

# Student Employment

## Student Employment Types

### **Federal Work Study**

- Eligibility: Students who receive a Federal Work Study (FWS) award as part of their financial aid.
- Students must submit proof of the FWS award when applying for a job by taking a picture or screen shot of the award in Wingspan or saving the notification (email) as a pdf and uploading it in the Applicant Tracking System (ATS) during the application process.
- Maximum of 20 hours per week; the hourly wage must be at least equal to the federal minimum wage, and the amount earned cannot exceed the FWS award. Earnings above the FWS award must be approved in advance and are paid by the department.

## Student Employment Types

### Graduate Assistants/Associates

- Graduate Assistants are exempt (salaried) employees.
- Graduate Associates are non-exempt (hourly).
- FLSA status is determined by the Graduate School based on the position duties and their relationship to the student's degree program (assignments related to a degree program typically are exempt).
- Limited to 20 hours per week.
- Allowed to work up to 9 additional hours per week on a second work assignment; requires pre-approval by The Graduate School.
- Find more information on GA positions on the Graduate School webpage or by calling ext. 2204.

## Student Employment Types

### Regular Student Employees

- Limited to a total of 20 hours per week (all assignments combined) during the fall and spring semesters.
- Between the first full week in May and third full week in August (17 weeks maximum), student employees (other than GAs) are allowed to work up to 40 hours per week.
- Regular work assignments can be exempt (salaried) or non-exempt (hourly) under the Fair Labor Standards Act. The determination is based on the position duties and salary; most student assignments are non-exempt.
- Extra-curricular exempt activities. Students may be paid a small stipend for participating in activities related to dramatics, student publications, glee clubs, bands, choirs, debating teams, radio stations, intramural and interscholastic athletics, and other similar endeavors without creating an employer-employee relationship when the activities are conducted primarily for the benefit of the participants as part of the educational opportunities provided to them by the university. These activities include Pep Band Assistant, Student Publications Staff Writer and 57 other positions and are noted as such in the Applicant Tracking System.

## Student Employment Types

### International Students

- Must select international status on the application and indicate the type of Visa.
- Hiring department completes the Hiring Proposal and Form 8233 Part II, Line 14. Provide sufficient facts to justify the exemption from withholding claimed on Line 12 and/or Line 13. Include enough details to allow the IRS to determine the tax treaty benefit you are claiming.
- Student completes Form 8233 Part I and Part II Line 11(a) and Line 11(b).
- Student takes Form 8233, completed W-4 form, and identification documents (list of acceptable documents can be found on the HR website) to the International Center.
- The International Center completes the I-9 and E-verify and delivers all forms to Student Financial Services, which completes Form 8233, attaches copies of all forms to the Hiring Proposal, and forwards the packet to Human Resources.
- Must have a Social Security Card to work. Contact International Center for information.
- Under USCIS regulations, students holding an F1 or J1 Visa can work a maximum of 20 hours per week during the fall and spring semesters and 40 hours per week between the first full week in May and the third full week in August.

## Accessing the Applicant Tracking System (ATS)

- All student vacancies are posted and processed in the ATS.
- Access the Student Applicant/Employee Portal at <https://winthrop.peopleadmin.com/>.
- Access the Department/Hiring Site at <https://winthrop.peopleadmin.com/hr/>.
- Access job openings from the HR web page by selecting Student Vacancies from the Employment drop-down menu.
- When you login for the first time, be sure you have the correct role/user group (coordinator, supervisor, budget or department head) to perform the needed functions.

## Roles

Select the correct role from the User Group drop-down menu at the top right corner of the page.

- Student Hiring Coordinator: Creates the job posting, completes the hiring process and performs administrative functions, like I-9 verification.
- Student Hiring Supervisor: Reviews applicants and determines which ones to interview and hire. May also initiate the Hiring Proposal; may or may not be the same person who approves the employee's timesheet (check posting).
- Student Department Head: Approves the Hiring Proposal, which includes the salary and dates of employment, etc.
- Student Department Head (Grad Programs): Typically the individual responsible for coordinating GA students in the college. Works closely with The Graduate School.
- Student Division Budget: Reviews and confirms availability of funding for an assignment.

## Create a Posting

### Create a New Posting

- Click on Postings in the blue bar near the top of the page and select Student from the drop-down menu.
- Click on the orange Create New Posting button near the top right of the page and select Create from Posting Template.
- You will see a list of all currently approved positions in your area; select the position you want to post.
- Make changes as necessary to the following fields: number of vacancies, pay rate, hiring supervisor\*, hours per week and open/close dates. Posting title should be descriptive and possibly include the semester or academic year.
- Add Supplemental Questions (optional but useful for identifying the most qualified applicants).
- Identify which optional and required documents applicants must upload (e.g. resume, cover letter, Work Study award notification).

