

# Student Employment Manual

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## Introduction (Part I)

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### General Overview of Student Employment

The Office of Student Employment is a part of Career Services & Student Employment and is in the Jean Hower Taber Student Union, room 211.

Student Employment at The University of Akron provides students with meaningful opportunities to help gain skills, make valuable connections, and build their resume as a type of experiential learning, while offering flexible hours with the understanding that students need to prioritize their education. Student Employment provides a wide variety of on-campus jobs, internships, micro-internships, and research positions as well as several opportunities with local off-campus organizations. Federal Work Study and Student Employment (Non-FWS) positions are both available via [Handshake](#). Students are encouraged to contact Career Services & Student Employment at The University of Akron for assistance navigating Handshake, writing resumes, and preparing for interviews. Please see below for requirements and eligibility.

Questions concerning this manual specifically or about student employment should be directed to Career Services & Student Employment at 330-972-7747 or [studentemployment@uakron.edu](mailto:studentemployment@uakron.edu).

### Which offices are involved with Student Employment?

**Career Services & Student Employment:** Student Employment helps connect departments with potential student employees, manages the hiring process which includes the Handshake Job Board, employment hiring forms, I-9 work authorization form, and provides initial blank Payroll forms. One of the goals for Career Services & Student Employment is to help students develop career readiness through on-campus forms of experiential learning.

**Hiring Supervisor:** The Hiring Supervisor is responsible for creating a Handshake account, posting a job through Handshake, as well as the hiring, training, and management of student employees and their time sheets through EmpCenter.

**Financial Aid:** The UA Office of Student Financial Aid manages the Federal Work Study program eligibility and award amounts.

**Payroll:** Located in the Administrative Services Building, this office manages student payroll documents and is where students pick up paychecks. Employment verification requests for current and former student employees is managed through Payroll.

**Graduate School:** This office will approve hiring forms for graduate students who are working in hourly student employment roles. Please note that graduate students cannot hold a graduate assistantship at the same time as an hourly student employee position in the academic year.

**International Center:** This office will coordinate and manage the I-9 form completion for all international students working in hourly student employment positions. For I-9 purposes, "international students" include individuals who are not U.S. citizens, U.S. nationals, or U.S. permanent residents.

## **Student Employment Eligibility (Part II)**

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### **Requirements and Information Regarding Student Employment Eligibility:**

**Student employees need to continue to meet the eligibility requirements. If student employees do not continue to meet the requirements, they may be terminated. Once the Drop & Add period has ended, credit hours will be verified. If a student employee is below the necessary credit requirements, they will be terminated immediately.**

### **Overall Student Employment Eligibility Information:**

- Student employees are required to be 18 years of age or old at the time of their start date.
- Students who are enrolled in student teaching are eligible for student employment.
- Students who are enrolled in a Co-Op course will be considered Full-Time and are eligible for student employment.
- Students who are participating in an internship or are enrolled in an internship course still need to meet the minimum number of credit hours overall, to be eligible for student employment.
- Post-baccalaureate students who are not enrolled in a UA graduate program must meet undergraduate eligibility requirements.
- Any undergraduate student who is in their graduating semester who needs less than the previously stated credit hours required to graduate will be eligible for student employment. Student's application to graduation will be verified to confirm.
- University of Akron Resident Assistants need to refer to the Residence Life and Housing department to review additional student employment eligibility requirements

### **International Student (F-1 and J-1) Employee Information:**

**If international students are in a status other than F-1 or J-1 or are not sure if they are eligible for employment on campus, the student should consult UA International Center or their immigration attorney.**

- International students must obtain a permanent Social Security number as soon as possible after accepting an on-campus job. A student may not apply for an SSN more than 30 days before the start date of their employment.
- Generally, F-1 students are eligible for student employment if they meet the credit hour and GPA requirements.
- J-1 students must receive written permission from the International Center for each on-campus position before starting the employment.
- International students may be eligible for student employment with less than the stated number of credits with the approval of a [Reduced Course Load](#) (or RCL) form by International Center.
- International Graduate students may be eligible for student employment with less than the stated number of credits with the approval of a [Request to be Considered Full Time form](#) by the Graduate School.

### **Graduate Student Employment Information:**

- Graduate Assistants can work as Graduate Student Employees during the summer if the contract permits.
- Students who are transitioning from an undergraduate program to a graduate program can transition from an Undergraduate Student Employee to Graduate Student Employee if they meet the necessary eligibility requirements.
- Graduate students may be eligible for student employment with less than the stated number of credits with the approval of a [Request to be Considered Full Time form](#) by the Graduate School.
- Students who are completing a Dissertation or Thesis or are enrolled in a Dissertation or Thesis course will need to meet the minimum number of credit hours overall, to be eligible for student employment. These students may be eligible for student employment with less than the stated number of credits with the approval of a [Request to be Considered Full Time form](#) by the Graduate School.

### **The following students are NOT eligible for on-campus student employment:**

- Postdoctoral Students and Postdoctoral Fellows

- Part-Time Employees or Full-Time Employees with UA. This includes faculty, staff, and contract professionals.

