By Shalena Clary, Associate Director

It is hard to believe that the summer is quickly coming to an end and we are gearing up for fall semester already! The Financial Aid Office is working hard to make this the best year of student employment yet! Last year we sent out a survey asking you for feedback on the services our office provides. The responses were great and we worked throughout the year to address the concerns raised. We are excited to hear how the changes are working for you and where you think we should focus next, so please help us by completing the new survey this fall. You can read more about the new survey in the newsletter.

We also have a more flexible schedule this year, so we want to get out of the office and come see you. If you are looking for training, or just want to talk about specific student employment needs in your area/department, please feel free to schedule a time for us to visit.

If you have questions about the content of this newsletter or student employment in general, please contact us. We hope you enjoy the last few weeks of the summer. We are looking forward to our collaborative efforts during the Job Fair during Orientation, as well as over the course of the academic year.
**Need to Know News**

*By Tom Cabic, Student Employment*

**How to Update Account Numbers**

If you need to make any changes to the account number you provided on a job placement, go to the Resource Library in FAJobLink. Open the folder titled ‘Submit Changes to Placement Records.’ Click on the ‘Update Account Number’ link and provide the information requested:

- **Effective Date:** Date this change should start (cannot be prior to current pay period).
- **Student Name and UR ID:** Include any students that this change pertains to.
- **FAJobLink Job ID Number:** You can find the job number by clicking on ‘My Jobs’ in your FAJobLink account and then reviewing the ‘Job ID’ listed for each of your jobs.
- **Correct Workday FAO Account Number:** Should be two capitalized alpha six numeric digits (AB123456), with no dashes.
- **Division/Department Number**
- **Date of change to account number:** Must be within or prior to the pay period of when the change needs to occur.
- **Please provide a phone number and email address for a contact person in your department; we will contact them if any questions regarding this change arise.**

**How to Update a Pay Rate**

If you need to make any changes to the hourly wage you provided on a job placement, go the Resource Library in FAJobLink. Open the folder titled ‘Submit Changes to Placement Records.’ Click on the ‘Change a Pay Rate’ link and provide the information requested:

- **Effective Date:** Date this change should start (cannot be prior to current pay period).
- **Student Name and UR ID:** Student that this change pertains to; must be requested individually.
- **FAJobLink Job ID Number:** You can find the job number by clicking on “My Jobs” in your FAJobLink account and then reviewing the ‘Job ID’ listed for each of your jobs.
- **UR Division/Department Number**
- **Current Hourly Wage & New Hourly Wage requested:** A pay rate change should be within the range of each job level. If an increase will exceed the level the student is in, but their job responsibilities haven’t changed: a student will need to have worked 300 hours in that position or a written justification letter from their supervisor needs to be submitted to the Financial Aid Office for review. If a student is getting a rate change beyond the pay range of that level because their responsibilities change: the student would need to be promoted into a higher level job position.
- **Please provide a phone number and email address for a contact person in your department; we will contact them if any questions regarding this change arise.**

**Please note:** we do not use HRMS Employee ID numbers or Employee Record numbers for this process. Also, some HRMS job numbers do not coincide with FAJobLink Job ID numbers due to the integration from the prior system.
Regulatory Reminders

By Tom Cabic, Student Employment

The most common challenge that faces employers is ensuring the correct timing for hires. Please keep in mind that in order for a student to begin working, the following steps need to take place:

1. The student must complete both Part I (online) and Part II (in person) of an I-9.
2. The hiring placement must be completed through FAJobLink (Report a Hire).
3. The student must complete their Wage Theft Protection Act agreement (WTPA).
4. The student must be able to access HRMS.

A student will not be able to access HRMS until all legally-required processes and documents have been completed. If a student is not in HRMS, they should not be working in any capacity.

Please keep in mind that failure to follow these regulations could result in departmental loss of Federal Work-Study Program eligibility, or even loss of eligibility to participate in the Student Employment program.

FAQs for Student Employment

By Long Vu, Senior Assistant Director

Included in this section are a few of the questions we receive most often from our employers regarding student employment. Feel free to contact our office if you still have questions after reviewing this information.

