Student Employment/Payroll Informational Session

Student Employment
- Kim Duby
- Cindy Garrison

Payroll
- Jess Dempsey
- Ellen Lowe
- Jennifer Person
Agenda

• Student Payroll Activity
• Student Hiring Process
• Student Sick Time
• Work Study Reminders
• Student Separation Process Update
• Non-Resident Alien Update
• Looking Ahead
• Resources
• Questions/Answers
Student Payroll Activity - Transaction Trends

Select Payroll Transactions

<table>
<thead>
<tr>
<th>Payroll Authorizations</th>
<th>Tax Withholding Forms</th>
<th>Direct Deposit Forms</th>
<th>Journal Entries</th>
<th>Add'l Pay/Misc Adjustments</th>
</tr>
</thead>
<tbody>
<tr>
<td>FY 2015</td>
<td>FY 2016</td>
<td>FY 2017</td>
<td></td>
<td></td>
</tr>
<tr>
<td>30,110</td>
<td>15,527</td>
<td>5,175</td>
<td>28,458</td>
<td></td>
</tr>
<tr>
<td>34,499</td>
<td>12,951</td>
<td>5,600</td>
<td>29,160</td>
<td></td>
</tr>
</tbody>
</table>
| 37,053                 | 11,420                | 5,035               | 22,749          | 17,958

FY 2015 | FY 2016 | FY 2017
Smart HR Student Payroll Templates: Go-live Through FY 17 End
Employee Self-Service Counts - 6336

- Direct Deposit, 2474, 39%
- CT-W4, 1854, 29%
- Fed W-4, 2008, 32%
Student Hiring Process – JobX

1. Request JobX access
2. Create a job description
3. Post your job
4. Interview your candidate(s)
5. Select your candidate(s)
6. Hire candidate(s)
Student Hiring Process – Helpful Resources

StudentJobs.uconn.edu

- JobX videos
- Navigating the JOBX website
- Who to Call for Assistance guide
- Current Year Time Sheets
- Current Year Payroll Dates
Student Hiring Process – Request JobX Access

University Employers

Log-In Here to place job advertisements, access electronic job application review, and hire students.

- Request a Log-In
- Password Reminder
- Employer User Guide [PDF]
Student Hiring Process – Create a Job Description

Administrative Support

Class I

- Student Administrative Trainee (111)
- Student Retail Services Trainee (154)

Class II

- Student Administrative Assistant (211)
- Student Retail Services Assistant (254)

Class III

- Student Administrative Specialist (311)
- Student Retail Services Specialist (354)
Student Hiring Process – Posting a Job

Select a Category:
Administrative Support

Select a Job Title:
Class II - Student Administrative Assistant - 211

Please read the wage descriptions carefully and select the appropriate rate.

IMPORTANT NOTE: You must select a wage within the appropriate class based on the job category and title you selected above.

Class I: $10.10
Class II: $10.25-11.45
Class III: $11.50-13.45
Class IV: $13.50-28.80

☐ Check here if this job will pay an hourly rate.

Pay Range: From $10.25/hour To $10.25/hour
If there is no flexibility in the wage for this job, simply put the same value in the "From" and "To" boxes.

Examples: Compensation Description, if applicable.
"Depends on Experience"
"$0.50 raises every year"
- 255 character limit.
# Student Hiring Process – Posting a Job

**Describe the Job**

Please be detailed. The Student Employment Office requires that job applications be accepted online through this system, but if you would also like to accept applications by paper, please indicate so here.

<table>
<thead>
<tr>
<th><strong>Requirements for the Job</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>It is required to collect online applications for the job, be sure to describe the application procedure here.</td>
</tr>
</tbody>
</table>

The Student Employment Unit of the Office of Student Financial Aid Services is seeking a student employee to provide assistance to other students and departments with general employment, Work-Study, and payroll issues. Job duties include answering phones, serving walk-in customers, processing employment paperwork, completing employment verifications, answering emails, data entry, scanning documents, running errands, and other office duties/projects as needed.

**Must have Work-Study.** We have open shifts on Mondays 8-11 & 1-5, Wednesdays 8-10 a.m. & 12-3:30, Fridays all day. The successful candidate will be positive, people-oriented, well-organized, and able to multi-task. Excellent communication, customer service, and computer skills are essential. This position will have an end date of 5/10/18, with the potential to continue employment through the summer and next academic year.