### Federal Work Study Student Employment (FWS) vs. Student Employment (Non-FWS)

- The difference for **departments/employers** is the source of funding. In Student Employment (Non-FWS), 100% of funding comes from the employing departmental funds. In FWS, all funds are paid through this federal award until exhausted.
- The difference for a **student** is that monies earned under an awarded Federal Work Study appointment are excluded from consideration as a resource during the financial aid (FAFSA) awarding process. Funds earned by a student under the FWS program are considered as income for tax purposes, but earnings do not count against your aid eligibility when you complete the next year's FAFSA.

**There should be no difference as far as the treatment of student employees with the department/employer. Specifically, wage rates or job references should NOT be determined by the source of funding.** Rather, student employees should be judged by their individual knowledge, skills, and performance. Refer to the proper section for more specific information on topics relating to work hours, hiring, student wage rates, etc.

### Federal Work Study Student Employment (FWS)

Federal Work Study Student Employment (FWS) is a federally funded work program designed to provide part-time jobs to eligible students. Awards are made to individual students **based on financial need** as determined in accordance with federal regulations.

#### To apply and meet eligibility requirements, students must:

- Submit their [FAFSA](#) annually in order to be considered each academic year.
- Students must have demonstrated financial need per the FAFSA.
- Students must be enrolled each semester they are employed and maintain a cumulative GPA of 2.0. **Note:** enrollment under 6 credits per semester for fall and spring will impact enrollment status and other federal aid.
- **Please know that a FWS award is not guaranteed each year. We recommend that the student speak directly with a representative from the Office of Student Financial Aid if they have any questions regarding the FWS awarding process and what steps they may need to complete.**
- Please note the Federal Work Study award increases can happen but are not guaranteed. This requesting for additional FWS awards is organized by the [Office of Student Financial Aid](#).

### Federal Work Study (FWS) Authorization Forms

Students who have applied for and received funding through the need-based Federal Work Study Program are responsible for following the instructions on their Financial Aid Award Letters to obtain or keep an FWS job. **The two main FWS authorization periods follow:** (Please note that if departments permit students to continue to work after the authorization period, any **earnings not covered by the Federal Work Study award will be charged to the department/employer.**)

- **Academic Year**—from the week prior to the first day of fall classes to the last day of fall classes OR to the last day of finals week at the end of spring semester. **Awards will generally cover the students for 8-14 hours per week.**
- **Summer**—from the first day after spring semester ends to the day before the new fall semester begins. **Awards may cover from 15-25 hours per week during summer.**
  - Some students who are working and taking classes during the summer period will receive a [Summer Federal Work Study award](#) while other FWS awarded students might only have a Fall/Spring award. The total FWS funds that were issued for the summer, fall, and spring terms can be utilized for student work during this entire period. Students who are only provided a Fall/Spring award and are working during the summer period may be able to utilize these funds ahead of time. **However, it is important that supervisors, departments, and students are aware whenever the Fall/Spring awards are being utilized in advance of the academic award year for summer work.**

### Federal Work Study (FWS) Earnings Limit

If the earnings limit has been reached and an FWS student employee wishes to continue working, the student should contact Financial Aid to determine if additional funding is available to increase the FWS award. If the award cannot be increased, the department/employer may be able to continue to employ the student using departmental/employer funds.

The department/employer will need to submit a [Change Form](#) and select the option to move the student from FWS to Non-FWS (department budget). **If FWS and Non-FWS (department budget) funds are not available, the student can no longer be employed in this position.** If the student exceeds their earnings limit the difference will be charged to the departmental/employer budget.

All student employees will receive W-2 forms showing total earnings (Non-FWS & FWS) for the calendar year to be used when completing income tax returns. Student employees can request a breakdown of earnings from the Payroll Office.

### Student Employment (Non-FWS)

Student Employment (Non-FWS) encompasses all on-campus employment where the department pays 100% of the student's wages from departmental or grant funds. No FWS federal funding (see above) is involved.

### Grade Point Average Requirements (See below)

- **A department may have a higher-grade point average requirement for their student employees. If this is the case, departments should include this on their job posting.**
- Students should be informed of these requirements at the time they are interviewed, and again during their training.

### Undergraduate

Any non-international undergraduate student enrolled in at least **6 credits per fall or spring semester with a cumulative GPA of 2.0 or above** may locate student employment job opportunities through [Handshake](#).

### Law and Graduate Student Employees

Law and Graduate Student Employees are required to enroll in a minimum of **5 credits** per fall or spring semester. Law Student Employees will need to meet the cumulative GPA of 2.3 or above to meet the eligibility requirements. Graduate student employees will need to have a cumulative GPA of 3.0 or above to meet the eligibility requirements. Graduate Student Employee appointments **must first be approved by the Graduate School**.

### Graduate Assistantships (GA's)

Graduate Assistant (GA) appointments are approved and processed through the Graduate School. Students who have been awarded a Graduate Assistantship are **not** eligible for additional student employment, including Federal Work Study, **except** during break periods that are not covered by their graduate assistantship contract (i.e., summer).

### International Students

Any student who is not a citizen of the United States must first register and be approved by the International Center to work on campus. International students are not eligible for the FWS program. The student must be enrolled in enough credits to be considered full-time status and meet the minimum cumulative grade point average for their student employment type.

