

# UVM Student Employment Office Supervisor Guide to Hiring Student Employees



**Welcome Aboard!** Your journey as a Student Employee Supervisor begins with learning a multitude of system-based programs and processes within three UVM departments; the Student Employment Office, Human Resource Services, and Payroll. We are here to support you and the gainful experiences that you will establish for your student employees.

Remember, Student Employees are UVM Employees, therefore, all state, federal and UVM employee regulations must be administered by the Supervisor that hires them through the Student Employment Office jobs board, JobX.

<b>STEP 1</b> <b>Student Employment Office (SEO)</b>	<b>STEP 2</b> <b>Human Resource Services (HRS)</b>	<b>STEP 3</b> <b>Payroll Services</b>
<ol style="list-style-type: none"> <li>1. Create a <a href="#">JobX</a> Supervisor Account.</li> <li>2. Become the Primary/Secondary Contact on pre-existing jobs in your department – you can email us in the SEO for this!</li> <li>3. Review our <a href="#">Elements for Creating an Effective Job Listing</a> prior to creating and/or updating jobs within your JobX account.</li> <li>4. Use our <a href="#">Key Dates and Pay Level documents</a> when working with your jobs. If you are changing jobs from the Academic Year to Summer term (or vice versa!) make sure to change the dates <u>and</u> the combo code.</li> <li>5. Understand the status of jobs: <u>Active, Listed</u> - Advertise your position to all eligible students for the job type (Work Study/Non-WS). <u>Active, Not Listed</u> - Hiring students that you already have selected without advertising the job. <u>Inactive</u> - Hibernating the job and applications until needed.</li> <li>6. Expand your knowledge on the <a href="#">UVM Federal Work Study Program</a> and <a href="#">How to Track Work Study Award balances</a></li> </ol>	<ol style="list-style-type: none"> <li>1. Confirm your hired student(s) can begin work. You can do this by running the <a href="#">Supervisor I-9 Report</a>: Access to student I-9 information is available within two days of a student's hire through JobX. <b>It is the hiring supervisor's responsibility to ensure that hired students are compliant.</b></li> <li>2. Students needing to complete an I-9 form must do so within three days of being hired.</li> <li>3. If an I-9 form needs to be completed, prepare your student employee by sharing the <a href="#">Acceptable form(s) of Identification</a>. All identification must be original- no photocopies or screenshots.</li> <li>4. Send your student employee to <a href="#">HRS</a> or your department's HR Representative to complete the I-9 form.</li> <li>5. UVM Student Employment Policies: Consult the <a href="#">UVM policies</a> page to understand the rights and responsibilities you, as an employer, and your student employee(s) have.</li> </ol> <p style="text-align: center;"><b><u><a href="#">SEO Employment Related Forms &amp; Helpful Documents</a></u></b></p>	<ol style="list-style-type: none"> <li>1. Become familiar with all payroll requirements in advance of hiring a student. Review and complete all items with your hired student once the SEO JobX hire notification has been received.  PeopleSoft <a href="#">Duo Security</a>, <a href="#">Setting Up Direct Deposit</a>, <a href="#">Entering/Approving Time</a> (students should enter time at the end of <u>each</u> shift) and <a href="#">When Students Get Paid</a> - Refer to the payroll schedule for the current FY year and the <u>Bi-Weekly Payroll</u> column.</li> <li>2. If you are taking over time approval, verify that you have PeopleSoft Manager Self-Service. If not, you'll need to complete a <a href="#">PeopleSoft Footprint</a>.</li> <li>3. Questions about time approval? Refer to <a href="#">the PeopleSoft Guide to Approve and View Time</a></li> <li>4. Request to receive the time approval deadline notification emails (sent on the approval deadline days!) by emailing <a href="mailto:payroll@uvm.edu">payroll@uvm.edu</a>.</li> <li>5. <b>Oops!</b> Need to change a combo code or supervisor on a submitted hire? Or terminate a hired student? Use the <a href="#">eTemp Form</a>.</li> </ol>
<p><b>Questions:</b> (802) 656-5705 <a href="mailto:student.employment@uvm.edu">student.employment@uvm.edu</a></p>	<p><b>Questions:</b> (802) 656-3150 <a href="mailto:hrsinfo@uvm.edu">hrsinfo@uvm.edu</a></p>	<p><b>Questions:</b> (802) 656-6600 <a href="mailto:payroll@uvm.edu">payroll@uvm.edu</a></p>

**Out-of-state Student Employment?**

Work from outside the State of Vermont requires approval. Payroll and Tax Services must be notified of any paid employee doing any portion of their work for UVM outside the state of Vermont. It benefits both the employee and the University to provide Payroll and Tax with this information **before** any work commences. The steps when considering Out-of-state work are as follows.

1. At least 30 days in advance of out of state work, notify [taxadmin@uvm.edu](mailto:taxadmin@uvm.edu) of the proposed arrangements.
2. They will analyze the proposal and assess the compliance requirements and the overall burden to the University.
3. The request is then submitted to the appropriate Dean/VP along with their comments, so that they can make an informed decision.
4. Assuming the Out of State location is approved, the Out of State form will need to be updated in PeopleSoft ([Out-of-State Form User Guide \(PDF\)](#)).