<table>
<thead>
<tr>
<th><strong>Number of Available Openings</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Hours per Week</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Enter a numerical value in integer form, such as &quot;0&quot;.</td>
</tr>
</tbody>
</table>

**UCONN**
Student Hiring Process – Posting a Job

Start Date
Please enter either an exact date in the form mm/dd/yyyy or a brief description (e.g., "ASAP").

End Date
Please enter either an exact date in the form mm/dd/yyyy or a brief description (e.g., "At completion of project").

Time Frame
Academic Year

Every job must have one primary contact person (the next question) It may also have any number of secondary contact people.

Contact Person
Cindy Garrison

Secondary Contact People
Ashley C. Slater
Cindy Garrison
Dianne Boer
Eileen Jean Kapinos
Joshua Michael Diffenderfer

Phone Number

Fax Number
860 486-6253

Email Address
Leave blank if you do not wish students to see this information.

Workplace Location
Wilbur Cross Building, Storrs

Is Community Service?
No
Student Hiring Process – Posting a Job

In order to meet the requirements of affirmative action and equal opportunity and the University’s policy, all available positions must be advertised via the Office of Student Financial Aid Services – Student Employment for at least a two-week period. Supervisors who are rehiring former student employees, and who are NOT seeking new candidates for their available position(s), are not required to advertise.

By selecting the option below, I attest that I have read and understand the University’s policy on Employment and Contracting for Services of Relatives. I further understand that under no circumstances will the University approve the employment of dependent children or step-children as student employees under direct or indirect supervisory relationships, and I will not hire an employee that is in the direct or indirect line of supervision of a relative working in another University position. Please contact Student Employment with questions regarding this policy.

Employment Policy Agreement?  Yes, I agree to these terms.

Submit
## Student Hiring Process – Posting a Job

<table>
<thead>
<tr>
<th>Class I - Student Storeroom/Warehouse Trainee - 123</th>
<th>$10.10/hour</th>
<th>Aerospace Studies (ROTC)</th>
<th>Facilities/Maintenance/Transportation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Class II - Student Administrative Assistant - 211</td>
<td>$11.45/hour</td>
<td>Computer Center &amp; Information Technology Services (UITS)</td>
<td>Administrative Support</td>
</tr>
<tr>
<td>Class II - Student Administrative Assistant - 211</td>
<td>$10.25/hour</td>
<td>Facilities/ Physical Plant</td>
<td>Administrative Support</td>
</tr>
<tr>
<td>Class II - Student Administrative Assistant - 211</td>
<td>$10.25/hour</td>
<td>Summer and Winter Programs</td>
<td>Administrative Support</td>
</tr>
<tr>
<td>Class II - Student Administrative Assistant - 211</td>
<td>$10.25/hour</td>
<td>Registrar</td>
<td>Administrative Support</td>
</tr>
<tr>
<td>Class II - Student Computer Lab Assistant - 219</td>
<td>$10.25/hour</td>
<td>Engineering, School of - Computer Services</td>
<td>Information Technology</td>
</tr>
</tbody>
</table>
Student Hiring Process – Interviewing Candidates

- Ask relevant questions to specific tasks of the job
- Be consistent - everyone should be asked the same question
- Do not ask any illegal questions
  - Are you a US citizen?
  - What year were you born?
  - Are you married? Are you single?
  - Are there any Holidays you do not celebrate because of your religion?
Student Hiring Process – Sample Interview Questions

- Why are you interested in working in this Office/Department?
- Are you familiar with Microsoft Office Suite?
- Have you worked with WordPress?
- Why are you a good fit for this position? List specific items.
- Since this position has a cashier component. How would you deal with a difficult customer?
- How soon can you start? Are you able to work during the summer/winter break?
Student Hiring Process - Select Your Candidate

- Email/Call your selected candidate(s) and offer them the job
  - Be sure to discuss:
    - Start day
    - Pay rate
    - Work Schedule
    - Go over Job duties again
- After candidate(s) accept, contact all other applicants to let them know
Student Hiring Process – Core-CT/Smart HR