J-1 Students must receive written permission from the International Center for each on-campus position before starting the employment. If international students are in a status other than F-1 or J-1 and are not sure if they are eligible for employment on campus, the student should consult the International Center or their immigration attorney.

Although international students are sometimes given a temporary social security identification number (999-xx-xxxx), they must apply for a permanent Social Security Number at the beginning of the first semester of employment.

International students **must** obtain a regular Social Security Number upon receiving an on-campus job to be paid by Direct Deposit. **A student may not apply for an SSN more than 30 days before the start of their employment.** For further information: <https://www.uakron.edu/international/>

### Additional Student Employment Eligibility Information

- **All Student employees** need to continue to meet the eligibility requirements throughout the semester. Once the Drop & Add period for the semester has ended, credit hours will be re-verified. If a student employee is below the necessary credit hours requirement, they will be terminated.
- **Students graduating in May CANNOT** work during the summer following graduation **unless** continuing into another UA program (i.e., graduate school) or hired by the Human Resource department for a part-time or full-time position (non-student employment position).
- **Seniors in their last semester** can be exempt from the credit hour requirements if they need less than the credit hours required to graduate (i.e., only need 2 classes to graduate) and have applied for graduation.
- **Graduate students** may be eligible for student employment with less than the stated number of credits with the approval of a Request to be Considered Full Time form by the Graduate School.
- **International Graduate students** may be eligible for student employment with less than the stated number of credits with the approval of a Request to be Considered Full Time form by the Graduate School.

### Monitoring for Compliance

Student employees need to continue to meet the eligibility requirements throughout the semester. Once the Drop & Add period for the semester has ended, credit hours will be re-verified. If a student employee is below the necessary credit hours requirement, they will be terminated.

Undergraduate, graduate and law students must be enrolled in a minimum of half-time credit hours to be eligible for student employment. International students must be enrolled in full-time credit hours; 12 credit hours for international undergraduate and law students and 9 credit hours for international graduate students. Credit hour regulations are determined by the Internal Revenue Service (IRS).

## Start Dates and University Break Requirements (Part III)

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### Fall/Spring Semesters

#### Student Employees (Non-FWS) and (FWS)

- New students (including freshmen and graduate students) and returning student employees can begin working the week prior to the first day of the semester. If students are expected to begin working earlier, they will need to meet student eligibility requirements for the previous term.

### Winter Break

#### Student Employees (Non-FWS) and (FWS)

Students may be employed during the winter break period between fall and spring semesters as student employees **if** they have met the enrollment requirements for the fall semester and will meet the requirements for the upcoming spring semester:

- **6 credits and 2.0 cumulative GPA** for undergraduate students
- **5 credits and 3.0 cumulative GPA** for graduate
- **5 credits and 2.3 cumulative GPA** for law students

#### Student Employees with Federal Work Study (FWS)

If a student will be working significant hours during the winter break and is being paid by Federal Work Study Funds, it is important that the department/employer track the work hours and may need to adjust student work hours accordingly during either or both fall & spring semesters. [The FWS Award Tracking Sheet](#) can be used to calculate specific work hours for students based on their specific award amount and weeks they will be working.

## Spring Break

### Student Employees (Non-FWS) and (FWS)

Students may be employed during the spring break if they meet enrollment requirements for the spring semester.

## Summer Session

Continuing students may be employed during the summer session if they meet the following requirements:

## Student Employment Policies (Part IV)

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### Work Hours

#### Schedule

- Supervisors may not schedule student employees to work during times the student employees are scheduled for class.
- Student employees should be compensated for their attendance at seminars, workshops, or other events that are required as part of their employment. Travel time should be reimbursed as well.

#### Maximum Hours

- Since all student employees must be certified as part-time temporary employees of The University of Akron, the maximum hour policies listed below must be strictly enforced.
- **Student employees may not work more than 29 hours per week in all UA jobs combined.**
- **Law Student Employees may not work more than 20 hours per week in fall and spring.**
- **International students** are limited by immigration laws per USCIS to work a maximum of **20 hours per week** while taking classes, except during the winter break, spring break, and summer in which case International Students may work a maximum of 29 hours.

#### Federal Work Study Student Employees

- Student employees who are funded through the Federal Work Study Program can work up to 29 hours/week but need to be aware of how much is left in their award amount. The [FWS Award Tracking Sheet](#) can be used to calculate specific work hours for students based on their specific award amount and weeks they will be working.
- If the earnings limit has been reached and an FWS student employee wishes to continue working, the student should contact Financial Aid to determine if additional funding is available to increase the FWS award. If the award cannot be increased, the department/employer may be able to continue to employ the student using departmental/employer funds.
- The department/employer will need to submit a [Change Form](#) and select the option to move the student from FWS to Non-FWS (department budget). **If FWS and Non-FWS (department budget) funds are not available, the student can no longer be employed in this position.** If the student exceeds their earnings limit the difference will be charged to the departmental/employer budget.

#### Breaks

- If a student employee works an eight-hour shift, they may be given one-half to one-hour unpaid lunch break
- Although rest periods are not officially provided for under state civil service laws, departments may allow two fifteen-minute breaks during each eight-hour day. Supervisors will determine whether such breaks would hinder efficient departmental operation at certain times.
- **Breaks are a privilege rather than a right;** misuse of break periods or over-extending them may result in this privilege being revoked. Unused break periods are not cumulative and may not be used to arrive late or leave work early.
- These guidelines on breaks are set forth for The University of Akron staff. Supervisors may use discretion in the application of these guidelines to fit student employees' needs.

