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Student Employment News

SPRING 2016

An Introduction

Molly Jacob | Executive Director, Enrollment Management Services '09W

Spring is in the air and so is spring hiring for student employment! The Student Employment Office is here to help you through this process. If you have a large number of students to hire, we will provide on-site assistance for the completion of part two of I-9s.



Have ideas on how we can improve? We want to know! Complete our [survey](#).

Within this newsletter, please note the processing and regulatory reminders, what's new and exciting with JobLink, student employment FAQs, as well as a spotlight on the Simon Business School and how they work with student employees.

If you have questions about this newsletter or the hiring process in general, please contact the Student Employment Office at seo@rochester.edu. We are here to help.

Meliora!

Fun New Feature

Meghan Coyne | Assistant Director

Students now have the ability to upload as many as six documents to their JobLink application. This can include a resume, cover letter, personal and professional references, or any other additional forms.

All documents must be uploaded in RTE, Word or PDF format with no active HTML. It is also recommended that JobLink be accessed through a browser other than Safari. Employers can find the documents that students have uploaded under the Referrals Section of JobLink.

We hope that this feature is helpful and encourage any suggestions you may have for improvement.

HR & Payroll Updates

Tom Cabic | Assistant Director, Student Employment

Payroll/HRMS Reminder

To be compliant with New York State and federal labor laws, students are not allowed to work until they're active in HRMS for each individual job they hold.

HRMS Payroll Processing Delay

Student job placements do not process in HRMS while payroll is processing. This results in a five-day delay for Student Employment from Saturday until Wednesday, every other week. Requests for students to begin employment or for any changes to current employment after 4:30 pm on Friday, prior to the last day of the pay period, will not process in HRMS until the following Thursday.

The Student Employment Payroll Calendar (Biweekly Hourly) is located on JobLink in the Resource Library under 'Payroll Schedules, by academic year.'

Student Confidentiality Training

The University is committed to the privacy of individuals (employees, students, patients, & volunteers) and the confidentiality of records. All University employees are responsible for making sure that this commitment is upheld. We are all entrusted with maintaining the confidentiality of this material.

Student employees are required to complete the online Student Confidentiality Training course within 30 days of employment. Student employees will also receive notification of this requirement.

Please direct students to take this course through their [Blackboard account](#). In Blackboard, go to 'UR Courses Online' and do a 'Course Search' for 'Student Confidentiality.' Once completed, the student will need to make sure to click 'Mark Reviewed' under 'HRMS Recognition and Additional Information' to have this course added to their record and to access their certificate. This is a one-time training. The date of completion will appear on their JobLink profile within two business days.

Regulatory Reminders

Molly Jacob | Executive Director, Enrollment Management Services '09W

Calling all Supervisors, SEO needs yoUR help!

Compliance

Currently, there are over 300 student positions in JobLink that are inactive due to graduation, transfer, withdraw, or resignation/termination. Submitting an official request to terminate these positions in JobLink will improve the completion rate (currently at 79%) of the crucial Student Confidentiality Training.

NYS educational law requires that all student employees participate in sexual misconduct training. This course is available for all student employees through their Blackboard accounts. Please encourage your student employees to complete this training as soon as possible. You may contact Morgan Levy, Director of Equal Opportunity and Title IX Coordinator with any questions at (585) 275-7814 or at TitleIX@rochester.edu.

If you know that your student employee works more than one job at the University, it is important that you remind them about the meal period requirement. Consistent with NYS Labor Law, any employee who works a shift of more than six hours MUST be provided with a minimum 30 minute uninterrupted meal period.

We can't do any of this without supervisors like you. Can we count on you?

Fun Ideas for National Student Employment Week

Gala K. Tubera | Financial Aid Counselor

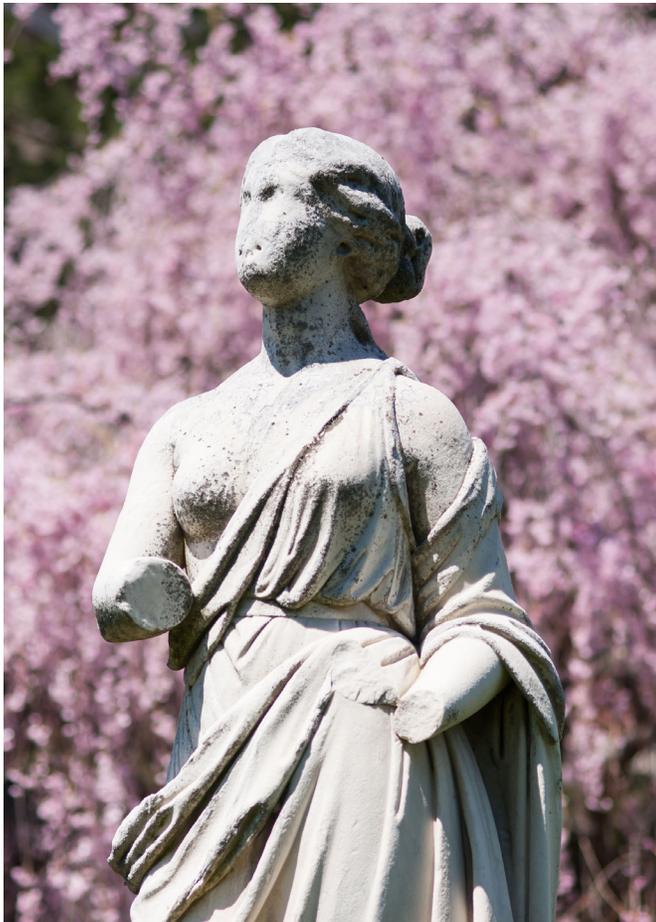
Each year, we celebrate National Student Employment Week (NSEW) to honor all the student employees that work so hard in our departments. NSEW takes place from April 10-16; now is a great time to think about what you can do for your employees during this special week.

