



Student Employment Newsletter

Spring 2015 



An Introduction

By Amanda B. Carter, Deputy Director

Spring 2015 is already underway and student employment has been chugging along for the past couple of weeks as students return to campus. In this edition of the Financial Aid Office's Student Employment Newsletter, we've included important highlights for the spring semester as well as a spotlight on one of our stellar employers on campus.

We hope that you find this newsletter insightful. Feel free to contact our staff via SEO@rochester.edu with specific questions regarding the newsletter or the student employment program. The next edition of the Newsletter will be geared towards summer employment and will hopefully help to usher in some warmer temperatures.

Enjoy the spring semester!

Meliora!

FAQs for Student Employment

By Yolanda Gatewood, Financial Aid Counselor

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.

My student has been deactivated in FAJobLink. Why?

At the end of each semester, students who have graduated are deactivated in FAJobLink. For example, if you have a student whose University of Rochester Entry Term was fall 2009, then their graduation date was May 2014 and the student will be deactivated. We can run into issues with this in some unusual circumstances, such as when the student has additional classes to complete, is a Take 5 student, or has decided to pursue their master's degree at the University. If you run into one of these situations, or believe your student should not have been deactivated, please give our office a call at (585) 275-3226 or email us at SEO@rochester.edu.

My student isn't in HRMS yet. Why?

Always be sure to refresh the date in HRMS to ensure that you are looking at the current pay period—that often solves the problem!

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.

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?

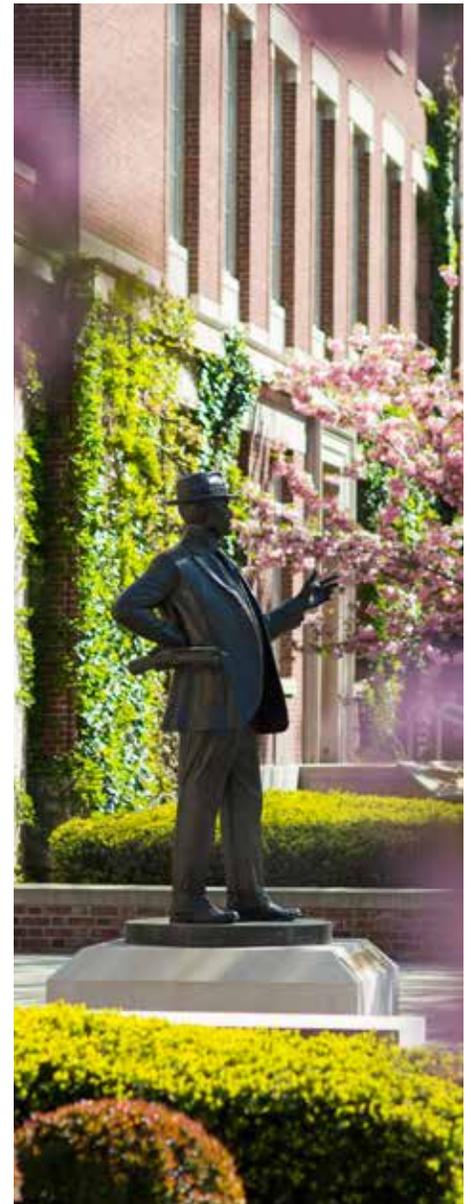
The WTPA (Wage Theft Prevention Act) requires that all employers provide each employee with a written notice containing specific information pertaining to their wage rate at the time of hire. The notice must be in the language the employer normally uses to communicate employment-related information to the employee, such as hourly wages, overtime hourly wages, and first pay roll period.

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.

New, Fun Features in FAJobLink

By Yolanda Gatewood,
Financial Aid Counselor

There are several fun features in FAJobLink to assist employers, such as our Resource Library which contains video tutorials. One newly added feature is an employer's ability to complete changes to a placement record online. If you need to change a pay rate, an account number, or terminate an employee, you can do it all via Forms Central, an easy-to-use online tool! Visit the Resource Library to access links to each online form.