## Overtime & Comp Time – Not Permitted

- Student employees are **NOT PERMITTED to work OVERTIME**, since they are part-time employees of The University of Akron. **Student employees are not permitted to work over 29 hours a week.** Please keep in mind that other maximum hour restrictions may apply (see Work Hours section above).
- It is NOT acceptable to carry over hours onto the next week's timecard. "Comp" time is NOT permitted. Student employees must report the ACTUAL hours worked each week on the proper time record.

## Wage Rates & Pay Increases

- Student employees must be paid at least the state minimum wage rate per hour or above. The student employee's pay rate depends on the skills required, the job classification, and the overall work experience. Departments must ensure that all student employees working in the same position with comparable job description (whether FWS or Non-FWS) must be paid equitably. **An FWS student MAY NOT receive a higher pay rate in an effort to earn their full FWS award.**
- It is suggested that employees be reviewed yearly and that students be considered for merit or annual increases. A wage increase for merit or increased responsibilities may be processed by completing a [Change form](#).
- Student employees must **NOT** be paid more than \$16.00/hour for **any** position. If a supervisor wishes to pay a student a rate more than \$16.00/hour, they must work with UA Human Resources to determine an alternate employment classification (i.e., part-time staff) to accommodate this action. **Career Services & Student Employment will be the final signature for approval on all wage rates and any changes to wages.**
- Students **cannot be paid stipends** as a form of payment for student employees. Commission based work is the only exception that allows stipends.

## No Expectation of Continued Employment

- Student employment positions at The University of Akron are part-time and temporary and do not create any expectation of continued employment. Student employees are "terminated" at the end of an appointment/academic year (usually at the end of spring term) by hiring supervisors/employers.
- If the proper forms are not submitted to complete this action, a student employee is still considered terminated at the end of the academic year. They are not entitled to retain or return to their position without the submission of rehire or reappointment documentation being completed.
- The department/employer reserves the right to terminate any student employee at any time for any non – discriminatory reason, such as budgetary constraints, departmental needs, etc. In addition to graduation or failure to maintain academic standards or enrollment guidelines, the employment agreement may be terminated immediately.

## Student Responsibilities

Once hired, students are expected to fulfill the following responsibilities. Please note that this is not an exhaustive list. Individual departments might have additional responsibilities and agreements for their student employees. Please be sure to review these responsibilities in the job description and with the supervisor directly. The University of Akron and supervisors of students have the discretion to modify job duties.

- Responsible for understanding the policies presented to students by The University of Akron through the Student Employment Manual and any other training materials.
- Comply with all applicable university policies and procedures including the Confidentiality Agreement.
- Refrain from engaging in any conduct that would violate The University of Akron Notice of Nondiscrimination.
- Respect the rights and property of The University of Akron and fellow employees.
- Treat all customers and co-workers with courtesy and consideration.
- Students are encouraged to give an appropriate notice (ex. 2 weeks) if they decide to resign.



## Appeal Process

Career Services & Student Employment serves to coordinate student employment at The University of Akron and as such, will assist students and supervisors in matters associated with student employment. If a student employee feels that they have been treated unfairly while working as a student employee, the student may:

1. Discuss the matter with the employing department's Director or Department Head to seek resolution of the situation.
2. If the matter is not resolved and the student desires to contest the action taken by the employing department, the student should submit their appeal in writing within five days to the Career Services & Student Employment. The designated staff member(s) will then review the case with Human Resources as necessary.

## Nondiscrimination Policy

The University of Akron, in accordance with Federal, state, and local laws prohibiting discrimination, adopted the following non-discrimination policy:

*We operate under:*

- *nondiscrimination provisions of Titles VI, VII, of the Civil Rights Act of 1964 as amended and IX of the Educational Amendments of 1972 as amended.*
- *Executive Order 11246, Vocational Rehabilitation Act Section 504, Vietnam Era Veterans' Readjustment Act, and Americans with Disabilities Act of 1990 as related to admissions, treatment of students, and employment practices.*

*It is the policy of this institution that there shall be **no unlawful discrimination** against any individual at The University of Akron because of race, color, creed, sex, age, national origin, handicap/disability, or status as a veteran. The University of Akron will not tolerate sexual harassment of any form in its programs and activities and prohibits discrimination on the basis of sexual orientation in employment and admissions. The nondiscrimination policy applies to all students, faculty, staff, employees, and applicants.*

The following guidelines have also been established to ensure equal employment opportunity in the student employment areas:

- All departments/employers are strongly encouraged to post student employment jobs through Career Services & Student Employment via Handshake to ensure equal access for all students. Please see website for posting guidelines: <http://www.uakron.edu/career>
- To allow fair competition, as many students as is reasonably practical should be interviewed for open positions. It is suggested that applications and interview records be maintained in the department based on [UA Records Retention Information](#).

