



## UNIVERSITY OPERATING PROCEDURE

### **Title:** Undergraduate Student Employment and Federal Work-Study

#### Overview

The purpose of this procedure is to define undergraduate student and Federal Work-Study employment, provide clear guidance on University procedures to ensure uniform treatment of and consistent application of employment practices for undergraduate student and Federal Work-Study employees of the University, and provide guidance to hiring units and responsible officials related to employment of Undergraduate and Federal Work-Study student employees.

This procedure furthers the goal of making on-campus student employment a more purposeful part of student development by ensuring that on-campus student jobs help students build skills and gain useful work experience. This procedure is also intended to improve the collection of data related to student employment activity and demand.

This procedure applies to the following student employment:

- Temporary employment of University of Vermont (UVM) undergraduate students, including undergraduate student employees whose wages are funded by a Federal Work-Study award;
- Temporary employment of graduate students whose wages are funded by a Federal Work-Study award.

This procedure does not apply to employment of students enrolled through the Division of Continuing and Distance Education who are not in a degree program or employment of graduate students not funded by Federal Work-Study, medical students, graduate or post-doctoral assistants or fellows, or temporary and agency staff.

Student employees and their supervisors must comply with all applicable federal, state, and local employment laws and regulations and University of Vermont employment policies and procedures. The Student Employment Office (SEO) may prohibit supervisors from participating in the University's student employment or Federal Work-Study programs if they fail to adhere to the provisions of this procedure or other applicable policies, laws, or regulations.

#### Applicability of the Procedure

This Operating Procedure applies to all staff, faculty, and students of the University of Vermont.

#### Definitions

*Federal Work-Study Employee:* A University of Vermont student employee who has been determined to be eligible for Federal Work-Study by Student Financial Services and whose wages are funded in part by a Federal Work-Study Award as part of their financial aid package.

Undergraduate Student Employee: Individuals matriculated and registered for classes (earning at least one credit) at the University of Vermont who are employed in non-academic student positions and undergraduate academic teaching and research assistant positions.

## Procedures

### Eligibility

To be eligible to participate in the University of Vermont's student employment programs, undergraduate and Federal Work-Study graduate students must be matriculated and registered for classes at the University of Vermont. The SEO may adjust or terminate a student's eligibility for UVM student employment programs based on changes in the student's enrollment status, and may adjust or terminate a student's eligibility for Federal Work-Study programs based on changes in the student's financial information as reported on the Free Application for Federal Student Aid (FAFSA) or a student's receipt of estimated financial assistance not previously incorporated into their financial aid award.

### Recruitment and Selection

All undergraduate student jobs must be approved by and posted through the SEO using the online Student Job Board. Supervisors must be approved by the SEO and agree to the SEO Supervisor Agreement before being allowed to post student jobs. A designee may also post student jobs for one or more supervisors in a department.

All student job postings must have a thorough job description that includes student job level. Postings should indicate whether the job is open to Work-Study students, undergraduate student employees, or both. All student jobs must offer legitimate employment in support of the department. Departments may not pay students solely to study. There is no minimum time for posting student jobs prior to hiring.

All student jobs are paid on an hourly basis and are non-exempt from the Federal Fair Labor Standards Act. The hourly wage for each job is set by the supervisor, should reflect the job level and duties, and must be greater than or equal to the Vermont minimum wage as well as the federal minimum wage. All Work-Study jobs should be paid from preset Work-Study wages chartstring for the current fiscal year. All non-Work-Study jobs should be paid from a chartstring that includes account number "55210-Student Wages" during the academic year, or "55212" for work performed outside the academic year during the summer months.

All hires and hourly wages for student jobs are approved by the SEO. Students with Federal Work-Study awards must be requested to be hired into a Federal Work-Study job by October 1 (for the fall semester) or February 15 for the spring semester (if the student did not have a Federal Work-Study job in the fall semester). Regular UVM staff or faculty are not eligible to be hired into Federal Work-Study or undergraduate student employment positions.

