



Student Employment Newsletter

Spring 2014 



An Introduction

By Amanda B. Carter, Associate Director

The Financial Aid Office is proud to introduce the first release of the University of Rochester's Student Employment Newsletter! Our goal is to provide important details to employers that will help streamline the student employment process for you.

The Financial Aid Office supports employment opportunities for students on the River Campus, School of Nursing, School of Medicine and Dentistry, and Eastman School of Music. While our staff of seventeen all help to support the student employment program at

Rochester, we have two staff members who dedicate significant time to helping employers in addition to their other financial aid duties. Both Tom LeBeau and Yolanda Gatewood are great resources if you need additional help with your student employment questions.

We'll be releasing 2 more editions of the Student Employment Newsletter during the year; one will be released at the start of the fall 2014 semester and one will be released at the start of the spring 2015 semester. Included will be spotlights on both departments and students who make the most out of the employment

opportunities at Rochester. There will also be regulatory reminders, important news to be aware of as an employer, student employment FAQs, and fun facts about FAJobLink.

We hope that you find this newsletter insightful. Feel free to contact our staff with specific questions regarding the newsletter or the student employment program. That's what we're here for!

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FAQs for Student Employment

By Joyce Thomas, Office Manager

Included in this section are a few of our most frequently asked questions about student employment. Read through these and if you're still unsure how to complete a process, feel free to contact our office.

How do I complete an 800 form?

The reallocation form 800 can be located within HRMS:

- Go to UR Reports and Interfaces
- Labor Distribution
- 800 form

Instructions on how to complete/run an 800 form are located within HRMS:

- Go to UR Documentation
- 20 - User Guides
- 11-Reallocation (800) forms

Why I am unable to see my student in HRMS?

Check the following information:

- Make sure student position has been approved through FAJobLink
- Make sure the online WTPA is completed and there is a valid I-9 on file
- Make sure the student has a valid SSN

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 Yolanda Gatewood at yolanda.gatewood@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

Need to Know News

By Tom LeBeau, Assistant Director

Please remember that rehire sheets will no longer be used for student employee transitions between academic years. With the FAJobLink implementation all student workers can now remain hired until their department puts through a termination request. This means departments should be notifying the Financial Aid Office when a student has graduated, or simply will not be returning to their position.

To stay in line with all federal and state regulations, raises will need to be processed individually, and each raise will require an email request to be submitted. Refer to the FAJobLink Employer User Manual, page 18 for further details on what information to include in your email request. If you have any questions about these changes, please contact the Financial Aid Office.

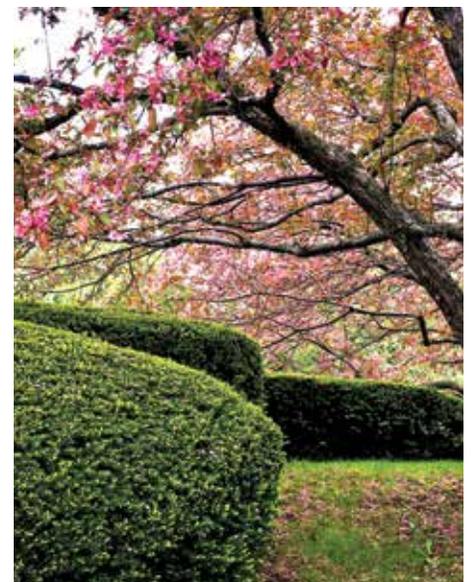
Fun Features in FAJobLink

By Joyce Thomas, Office Manager

Did you know there are video tutorials available for FAJobLink? Check out the Employer Video Tutorials in the Resource Library in FAJobLink. The tutorials have everything you need to know to guide you through the system, from how to set up your account to how post a job to how to hire a student.

Did you know that you can confirm if a student has met all the necessary requirements to be hired? You can check to see if a student has completed the WTPA requirements or their I-9 in FAJobLink. Click on Student Search to find your student and then review their Profile screen to confirm if the I-9 has been completed. To review the WTPA requirement status, go to the Job List under the My Jobs tab and then go to your placements.

Did you know there are helpful hints available for most fields in FAJobLink? For example, if you need to determine the pay rate range to use when creating a new position, simply scroll over the question mark next to the hourly wage field and a drop down menu with the information will appear for you.



Employer Profile:

Office of Undergraduate Admissions

By Vanessa DeShane, Financial Aid Counselor

Employing student workers can be very challenging and rewarding. The Office of Undergraduate Admissions is a department that employs a large number of students and I recently had the opportunity to sit down with Kim Crosby, Office Manager about their student worker positions.

Vanessa: How many students are employed by Admissions and what types of jobs do they hold?