## Volunteerism and Internships

The U.S. Department of Labor provides the following guidance in reference to volunteerism and internships as according to the Fair Labor Standards Act (FLSA). For additional information: <https://www.dol.gov/agencies/whd/fact-sheets/71-flsa-internships>

## Hiring Process & Procedures (Part V)

### Handshake Job Posting & Management for Supervisors/Departments

If a department/employer hasn't used Handshake before to post jobs, they will need to "Create a New Company".

Instructions: <https://support.joinhandshake.com/hc/en-us/articles/219133057-How-do-I-create-a-company-profile->

- **Tips for on-campus departments creating a "company"**
  - Make sure to use a UA work email (xxx@uakron.edu)
  - When connecting with schools, the department only need to connect with UA
  - "Company Name" = The University of Akron followed by the department name
  - "Logo" = [UA Seal](#)

- “Banner” = Department’s UA logo (or leave blank)
- “Industry” = Higher Education

**Logo = UA Seal**

**Banner = UA department’s logo or leave blank**

**Industry = Higher Education**

**“Company Name” = The University of Akron followed by the department name**

**Contact Information**

Website  
<http://www.uakron.edu/career>

Phone  
 330-972-7111

Email  
[career@uakron.edu](mailto:career@uakron.edu)

Links

If a department/employer already has a “company account” in Handshake, staff members can follow these instructions to be added as a contact to post jobs (if there has been a change within the staff managing Handshake, follow these instructions): <https://support.joinhandshake.com/hc/en-us/articles/219133047-How-do-I-create-a-user-account-and-join-an-existing-company->

For a **forgotten password**, click “Forgot your password?” next to the Sign In button on the sign-in screen and follow these steps to reset the password: <https://support.joinhandshake.com/hc/en-us/articles/360005563233-Reset-Password-for-an-Employer-Account>. Note: This requires access to the email address that was used to sign up.

### Posting Jobs – Supervisors/Departments

Watch [this video](#) for step-by-step instructions on posting an on-campus job on Handshake.

- All job postings for on-campus student employment shall be posted on Handshake for a minimum of 14 days.
- Career Services & Student Employment will add the following statement to Handshake job postings in order to educate applicants:

*“All University of Akron student employees must meet the designated minimum standards as stated on the [Student Employment Eligibility Chart](#). Specifically, all UA student employees must be 18 years or older at the time of their start date. Any approved remote work conducted by student employees **MUST** be performed within the state of Ohio.”*

### Managing Applications in Handshake – Supervisors/Departments

Once positions are posted on Handshake, student applications can be managed there, as well. Departments/employers can change the status of student applications from “Pending” to “Reviewed”, “Declined”, or “Hired”. Automatic emails can also be customized to be sent to students when the status of their application changes. There is no option to set

automatic emails when a student's status is set to "Hired" – this email must come directly from the Hiring Supervisor. [This video](#) walks through this process.

### **Handshake Job Board – Searching & Applying - Students**

Students should utilize [Handshake](#), the university's online job board, to search and apply for jobs. Students should click on "The University of Akron Sign On" and use their student UAnet ID and password to login. Once logged in, students can begin building a profile and uploading resumes and other career documents. Career Services & Student Employment offers document review appointments to assist students in writing and revising career-related documents like resumes and cover letters.

To search for student employment positions, students should use the "on-campus" filter under the "Jobs" page. Save jobs using the bookmark or apply immediately using the red "Apply" button. After clicking on a job there will be a section to show if Work Study status matches what the employer is looking for.

If a posting says it is Federal Work Study (FWS) **only**, a student must be eligible for FWS funding to apply. If a posting is **not** listed as FWS, all qualified students can apply including FWS.

If a student is eligible for FWS and FWS is not showing on their Handshake account, we would encourage the student to still apply for the position and reach out to Student Employment for assistance.

**A student may receive updates via email, phone, or Handshake notifications, so be mindful to check all of these for messages.**

### **Interviews and Applicants**

#### **Interviewing – Students**

If selected for an interview, a student may have one or more interviews. Common types of interviews are phone, video, and in-person interviews.

Students are encouraged to take advantage of Mock Interviews and the Interviewing Guide offered by Career Services & Student Employment. Mock Interviews can be scheduled through Handshake or done on a drop-in basis both in-person and virtually. All career guides including the Interviewing Guide can be found on Handshake under Resources.

Students should bring their ZipCard and a copy of their class and extracurricular schedule to the interview. Supervisors may contact students after interviews using phone, email, or Handshake messages, so students should be sure to check each regularly.

#### **Interviewing – Supervisors/Departments**

To provide fair opportunity, departments/employers should interview as many students as is reasonably practical for open positions. A list of [Sample Interview Questions](#) can be found here.

#### **Notifying Applicants – Supervisors/Departments**

Once offers are made and accepted by students, the **hiring supervisor should notify all other students that applied for the job that they were not selected.**

#### **Statement on Nepotism**

- No university employee may participate, formally or informally, in the decision to hire, retain, grant tenure to, promote, determine salary of, discipline, renew, modify, or terminate a family member's individual employment with the university, or to renew, modify, or terminate any other condition of employment.
- No university employee may give preferential or favored treatment in the supervision or management of another university employee who is a family member.
- No university employee may authorize or use their authority, formally or informally, to secure authorization of any public contract in which they or a family member has interest.

