of 1986, anyone (U.S. citizens, permanent residents, and other non-U.S. citizens) hired to work in the U.S. must be able to establish their identity and their authorization to work legally in the U.S. as a condition of employment. **All new employees must complete the Employee Information and Verification section of the I-9 Form and present to his/her supervisor documentation establishing his/her identity and employment eligibility.** Employers must complete the Employer Review and Verification section of the form.

- ▶ I-9 Forms are available from Human Resource Records and Information Services ([www.umich.edu/~hrraa/hrris/forms.html](http://www.umich.edu/~hrraa/hrris/forms.html)).
- ▶ The student must **sign and date** the top of the form.
- ▶ The **effective date of employment** must appear in the middle of the form (*certification section*).
- ▶ **When photocopying blank I-9 Forms, both the front and back of the form must be photocopied.** Federal Law requires that the student have access to the information contained on the back of the form. You may use an I-9 form that was photocopied only if **both sides** of the form were copied before the student and department completed and signed the form. The form must contain original signatures (no photocopied signatures).
- ▶ **Acceptable documentation items** for each column on the I-9 Form are different. Be sure to include appropriate issuing authority, expiration date, and document title/number information.

The image shows a sample of the INS Form I-9 (Employment Eligibility Verification) form. The form is divided into several sections: Section 1 (Employee Information and Verification), Section 2 (Employee Review and Verification), and Section 3 (Updating and Reverification). Section 1 includes fields for name, address, date of birth, and social security number. Section 2 includes a certification statement and a table for documenting the employee's identity and employment eligibility. Section 3 includes a table for documenting the employee's identity and employment eligibility. The form also includes a discrimination notice and a certification statement.

## Failing to Comply with the Form I-9 Requirements:

It is very important for employers to verify whether or not a student has an active I-9 on file with the University. Employers who fail to properly complete, retain, and/or make available for inspection I-9 Forms, as required by law, may face civil money penalties for each employee for whom the I-9 Form was not properly completed, retained, and/or made available.

## Contact information (all area codes are 734)

**Student Employment Office**  
2500 Student Activities Building  
Phone: 763-4128 • Fax: 615-2641  
Email: [student.employment@umich.edu](mailto:student.employment@umich.edu)

**Office of Financial Aid**  
Central Campus:  
2500 Student Activities Bldg.  
North Campus: B430 Pierpont Commons  
Phone: 763-6600 • Fax: 647-3081  
Email: [financial.aid@umich.edu](mailto:financial.aid@umich.edu)  
Web: [www.finaid.umich.edu](http://www.finaid.umich.edu)

**The Career Center**  
3200 Student Activities Building  
Phone: 764-7460  
Email: [careercenter@umich.edu](mailto:careercenter@umich.edu)  
Web: [www.careercenter.umich.edu](http://www.careercenter.umich.edu)

**Undergraduate Admissions**  
1220 Student Activities Building  
Phone: 764-7433  
Web: [www.admissions.umich.edu](http://www.admissions.umich.edu)

**Housing Administration Office**  
1500 Student Activities Building  
Phone: 647-3048  
Web: [www.housing.umich.edu](http://www.housing.umich.edu)

**International Center**  
Central Campus: 603 E. Madison  
North Campus:  
Pierpont Commons (basement)  
Phone: 764-9310  
Email: [icenter@umich.edu](mailto:icenter@umich.edu)  
Web: [www.internationalcenter.umich.edu](http://www.internationalcenter.umich.edu)

**Recruiting & Employment Services  
HR Payroll Service Center**  
3003 S. State St. • G250 Wolverine Tower  
Phone: 615-2000 • Fax: 647-3983  
TOLL FREE (866) 647-7657  
Web: <http://hr.umich.edu/empserv/>

**Human Resource Records  
& Information Services**  
4073 Wolverine Tower  
Phone: 764-9250  
Email: [hrris.info@umich.edu](mailto:hrris.info@umich.edu)  
Web: <http://hr.umich.edu/hrris/>

**Staff HR Services/  
Compensation & Classification**  
(Temporary Employment Wage Schedule)  
2005 Wolverine Tower  
Phone: 763-2387  
Email: [employee.relations@umich.edu](mailto:employee.relations@umich.edu)  
[www.hr.umich.edu/staffhr](http://www.hr.umich.edu/staffhr)  
[www.hr.umich.edu/compclass](http://www.hr.umich.edu/compclass)