Here are some ideas to get you started:

1. What do college students like more than going to class? Food! Many offices show their appreciation with a pizza party or cake for their student employees. These small get-togethers don't take too much time or cost too much, but highlight how important student employees are to all of us.

2. Host a game or competition in your office for student employees. Scavenger hunts, piñatas, or trivia contests are easy and fun to play with your whole department.
3. Do all your student employees check in at one location when they start work? Decorate the space to show them just how excited you are to recognize them.
4. Small thank-you notes from you and others in your department letting student employees know how much they are valued are nice, simple gestures.

If you have questions about NSEW, feel free to contact the Student Employment Office.



End-of-Spring Considerations

Tom Cabic | Assistant Director, Student Employment

The Student Employment Office does not automatically terminate students from their positions at the end of the spring semester.

Please remember to use the "Submit Changes to Placement Records" folder in the JobLink Resource Library to submit terminations for graduating seniors or other students who will no longer be working for you.

The final date that graduating seniors can work through the University's Student Employment program is May 14, 2016.

Employer Profile: David Vore, Simon School of Business

Gala K. Tubera | Financial Aid Counselor

Student employment can be a tricky field to navigate, but it doesn't have to be! I sat down with David Vore, Assistant Director of Finance and Personnel at the Simon Business School to discuss how he navigates the world of student employment.

How many students do you manage?

We have around 200 students in various departments around Simon. I don't work with them directly; I manage all the payroll processes and the hiring for student positions within Simon.

What kind of jobs do those include?

Graduate assistants throughout the various departments. We have Admissions Ambassadors, teaching assistants, research assistants, and various office workers. I also oversee the focus group which can result in an additional 200-300 placements per group session.

What's the best thing about working with student employees?

Networking. When Simon students come in, they meet with other students in their cohort and professors. They ask questions ranging from finance to student employment. It's a rewarding experience.

What's the most challenging part?

I would say it's getting students to follow through. When I first started, JobLink was just rolling out and we were all still learning. At first, I trusted them to do part one of the I-9 on their own and sign the Wage Theft Prevention Act. I found that a lot of students weren't actually doing that. Now, I ask them to come in to complete the part one of the I-9. They can complete part two of the I-9 and sign their WTPA with Student Employment. It's critical to stress the importance of completing all requisite paperwork before they start working.

How do you face those challenges?

I've used different methods with different students. It can be difficult for students that don't have their actual documents with them. If they have their documents, I'll call and arrange an appointment for



them to meet with the Student Employment Office to review and sign off the necessary documents. If there is one large group of students that needs to process I-9's, I arrange with the Student Employment Office to assist us in a large setting like the Buzz Café.

What kind of training do you usually conduct with your students?

I provide training for time reporting and managing all the steps that students need to take in HRMS. I work with other departments as needed.

Do you have any advice for other employers or payroll managers?

Document and learn the most you can from each situation. I often pick up little things that help streamline the process. Staying in contact with the Student Employment Office has been helpful; I can email a random question and end up realizing that they're the best resource to turn to.

FAQ for Student Employment

Stephen Willhauck | Senior Financial Aid Counselor

Included in this section are a few of the questions that we receive most often from our employers regarding student employment. Feel free to contact the Student Employment Office if you still have questions.

My student isn't in HRMS yet. Why?

Always refresh the date in HRMS to ensure that you are looking at the current pay period.

How long does it take for a student to appear in HRMS?

Before a student can 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 JobLink are within the limits outlined in the Student Employment Handbook.
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 Student Employment Office.
4. The student has a valid social security number on file with the Office of the Registrar. If the student has an invalid SSN on file, they must update their social security number in person.

If all of these items have been completed correctly, the student will appear in HRMS within two to three

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 s/he needs to complete another I-9. Why?

Confirm that the I-9 was completed with the Student Employment Office. If the student completed the I-9 with another department directly, the Student Employment Aid Office may not be able to confirm the student's status. If this is the case, please let our office know and we will contact HR to confirm the I-9 in the other department. Some reasons a new I-9 is required could be an expired Visa or inactivity in work.

My student already completed the Wage Theft Prevention Act (WTPA) when they were an Office Assistant I. Why do they need to complete a new one?

The WTPA requires that all employers provide each employee with a written notice that contains specific information about their wage rate at the time of hire. This notice must be in the language the employee normally uses, so we can communicate employment-related information such as hourly wages, overtime hourly wages, and first pay roll period, etc. If the student changes positions, then a new WTPA is needed to confirm that the student is aware of his or her wage rate for the new position.

How do I find pay structure?

Updated wage structures with the new minimum wage increase can be found in the resource library effective 12/27/2015.

Student Employer Survey – Help Us Help You!

Meghan Coyne | Assistant Director

Prior to the start of the fall semester, the Student Employment Office launched a survey designed to gain feedback about employers' experiences. We thank those of you that participated and would like to encourage those who have not to take a brief moment to share your ideas with us.

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. We value your input and look forward to working with you to find new ways to enhance the student employment program.