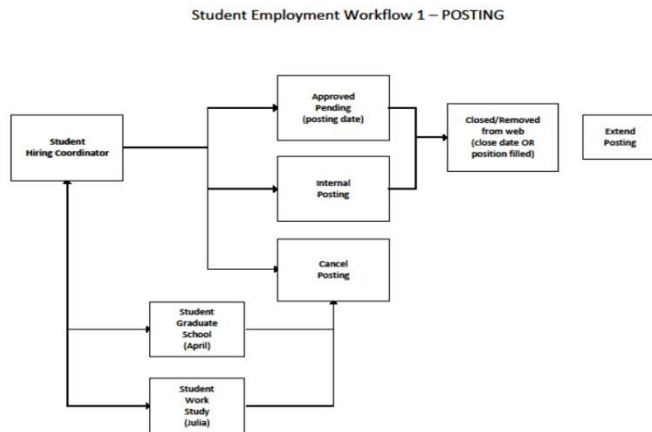
\*If the Hiring Supervisor name does not appear in the drop-down list, email a request to HR; include the name and department.

## Posting Workflow

Prior approval needed for all FWS and GA positions.

Use Open and Close dates to automatically removing a posting from the web and marking it as closed.

Applicants see a status of "In progress" in the Applicant Portal until they are hired or the position is moved to Filled.

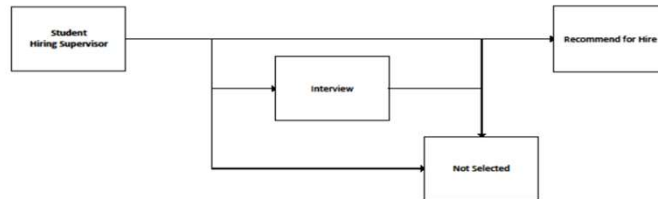


## Review Applications

- Select Student Hiring Supervisor from User Group drop-down menu at the top right of the page.
- Click on Postings in the blue bar and select Student to view all posted positions in your area.
- Select a posting.
- Go to the Applicants tab.
- Click on each candidate to open and review the application. (If you are hiring for a Federal Work Study position, check that the required proof of eligibility is attached.)
- Use the orange Take Action button to move each applicant to a final disposition (Interview, Not Interviewed, Not Selected, Hired).
- You can monitor the number of applicants by searching in Student Postings and selecting Student Posted Jobs (Active) and checking the dashboard.

## Reviewing Applications

Student Employment Workflow 2 – APPLICANT

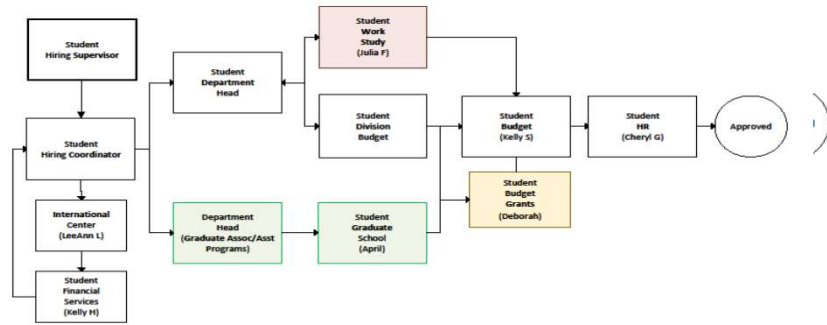


## Hiring Proposals

- Supervisor selects applicant(s) and moves them to a status of Recommend for Hire. At that point, students see IN PROGRESS when they check the status of their applications.
- Students are notified that they have been hired once the hiring proposal has moved through all the approvals (including HR).
- Students CANNOT begin work until they (and the student hiring coordinator) receive notice from ATS with the job details.