## Hiring Process and Paperwork

Current Hiring Process - (Stay tuned for an electronic form process in MS Power Automate coming soon in Spring 2022!)

### The Hiring Supervisor's Responsibilities:

**IMPORTANT UPDATE** It is imperative that **student employees are not permitted to start work until their start date has been approved by Career Services & Student Employment**. The requested start date is subject to approval. When hiring student employees, supervisors must submit a Student Employment New Hire form to Career Services & Student Employment in a **prompt and timely manner** to allow students sufficient time to enroll in or opt out of OPERS. Effective November 17<sup>th</sup>, 2021 students receive a link from OPERS to make this choice. **If student does not opt-out within 30 days of their approved start date, they will automatically be enrolled in OPERS and will not have the option of requesting an exemption until there is a break in employment of at least 365 days.**

- **Post and manage student employment jobs on [Handshake](#), UA's job board.**
- **Make the offer to the student.** Once the student accepts the position, the Hiring Supervisor notifies all other applicants that the position has been filled.
- **Complete the Student Employment Hire/Rehire form with the student**, which requires signatures from the Student, Hiring Supervisor, and Department Head. *If physical signatures are not possible (ex. working remotely) an email from a "uakron.edu" email address stating approval is acceptable.*
- **Submit a completed and signed Student Employment Hire/Rehire form** via email to [studentemployment@uakron.edu](mailto:studentemployment@uakron.edu).
- **Advise first-time student employees to meet with Career Services & Student Employment or International Center (for international students) to complete I-9 form, confidentiality agreement and receive other Payroll documents.**

### Career Services & Student Employment Responsibilities:

- **At the Career Services & Student Employment (or International Center) I-9 appointment:**
  - the student will complete
    1. the I-9 form
    2. confidentiality agreement
  - The student will receive information about the following. Link to [required payroll forms](#)
    1. W-4 Employee's Withholding Certificate form
    2. IT-4 State of Ohio Employee's Withholding Exemption Certificate form
    3. Payroll Direct Deposit Participation form (optional)
    4. Statement Concerning Your Employment in a Job Not Covered by Social Security form (SSA-1945)
    5. Resident/Non-Resident Identification Form (NR-1 Form)
    6. Student Employee Confidentiality Agreement
    7. Ohio Public Employees Retirement System (OPERS). Students will either need to enroll in or opt-out of OPERS. The link will be provided by OPERS Employer Contribution System "ECS" (web application) via email or text on the next business day following the date the hiring paperwork was approved by Career Services & Student Employment. Students ONLY have 30 days from their employment start date to opt out of OPERS membership.
- **Career Services & Student Employment will verify that the applicant:**
  1. Is a student at The University of Akron and 18 years of age or older
  2. Is appropriately enrolled to be eligible for student employment (see enrollment requirements)
  3. Is eligible to work in the United States.
  4. Was awarded Federal Work Study funds (if applicable)

- Once documents are completed and eligibility is verified, Career Services & Student Employment will notify the Hiring Supervisor and the student of the approved start date that the student can begin to work. By law, students ARE NOT permitted to start working prior to this approved start date.
- Career Services & Student Employment will send a completed copy of the hire/re-hire form to the Hiring Supervisor for their departmental records.

**Hiring materials submission deadline:** To assure that student employees are paid on time, student employment forms must be submitted to the Career Services & Student Employment Office ([studentemployment@uakron.edu](mailto:studentemployment@uakron.edu)) **by 10 a.m. on the Monday preceding each payday.** Late hiring materials and student payroll documents may result in payment delays.

## Hiring Forms

### Forms to be completed:

Forms can be found on our website: <https://www.uakron.edu/student-employment/forms/>

### I-9 Form (Student and Career Services & Student Employment or International Center will complete)

Federal laws requires that UA must have a completed and authorized [I-9 Employment Eligibility Verification form](#) for new employees, including student employees. This law took effect in 1987 and is designed to protect jobs for persons who are eligible to work in the United States. Those persons without proper documentation from one of these categories may not be employed at The University of Akron.

### The I-9 form must be completed for all new University of Akron student employees except:

- All NEW employees, including U.S. citizens, Permanent Residents, and Aliens Authorized to Work in the United States, must complete the I-9.
- U.S. citizens, Permanent Residents or Authorized Aliens who have a current completed and authorized I-9 form on file with the University of Akron. Departments/Employers may call Career Services & Student Employment to check on the student's I-9 Status.
- For I-9 purposes, "international students" include individuals who are not U.S. citizens, U.S. nationals, or U.S. permanent residents. These individuals will meet with the International Center staff to complete the I-9 form.
- Student employees will be required to complete a new I-9 form if they have had a break in employment with a UA department longer than 12 months.

**Acceptable document(s)** student employees will need to provide during the I-9 appointment. The document or documents cannot be photos or copies and must be originals.