### Onboarding, Orientation, and Work Expectations

Student employees may not begin work until:

- The supervisor's request to hire the student has been approved by the SEO, and
- The student's eligibility to work in the United States has been verified via completion of a federal I-9 form on or before the first day of work AND the PeopleSoft query report UV\_STUDENT\_I9\_LOOKUP indicates 'Y' for the student. I-9 forms and supporting documentation for student employees may be verified by either Payroll Services, Human Resource Services (HRS), or a departmental I-9 reviewer approved by HRS.

- All student and work study employees are required to sign up for direct deposit prior to performing any work. Self-service functionality is not available in PeopleSoft until the day after an employee's hire date. To expedite the process of initiating direct deposit for students, payroll will e-mail student employees a paper direct deposit form. Students may sign up for direct deposit in PeopleSoft Self Service the day after their hire date OR alternatively, prior to their hire date, they may return a paper direct deposit form via [Secure File Transfer](#) to [payroll@uvm.edu](mailto:payroll@uvm.edu). If direct deposit is not in place after a student's first paycheck, the student's time sheet will be inactivated, and the student will not be allowed to work until they have met the direct deposit requirement. Both student and supervisor will be notified via e-mail if this action is taken and what steps to take to remedy the situation.

After student employees are hired, supervisors should take the following steps to complete the onboarding process and appropriately orient student employees to their job and work environment:

1. Ensure that student employees complete federal and state W-4 forms online through PeopleSoft self-service. [Payroll@uvm.edu](mailto:Payroll@uvm.edu) should be alerted immediately if a student is not working in Vermont.
2. If a student job requires a criminal background check under University policy, contact HRS to coordinate completion of the criminal background check, and do not allow the student to start working until the criminal background check is cleared.
3. Train student employees on how to enter and submit their time in PeopleSoft (see Entering and Approving Time Worked, below).
4. Create a weekly work schedule that is compatible with the student's class and exam schedule.
  - a. Student employees may not work during class time.
  - b. Non-Federal Work-Study employees may not work more than 30 hours per week among all student jobs combined.
  - c. Federal Work-Study employees may not work prior to the start of classes in August, or after the last day of final exams in May.
  - d. Federal Work-Study employees may not work more than 8 hours per day and 20 hours per week among all work-study jobs combined. Supervisors should discuss these constraints with their work-study employees to ensure that the student employee understands that they must watch their earnings carefully in order not to exceed these limits for total work-study employment among all work-study jobs or their award balance. Payroll Services monitors Federal Work-Study employee overtime and will notify the Student Employment Office and the supervisor.
5. Discuss any other on-campus employment. Supervisors of Federal Work-Study employees should ensure that students have no more than 3 Federal Work-Study jobs and must discuss other Federal Work-Study jobs with their supervisor(s).
6. Train the student employee in the job duties as necessary and set expectations for job performance, including the expectation that student employees may not study during work hours.
7. Provide a tour of the work environment and introduce the student employee to colleagues.
8. Review emergency and security procedures.
9. Review procedures for handling confidential or sensitive information, if necessary.
10. Set expectations for workplace etiquette, dress code, and calling in sick, etc.

### **Entering and Approving Time Worked**

Student employees must enter their hours worked in [PeopleSoft](#) each day and submit their hours worked each week by Monday at 12:00 p.m. (noon), or the deadline provided by their supervisor, if earlier. Enrolling a device in, [DUO Security](#), a multi-factor authentication tool, is required in order to access PeopleSoft.

Student employees who work for a department that uses Kronos must swipe their student ID to clock in and out of their work shift.

Supervisors must review and approve each student employee's time in PeopleSoft no later than 3:00 p.m. on each Monday that is the pay end date for that payroll period.