Kim: We have over 100 student employees at all times. There are on average 100+ tour guides, also known as Meridians. We have 10 students who work in Operations, that sort and deliver mail, associate documents, file and scan information into student records. We also have 13 Senior Interviewers who help our admissions team with interviewing prospective transfer, and international students, as well as completing Skype interviews.



Vanessa: What challenges have you faced supervising a team that large?

Kim: The biggest challenge is keeping the students accountable for their time at work, ensuring that they clock in and out appropriately, and creating schedules that will allow for our needs to be met as well as for the students to have a good work/life balance. The scheduling for Meridians and interviewers are especially challenging since we have certain times of year that are much busier in Admissions. It is also a challenge to make sure they are all completing the appropriate steps to begin work, such as filling out an I-9.

Vanessa: Can you tell me a bit about training the Meridians to be the face of the University?

Kim: Meridians go through an extensive training process. Andre McKenzie, Associate Director for Campus Programs, trains the students personally. According to Andre, "Newly hired Meridians go through a two pronged training; 1) weekly meetings that cover facts about the University that incorporate guest speakers from different areas on campus and 2) shadowing veteran Meridian tours during tours shifts and progressing to co-tours with veteran Meridians. They are approved to give solo tours after being observed by a member of the Meridian Team." In addition, Kim says they also use customer surveys to track anything that was either positive or negative so we can provide that feedback to students.

Vanessa: What qualities do you look for in a student worker?

Kim: The biggest qualities are punctual, friendly, outgoing and dedicated. Our student workers are exemplary students and we love working with them in Admissions. Each day is exciting and our workers lead amazing lives. It is great to get to know them and working with them is very entertaining.

Regulatory Reminders

By Tom LeBeau, Assistant Director

Timing is everything! The most common challenge employers face 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 happen:

1. The student must complete an I-9.
2. The hiring paperwork must be completed through FAJobLink.
3. The student must complete their WTPA agreement.
4. The student must be in HRMS.

A student will not show up in 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 work study eligibility, or even loss of eligibility to participate in the student employment program.



Student Employee of the Year

By Emily Hessney, Financial Aid Counselor

What does it mean to be Student Employee of the Year? I sat down with Emi Hitomi, the 2014 winner of Student Employee of the Year and Student Supervisor in Student Activities at Wilson Commons, to learn a little bit more about her experience as a student employee at the University of Rochester.

Emily: Describe for me a typical shift at your on-campus job.

Emi: As a building manager in Wilson Commons, my former role before being promoted to student supervisor, there's not a lot that's routine. Our regular duties include updating flyers, checking in on the Hive and the Common Market, and helping out at the information desk in the Common Connection. Other than that, though, there are tons of miscellaneous things that come up—just last week during my shift, the fire alarm went off, and I had to coordinate the evacuation of the building!

Emily: What were your reasons for working on campus? Do you have work study?

Emi: Yes, I do have work study. My freshman year I really wanted work experience, so I started working in the Hive. It was a great introduction to customer service. Sophomore year I was nominated for building manager, and moved into that role. Now I'm a student supervisor, and manage 10 building managers. I work with more people and have more responsibility—we are the ones in charge when the professional staff leaves for the day. I'm in charge of full training for building managers as well as weekly meetings for the group.

Emily: What advice would you give to an incoming freshman about working on campus?

Emi: Working on campus has been a great opportunity for me—it helped me to get involved and made me more outgoing. There's a lot you can get out of it; I've grown a lot and feel that working on campus has prepared me for the future. In this leadership role, I've really helped other students to focus on the learning process, and that has been valuable for me too.

Emily: What do you like most about your on-campus job? What has been the most challenging part?

Emi: My favorite part of my job is being in the student union and running into people. People I encounter may be stressed, but it always feels great to help. It can be tough trying to keep things new in the building—we really have to think for all the students who come through here. In facing this challenge, though, we've come up with great new late-night programming, like karaoke and trivia nights!

Emily: What's the best constructive criticism you have ever received from a supervisor?

Emi: We go through a self-evaluation process every year with our supervisors. As students, we sometimes forget that our job is not an extracurricular activity. We are all so involved, and it can be challenging to maintain professionalism. Not only do I struggle with that sometimes myself, but it can be difficult to remind other students to behave accordingly.

Emily: What does it mean to you to be a student employee?

Emi: I'm glad I chose to work on campus, and to work for Student Activities. It really makes me feel like I'm part of the campus, and it always feels good when someone comes in, I'm able to help them, and they're grateful. I really love being a part of the University and having the chance to contribute back to the community.

Emily: Have you thought about your plans after graduation?

Emi: I'm a neuroscience major, so I'm actually going to be taking a job in the Medical Center full-time after graduation. The additional responsibilities I've taken on as a student supervisor have prepared me for that. In my current role I've also had to interact and engage with more people, so there's some overlap with that—developing my interpersonal skills will help to create a better dynamic in the lab.