LISTS OF ACCEPTABLE DOCUMENTS All documents must be UNEXPIRED		
Employees may present one selection from List A or a combination of one selection from List B and one selection from List C.		
LIST A Documents that Establish Both Identity and Employment Authorization	LIST B Documents that Establish Identity	LIST C Documents that Establish Employment Authorization
1. U.S. Passport or U.S. Passport Card	1. Driver's license or ID card issued by a State or outlying possession of the United States provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address	1. A Social Security Account Number card, unless the card includes one of the following restrictions: (1) NOT VALID FOR EMPLOYMENT (2) VALID FOR WORK ONLY WITH INS AUTHORIZATION (3) VALID FOR WORK ONLY WITH DHS AUTHORIZATION
2. Permanent Resident Card or Alien Registration Receipt Card (Form I-551)	2. ID card issued by federal, state or local government agencies or entities, provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address	2. Certification of report of birth issued by the Department of State (Forms DS-1300, FS-545, FS-240)
3. Foreign passport that contains a temporary I-551 stamp or temporary I-551 printed notation on a machine-readable immigrant visa	3. School ID card with a photograph	3. Original or certified copy of birth certificate issued by a State, county, municipal authority, or territory of the United States bearing an official seal
4. Employment Authorization Document that contains a photograph (Form I-766)	4. Voter's registration card	4. Native American tribal document
5. For a nonimmigrant alien authorized to work for a specific employer because of his or her status: a. Foreign passport; and b. Form I-94 or Form I-94A that has the following: (1) The same name as the passport, and (2) An endorsement of the alien's nonimmigrant status as long as that period of endorsement has not yet expired and the proposed employment is not in conflict with any restrictions or limitations identified on the form.	5. U.S. Military card or draft record	5. U.S. Citizen ID Card (Form I-197)
	6. Military dependent's ID card	6. Identification Card for Use of Resident Citizens in the United States (Form I-179)
	7. U.S. Coast Guard Merchant Mariner Card	7. Employment authorization document issued by the Department of Homeland Security
	8. Native American tribal document	
	9. Driver's license issued by a Canadian government authority	
	<b>For persons under age 18 who are unable to present a document listed above:</b>	
	10. School record or report card	
	11. Clinic, doctor, or hospital record	
	12. Day-care or nursery school record	

Examples of many of these documents appear in the Handbook for Employers (M-274).

Refer to the instructions for more information about acceptable receipts.

## Change Form: A form to change Pay rate, Account Code, FWS Status, or Termination

The University of Akron  
 Career Services & Student Employment & Student Employment - Student Union 211  
 330.972.7747 • [studentemployment@uakron.edu](mailto:studentemployment@uakron.edu)  
<https://www.uakron.edu/student-employment/>

Revised Date 8.16.21

### Needs to be completed when:

- The student employee's **pay rate** is increased/decreased (**NOTE: Requires student signature**)
- The department/employer needs to change the **account code** being charged.
- The department/employer needs to add or remove an **account code**
- Student **status** is changed from FWS to Non-FWS employment or from Non-FWS to FWS employment
- Student is **terminated**
  - Student employees of the University of Akron are employed with an "at will" status. Employees are not employed for any definite term and either party for any reason, with or without cause, may terminate the employment relationship at any time.

### Completing the Change Form:

- The **Hiring Supervisor** will complete the information in the first section of the form in its entirety. Forms missing information may delay the action requested.
- The Change Form **must be signed by the Department head** listed for all changes made.
  - The **Hiring Supervisor** will give a job title of the student's position and list Rational for Change.
- Pay rate Changes:
  - The **Student** must sign and date the form if there is a change in pay rate. Pay rate change forms that are not signed by the student cannot be processed.

**Note:** The Career Services & Student Employment office will complete the second section of the Change Form. If the student is transitioning from Non-Federal Work Study (Non-FWS) to FWS status, Career Services & Student Employment will verify that FWS funding is available.

### Supervisor Changes

If there are **permanent changes** to the supervisor for a student employee or employees, the following electronic form needs to be complete. This electronic form provides documentation of the supervisor change. From there, the Student Employment team can process the information and will notify the new supervisor upon completion.

#### [Supervisor Change Form](#)

If there are any outlining issues with supervisors not being able to view student employees within their EmpCenter account, please notify the IT Help Desk (6888).

For **temporary supervisor changes** when the current supervisor will temporarily be unable to approve time records for their student employee(s), we would recommend having the current supervisor delegate their access in EmpCenter. EmpCenter access can be granted to another member of their staff, typically the department head during the temporary timeframe. Instructions on how to delegate and revoke EmpCenter access can be found on the link provided [here](#).

### Management of Student Employees

#### Training Tips

All supervisors should provide training for new and returning student employees.

1. Educate student employee on how the office/department impacts the university overall.
2. Define role and tasks and explain importance of their role as a UA employee.
3. Provide opportunity to get to know supervisor, other student employees, and staff.
4. Explain Career Services & Student Employment policies on enrollment and work hours.
5. Explain how to record weekly hours on weekly timesheet (EmpCenter) as well as calling-off and late reporting procedures.
6. Review general departmental standards and expectations such as workplace professionalism.
7. Review Student Employee Confidentiality Agreement to see what information is considered confidential in the workplace.
8. Discuss emergency contact information and procedures.
9. Discuss acceptable areas for lunch and snacks and policies regarding visitors in the office.

10. Review policies for dress code, technology usage, homework at work, and use of office resources.

### Performance Evaluation and Formal Feedback

Evaluation is key in retaining student employees. The purpose of giving feedback is to set goals, clarify performance expectations, monitor progress, and create open dialogues with students. This is also an opportunity to motivate employees through recognition and support and prepare them for increased responsibility.