- Smart HR Template Selection
- Smart HR Template Page Helpful Hints
- Smart HR Tips
Student Hiring Process – Core-CT/Smart HR

- Hire Template or Data Change Template?
  - A Hire Template should be submitted for new Student Labor or Work-Study jobs. Examples include:
    - New students in your area
    - Students who may have one job with you, but receive multiple rates of pay depending on their duties
    - New semester or Academic Year Work-Study awards
  - A Data Change template should be submitted for Student Labor employees who have been extended beyond their original appointment end date.
  - A Data Change template should not be submitted to extend Work-Study appointment dates.
Student Hiring Process – Core-CT/Smart HR

– Select the appropriate template
  • UC_TBH_SL - UConn Hire Template - Student Labor Hire
  • UC_TBH_WS - UConn Hire Template – Workstudy Student Hire
  • UC_TBH_NUCS - UConn Hire Template - Non-UConn Student

– Enter Transaction Details
  • Enter the NetID or Name to select the student
  • Change the Job Effective Date to the Hire Date
    – Please be cautious with this date, an erroneous date will effect timesheet creation and ultimately pay!
  • Reason Code should be ‘Employ’
  • Work-Study Aid Year and Semester
    – These fields appear on the Work-Study template only
    – Be sure to select the correct Aid Year and the Semester. If a student has been granted a full year award, users should select ‘Fall/Spring’.
Personal Info Tab

- **International Addresses**
  - If an international address populates from the Student Administration integration, department processors are required to update the address fields to reflect US data. The department address can be used if a local address was not provided to you.
  - Do not update the City and Zip Code only.

- **Phone Number**
  - This field is for a work phone number, NOT a personal contact number.
Job Info Tab

- Verify that the Compensation Rate is **entered** and is **accurate** for the selected Job Code. These rates can be found on Scholarship and Student Employment’s website: studentjobs.uconn.edu

- End Dates are required for all student employees. Work-Study end dates are pre-populated and cannot be changed. Student Labor end dates must be entered by department processors. Please note that while the template may accept a year of 9999, this is not a valid value.
Citizenship Info Tab

- The information on this page is populated by an integration from Student Administration.
- The only field department processors need to update is the Status Date.
- The Expiration Date field is for visa holders only; do not enter a date in this field for US Citizens or Permanent Residents. If all of the fields are blank, please call Payroll for assistance.
- Non-UConn students are not included in the SA integration. Department processors can skip this tab for that group.
Funding Info Tab

- Department processors should enter the appropriate KFS account number and percentage. Work-Study records must be coded to accounts that begin with ‘529’. This is the only population that should use this account.

Payroll Use Tab

- No updates needed here!

Click **Save and Calculate** and **Submit**
**Smart HR Additional Information**

- **Person Match Found**
  
  This message occurs when there is a match on the name and/or SSN to an existing record in Core-CT. Users should select ‘Send to Payroll for Completion’. Once Payroll has researched the record, the hire process will be finalized by Payroll.

![Smart HR Transactions](image_url)

**Person Match Found**

The personal information you entered matches, or is similar to, person(s) in the Human Resources system. Please review the person information. Choose Select if the person is a match, Select No Match - Continue with Hire if no one is a match. The Person Org Summary hyperlink will open a new browser window and provide additional details about the person’s work history.

<table>
<thead>
<tr>
<th>Person ID</th>
<th>Matching Reason</th>
<th>Name Type</th>
<th>Name Effective Date</th>
<th>First Name</th>
<th>Last Name</th>
<th>Net ID</th>
<th>Jobcode</th>
<th>Department</th>
<th>Position</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>National Id, Name</td>
<td>PRI</td>
<td>4/1/2017</td>
<td></td>
<td></td>
<td>4154GA</td>
<td>Kinesiology</td>
<td>Graduates Assistant</td>
<td></td>
</tr>
</tbody>
</table>

**Edit Transaction Details**

- Not a Match - Continue with Hire
- Save for Later
- Cancel

**Send to Payroll for Completion**
Student Hiring Process – Core-CT/Smart HR
Smart HR Additional Information

Transaction Status
  • Hired
    – The hire has been completed
  • Completed
    – The data change has been completed
  • Action Required
    – **Approved** – Department has approved the transaction; Payroll must take action
    – **Pending** – Department has not approved the transaction
  • Error
    – Payroll must take action to resolve the error
  • Requested
    – Payroll must take action
Student Hiring Process – Core-CT/Smart HR