# Hiring Proposal Workflow

Student Employment Workflow 3 – HIRING PROPOSAL



# Emails

## Student

Sent on April 07, 2022 at 03:41 PM

From: [ronny@whitprop.edu](mailto:ronny@whitprop.edu)

To: [ronny@whitprop.edu](mailto:ronny@whitprop.edu)

Cc:

Bcc:

Subject: Hiring Proposal #1

To: [ronny@whitprop.edu](mailto:ronny@whitprop.edu)

I am pleased to confirm your student work assignment for Fall 2022 - Faculty Assistant FWS, beginning on 04/09/2022. Your supervisor will communicate to you if hours you will be expected to work and the location where the work will be performed. Continued employment will depend upon satisfactory job performance and the expectation that you remain in good standing with the university with regard to discipline or related issues. Please allow 24 hours from the time you receive this email for the job details to show up on the Employee Details tab of Workspan and a timesheet to be available for students. (Salaried students do not complete timesheets); hourly students are responsible for ensuring all hours worked on the timesheet by the end of each pay period.

## Supervisor

Sent on April 07, 2022 at 03:41 PM

From: [ronny@whitprop.edu](mailto:ronny@whitprop.edu)

To: [ronny@whitprop.edu](mailto:ronny@whitprop.edu)

Cc:

Bcc:

Subject: Hiring Proposal #1

To: [ronny@whitprop.edu](mailto:ronny@whitprop.edu)

I am pleased to confirm the approval of the student work assignment of Fall 2022 - Faculty Assistant FWS, beginning on 04/09/2022. As the supervisor, you will need to communicate the specific hours you expect the student to work and the location where the work will be performed. Continued employment will depend upon satisfactory job performance and attendance, and the expectation that the student remain in good standing with the university with regard to discipline or related issues. Please allow 24 hours from the time you receive this email for the job details to show up on the student's Employee Details tab of Workspan and a timesheet to be available for hourly students. (Salaried students do not complete timesheets); hourly students are responsible for ensuring all hours worked on the timesheet by the end of each pay period.

## Completing the Hire

- Supervisor communicates with the new hire to let him/her know what paperwork is required and to expect an email from I-9 Advantage.
- Supervisors can check the I-9 Inquiry System under the Processes and Resources tab on the HR webpage to determine whether a new I-9 is required (<https://www.winthrop.edu/hr/e-verify.aspx>). (A new I-9 and E-verify are required every three years for non-permanent employees.)
- If a new I-9 is required, initiate a request by completing the electronic form, which can be found on the HR website at <https://www.winthrop.edu/hr/new-I-9-request-form.aspx>.
- If a new I-9 is not required, Supervisor completes the I-9 reverification form with the student and sends it to HR once the hiring proposal has been initiated so HR has the reverification before the hiring proposal reaches the HR queue for approval.

## I-9/E-verify

- Under federal law, the I-9 and E-verify must be completed within three days of an individual's start date.
- The employee's portion (Sec. 1) must be completed no later than the first day of employment.
- The employer portion (Sec. 2) and the E-verify must be completed within three days of the employee's start date and no earlier than three months prior to the start date.
- HR handles the employer functions for all employees-students, temporaries and permanent.
- Students should contact HR at ext. 2273 to set up an appointment.



## I-9/E-verify

- To request an I-9/E-verify, first check the I-9 Inquiry Database to determine if a new I-9 is required. (A new I-9 and E-verify are required every three years for non-permanent employees.)
- If a new I-9 is required, you can initiate a request through the link available in the ATS at the time you create the hiring proposal or by going directly to the electronic form on the HR website at <https://www.winthrop.edu/hr/new-i-9-request-form.aspx>.

## W-4

Forward the completed and signed W-4 forms (federal and state) to HR when the student:

- Does NOT already have one on file;
- Does have one on file but wants to make changes.

Links to the federal and state forms can be found on the HR website under Forms/Payroll.

## Direct Deposit Form

- All employees are paid via direct deposit to a personal checking or savings account.
- Students who do not complete a direct deposit form on the Personal Information Dashboard in Wingspan are paid via a Visa CashPay Card (administered by Bank of America).
- Direct deposit questions should be directed to Payroll (ext. 2271).

## Miscellaneous

- All documentation must be received in HR by the first day of the month in order for the student to be paid on the 25<sup>th</sup> of the month and by the 16<sup>th</sup> of the month to be paid on the 10<sup>th</sup> of the following month.
- All non-exempt (hourly) positions must pay at least the federal minimum wage (currently \$7.25/hour).
- Work week runs from Sunday through Saturday.
- All summer positions crossing into the new fiscal year (July 1) require a new hiring proposal.

## Miscellaneous

- Students not enrolled in classes full-time during the summer are subject to federal (including FICA and Medicare) and state taxes.
- Students graduating in May and continuing employment may remain on the student payroll through May 31. After May 31, the student must be hired as a temporary employee, which requires a background check and additional/new forms (see HR website for complete list).