Career Services & Student Employment recommends providing formal feedback at the end of every semester. Student Employment Performance Evaluation forms can be found [here](#).

### Opportunities for Improvement

When workplace issues arise, supervisors will assist student employees in identifying a workable solution.

Work-related conflicts will occur from time to time. When this happens, student employees should bring issues to their immediate supervisor. Common types of workplace issues include performance issues, behavioral issues, and issues with attendance/punctuality (tardiness).

A verbal corrective action may be enough of a first step in resolving an issue. However, if additional or more immediate action is required, a Corrective Action Report can be considered. This report may be revisited during regularly scheduled performance reviews or as necessary.

### Suggested steps for addressing areas of improvement/issues:

1. Coaching Conversation - address minor infractions and target areas of growth
2. Verbal Warning (Corrective Action Report) - to document conversation for performance improvement
3. Written Warning (Corrective Action Report) - for further documentation issued after previously issuing a Verbal Warning, or for serious infractions.
4. Final Written Warning (Corrective Action Report) - issued if a Written Warning has been issued within the last 12 months or for a first offense of an extremely serious nature.
5. Termination

## Payroll Information (Part VI)

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### Paychecks & Paydays

Before a paycheck can be processed, the Payroll office must have received the necessary payroll documents (see above).

### Weekly Timesheet Records

- **DUE DATES:** Timesheets for the previous week must be entered in EmpCenter by the student by **5pm on Monday** of each week. Supervisors need to review timesheets and approve by **Wednesday at 12pm**. **These deadlines must be met to avoid any pay delays.**
- A timesheet is a **LEGAL RECORD** that shows the hours a student employee worked in any given week. Student employees may not work during times they are scheduled for class unless the supervisor verifies that the class was cancelled and notes it on the timesheet. The supervisor approving the timesheet is certifying that the student employee was working at the times listed.
- It is **NEVER** appropriate to work extra hours one week and put them on the timesheet for the following week. **THE WEEKLY TIMESHEET MUST REFLECT THE ACTUAL HOURS WORKED BECAUSE THESE RECORDS MAY BE USED AS EVIDENCE IN COURT IF REQUESTED.**
- Student employees who have more than one job on campus must make sure that hours worked **DO NOT** overlap and **DO NOT** exceed the weekly maximum hours.
- [Link to EmpCenter Training](#)

## Paydays

Generally, all student employees are paid bi-weekly. Student employee paydays correspond to staff paydays throughout the year. A bi-weekly payroll schedule is available on The University of Akron's web site at the following address: <https://www.uakron.edu/controller/payroll.dot>

## Paychecks and Direct Deposit

**First Paycheck: A student's first paycheck will need to be picked up in person at [Payroll](#) at the Payroll Office window located in the Administrative Services Building. The university pays on a two-week delayed pay schedule. A student employee will be able to claim their first paycheck three to four weeks after beginning work.**

**Direct Deposit is not available until after their first paycheck has been claimed.**

Student employees may choose to pick up their subsequent paychecks at the Payroll Office or plan to have the paycheck automatically/directly deposited. Student employees can sign up for Direct Deposit by completing the Payroll Direct Deposit Participation form. International students cannot sign up for Direct Deposit until they have received a Social Security Number. Paychecks will not be mailed to student employee unless circumstances requiring a mailed check is permitted.

**Last Paycheck: Will be issued two to three weeks after the student employee stops working.**

## Holidays – Vacation – Sick Leave

- **Holidays:** In general, student employees shall not be required to work on University observed holidays. However, some university offices may be required to maintain services on certain holidays. On such days, students may be scheduled to work. Student employees who are scheduled to work on holidays shall be paid for hours worked at their regular rate of pay. Student employees who are not scheduled to work on holidays will not be eligible for pay.
- **Vacation:** Paid vacation time is not available for a student employee. Arrangements for "time off without pay" must be made with the employing department supervisor.
- **Sick Leave:** Sick leave pay is not available for student employees. In the event of illness, the employee must notify their supervisor as early as possible on each day of absence. Failure to give notification will be just cause for appropriate disciplinary action.
- **Jury Duty Pay:** Jury Duty pay is not available for student employees.

## Unemployment Compensation

In accordance with the provisions of Section 4141.01 - 4141.43 inclusive, of the Ohio Revised Code, student employees of the university who are enrolled and regularly attending classes at the university during employment are **not** eligible to receive unemployment compensation benefits. The [Ohio Department of Job and Family Services](#) administers the Unemployment Compensation Program and further information is available through their office.

## Injury-Workers Compensation

All student employees of The University of Akron are covered by the Workers Compensation Program during the hours they are working for the university, provided the injury occurs within the course and scope of university employment. If a student employee is injured, the department supervisor shall be advised of the injury as soon as possible. Workers Compensation information and forms may be obtained from the Department of Human Resources Office, Benefits Administration. Further information may be obtained by calling 330-972-7090.

## In Case of Emergency

If an emergency were to occur involving a student employee, please contact the University of Akron Police Department (UAPD) at 330-972-2911. If available, you may be able to utilize one of the blue-light emergency phones that are positioned across campus.