Smart HR Additional Information

Some users may see two options when they navigate to ‘Smart HR Template’

**Smart HR Transactions** is used to initiate transactions.

![Smart HR Transactions](image)

**Manage Transactions** is used to view transaction in progress. Approvers also use this to take action on transactions.

![Manage Transactions](image)
Student Hiring Process – Core-CT/Smart HR
Smart HR Additional Information

• **Warning Messages vs. Error Messages**

  Sometimes users will receive system generated messages.
  
  • A warning message is informational and will allow the user to continue with the hire.

  ![Warning Message Example](image1)

• An error message will stop the processing until it is resolved, or the template is cancelled and restarted.

  ![Error Message Example](image2)
Student Hiring Process – Core-CT/Time and Labor

- When is a timesheet available?
- Entering and approving time
- Manual Timesheets
- Deadlines
Student Hiring Process – Core-CT/Time and Labor

• When is a timesheet available?
  – If the template does not need to be sent to Payroll for completion, a timesheet is generally available the next day.

• Entering and Approving Time
  – Employee Self-Service
  – Timekeepers
  – HuskyTime
  – Other time keeping systems

• Manual Timesheets
  – Deadlines
    • Friday by noon on pay-week for manual timesheets (including sick time)
Student Sick Time

• Student Sick Time Error Messages

**Leave Balance is Exceeded**
– If the time entered is greater than the balance available for use

**SICK cannot be entered**
– Contact Payroll
– Payroll will audit the student’s record(s)
– Manual timesheet
Work-Study Reminders

Funding

- Work-Study records must be coded to KFS accounts that begin with 529. Student Labor records must be coded to accounts that do not begin with 529.

- Funding Changes--If a Work-Study award has been exhausted, do not change the funding account number on the Work-Study record to a non-529 account. A new record will need to be created using a hire template to transfer employment from Work-Study to Student Labor.
Work-Study Reminders

- How Work-Study is Awarded at UConn
- Enrollment Requirements
- Time Reporting
- Work-Study must be earned in **ONE** department
- Working in excess of award
- Never extend the end date of a Work-Study authorization beyond the established end date
Work-Study Reminders

Tracking Balances

- To ensure that the funds will cover the entire semester, calculate the amount of hours that the student may work to last the entire 15 weeks when establishing a work schedule.
- $1,100 divided by 15 weeks = $73.33 per week, divided by rate of $10.25/hr = 7 hours per week.
- Utilize balance-tracking spreadsheets located on https://studentjobs.uconn.edu/
- Watch for timesheet exceptions.
- Process a new hire using the student labor template when funds are in danger of being exhausted.
- Any unused portion of the fall award will roll over to spring, however, students may not begin earning the spring portion until 12/8/17.
Student Separation Process Update

• New Process
  – Email reminders will be sent to departments with notification of upcoming end date(s).
  – Departments will be provided with a deadline by which to submit a data change template to extend the Appointment End Date.
  – Students with an Appointment End Date that has not been extended by the deadline will have a separation transaction processed by Payroll.
• Departments will continue to be responsible for submitting a Separation template for students who leave employment prior to their Appointment End Date
• Watch for additional communication regarding this new process!
Non-Resident Alien Update

• All Non-Resident Alien employees are required to meet with the Office of Tax and Compliance to complete tax withholding forms.
• Reminder: International students are restricted to working 20 hours/week while classes are in session.
• Reminder: Departments are responsible for completing all Form I-9s, including forms for international students. If there are questions or a need for additional training, please contact Payroll.
Looking Ahead

• FICA Switch for Summer
  – Students enrolled in classes during the summer must submit proof of enrollment to Payroll to remain exempt from FICA over the summer break.

• Self Service
  – Tax Forms
  – Direct Deposit
  – View Paycheck Information
  – View W-2/W-2c Forms
Resources

• ess.uconn.edu
• payroll.uconn.edu
• studentjobs.uconn.edu
Questions?