How long does it take for a student to appear in the HRMS system?
Before a student will appear in HRMS, the following items must be completed:

1. The job classification and pay rate provided by the employer in the job posting through FAJobLink are within the limits outlined in the Student Employment Handbook (Sections 3 and 4).
2. The division and department number provided by the employer in the job posting are correct.
3. The student has completed the Wage Theft Prevention Act (WTPA) process and has a valid I-9 on file with the Financial Aid Office.
4. The student has a valid social security number on file with the University. If the student has an invalid SSN with the Registrar, they must update their social security number with the Registrar’s Office.

If all of these items have been completed correctly, the student will appear in HRMS within 2 to 3 business days, if it is not a payroll week. Remember that students cannot begin working until they are in the HRMS system.

My student employee worked for me last semester and now is being told that she needs to complete another I-9. Why?
Always double check to confirm that the I-9 was completed with the Financial Aid Office. If the student completed the I-9 with another department directly, the Financial Aid Office may not be able to confirm the student’s status. If this is the case, please let our office know; we will be able to contact HR to confirm the I-9 in another department.

Who can complete an I-9 and how long does it take to process?
Employers can only complete Part II of the I-9 with their graduate students. All undergraduate students must complete Part II of the I-9 by setting up an appointment with the Financial Aid Office. Once Part II is completed, it will take three days before the I-9 status changes to “Y” in FAJobLink

What is the process for having student time backdated?
Students can’t work until approved in FAJobLink. If the student is approved in FAJobLink, the following steps must be taken to request their start date to be backdated:

• Send an email to SEO@rochester.edu.
• The email must include the student name, URID, Job #/historical #, and the date the student started.
• Once the student is backdated, you will be notified.
Employer Profile: Jacqui Rizzo, History Department

By Emily Hessney, Assistant Director

Employing student workers can be both challenging and rewarding. I had the opportunity to sit down with Jacqui Rizzo from the History Department to discuss her experiences with student employment over the years.

Emily: How long have you been at the University?
Jacqui: I moved over to the History Department about five years later. I’ve always worked with students, but didn’t work with the student employment hiring processes until I started as an administrator in the History Department.

Emily: How many students are employed by your department and what types of jobs do they hold?
Jacqui: We typically have two student employees in our office every year and a handful of research assistants who work directly with professors. The students working in our office assist with a variety of tasks, such as updating our Facebook, website, brochures, and databases. Researchers often work through the HOUR program (History Opportunities for Undergraduate Research). There is an application process for this program; students can be paid for their work or receive academic credit. It’s typically thirty hours of research work per semester.

Emily: What do you find most difficult about hiring students? How do you address those challenges?
Jacqui: The biggest challenge of hiring student employees is scheduling. We have two student workers but there’s only space for one at a time, so we can’t have overlap. It’s also difficult to ensure that we’re following the correct hiring timeline when working with professors. I’ve worked hard to educate professors about the hiring process and timeline. I usually remind everyone in staff meetings and ensured that the department chair is on board too.

Emily: What kinds of training do your student workers receive?
Jacqui: My colleague and I train with our student workers directly. If at all possible, we also try to have our more experienced student worker(s) train our new student workers. As of right now, our student employee is putting together a formal set of instructions to be made available to future student employees. I also have weekly meetings with the students to make sure they’re on track.

Emily: What qualities do you look for in a student worker?
Jacqui: I want student workers who are collaborative, but who are also independent. We want students who have had the opportunity to work with many other offices on campus and are now acclimated and oriented, so we usually look for sophomores and up. Communication is a big one in our office—we want folks who are open and eager to share their ideas.

Emily: What do you enjoy most about working with student employees?
Jacqui: I really enjoy seeing people loving to learn and wanting to do more. I appreciate the fresh approach that student employees bring to our work—I love it when our student employees teach me new things! It helps me stay in touch. It’s great to hear what students are passionate about. I believe so much in the Meliora motto of the University and students help me to remember that every day.

Announcing our New and Improved Employer Survey!

We value your input! We are constantly looking for ways to enhance the student employment program. To accomplish this goal, we are seeking your feedback about your experiences with the student employment team. Please consider completing our new and improved Employer Survey. Your feedback will help us better serve employers and student employees on campus in the future. Thank you for participating in this survey!