Off-campus supervisors of Federal Work-Study employees must keep separate records of each Federal Work-Study employee's hours worked using a [Tracking Logged Hours Form](#). Federal Work-Study students may not earn more than half of their Federal Work-Study award in the fall term, and no more than their total award during the academic year. Supervisors of work-study employees should run the PeopleSoft Work-Study Report regularly to view Federal Work-Study employees' remaining award amounts to ensure that they do not authorize hours that exceed the student's remaining award balance. Should a student's earnings exceed the award limit, the department will be charged the overage amount. In rare circumstances, Student Financial Services may retroactively remove Federal Work-Study funds due to eligibility adjustments.

### **Performance Management**

Performance evaluations for student employees are strongly recommended; supervisors should consider conducting them in the middle of each semester. Supervisors may contact the SEO for guidance in conducting an appropriate performance evaluation.

Raises and/or promotions may be given to student employees at any time at the supervisor's discretion. Student employees may receive hourly wage increases within the pay range for their position level, as indicated on the Student Employment Pay Levels chart updated annually by the Student Employment Office and located on the SEO website and jobs board. Supervisors should e-mail a change form to [payroll@uvm.edu](mailto:payroll@uvm.edu).

Supervisors are expected to follow the [SEO's Progressive Discipline guidelines](#) in managing and improving student employees' job performance. Violations that result in a breach of the [University Code of Conduct and Ethical Standards](#) may be referred to the Dean of Students Office.

### **Termination or Transition**

Student employees are employed "at will" and may resign at any time, and their employment may be terminated at any time, without notice or cause. Student employees are asked as a courtesy to provide a minimum of two weeks' notice prior to resignation.

If a department wishes to retain a Federal Work-Study employee after their Federal Work-Study funds are exhausted or after the student's eligibility for UVM's Federal Work-Study program is adjusted or terminated by the SEO or Student Financial Services, the department must terminate the student's Federal Work-Study position and rehire the student as a student employee to ensure that the student is paid for all subsequent hours worked from the department's budget. **Federal Work-Study employees may not work without pay after they have earned all available Federal Work-Study funds.**

## Contacts

Questions concerning the daily operational interpretation of this UOP should be directed to the following:	
Title(s)/Department(s):	Contact Information:
Payroll Services (for Questions related to entering or approving time worked, direct deposit, or taxes)	237 Waterman Building (802) 656-6600 <a href="mailto:payroll@uvm.edu">payroll@uvm.edu</a>
Coordinator, Student Employment Office (for All other questions related to all other daily operational interpretation of this procedure)	237C Waterman Building (802) 656-5705 <a href="mailto:student.employment@uvm.edu">student.employment@uvm.edu</a>

## Forms/Flowcharts/Diagrams

- [Progressive Discipline guidelines](#)
- [Student Employment Handbook](#)
- [Supervisor Terms and Conditions](#)
- [Tracking Work-Study Employees' Hours Form](#)

## Related Documents/Policies

- [Accessibility Policy](#)
- [Discrimination, Harassment & Sexual Misconduct Policy](#)
- Graduate Student Employment and Federal Work-Study Procedure (Under Development)
- [Misconduct in Research Policy](#)
- [Payments to Students Policy](#)

## Training/Education

Training will be provided on an as-needed basis as determined by the Approval Authority or the Responsible Official.

## About This Procedure

<b>Responsible Official:</b>	Vice Provost for Enrollment Management and Vice President for Finance and Administration	<b>Approval Authority:</b>	Vice Provost for Enrollment Management and Vice President for Finance and Administration
<b>Affiliated Policy Number(s):</b>	V. 4.16.2, V. 4.31.1, V. 6.5.5	<b>Effective Date:</b>	February 18, 2015
<b>Revision History:</b>	<ul style="list-style-type: none"> <li>• Approved by the Vice President for Enrollment Management January 30, 2015 and the Vice President for Finance and Treasurer January 27, 2015</li> <li>• Approved by the Vice Provost for Enrollment Management June 11, 2021 and the Vice President for Finance and Administration June 8, 2021</li> </ul>		

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