Employer Profile: Carlson Library

By Emily Hessney, Financial Aid Counselor

Employing student workers can be both challenging and rewarding. I had the opportunity to sit down with Trina Lowery of Carlson Library to discuss her experiences with student employment over the years.

Emily: How long have you been at the University?

Trina: I have been at the University since 1979!

Emily: How many students are employed by your office and what types of jobs do they hold?

Trina: During a typical semester, I will have 20-25 student workers. Students can be a Desk Attendant, Opener/Closer, or a Shift Supervisor. Students are only eligible to be promoted to the Shift Supervisor position after they've worked for Carlson Library for at least one year.

Emily: What do you find most difficult about hiring students? How do you address those challenges?

Trina: One of the major difficulties is the sheer number of students who apply for just a handful of positions—it can be tough to manage! It's also challenging because it has to be done FAST! Our library is open long hours and we need to get the desk staffed immediately when the semester begins. I usually have many students returning to their positions from semester to semester, so that is helpful—they can staff the desk right away and assist in training new students.

Emily: What kinds of training do your student workers receive?

Trina: I conduct a one-on-one orientation with students on their first day of the job. We go over the expectations I have, and I even require them to sign a contract outlining those expectations. I can refer back to this later on if I need to do any kind of coaching. I also conduct confidentiality training as our students deal with patron records every day. Additionally, I take students on a tour of the building to teach them where things are and how things work. Finally, they will start working behind the desk with me by their side for guidance.

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

Trina: I look for students who are both enthusiastic and serious. I need students who are eager to learn, willing to interact with other people, and have some knowledge of the library.

Emily: What do you enjoy most about working with student employees?

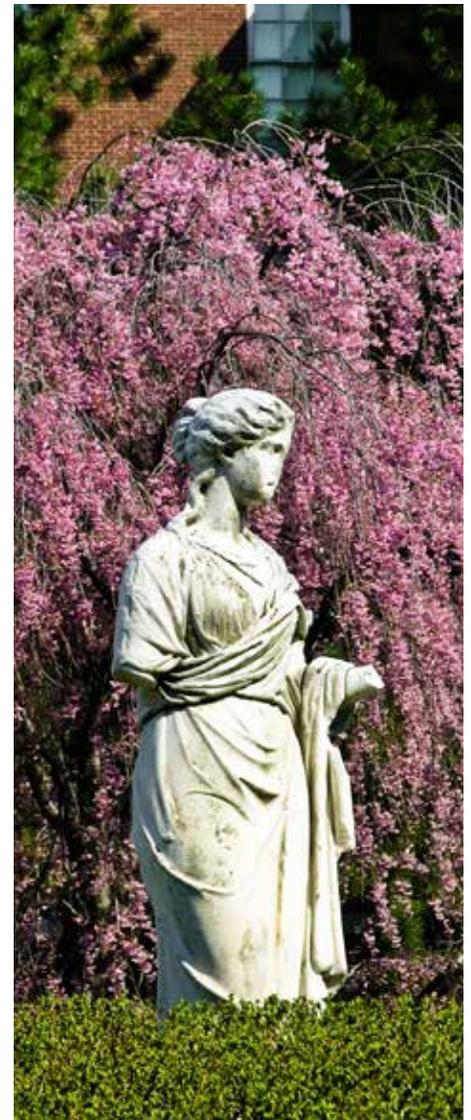
Trina: I LOVE working with students around this age! 18-22 is such a wonderful age, and it's a joy to see people transform. They get exposed to new things and find themselves doing things they never thought they would. The University offers them so many opportunities, and I really see students taking advantage of them. I love to witness and encourage their growth and transformations!



End of Spring Considerations

By Charles W. Puls, Associate Dean and
Director of Financial Aid

As we approach the end of the semester, please keep in mind that we no longer automatically terminate students from their positions at the end of spring semester. In order to maintain accurate records, we ask that all employers please use the "Submit Changes to Placement Records" folder in the FAJobLink 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 16, 2015.



Improving your FAJobLink Experience

By Charles W. Puls, Associate Dean and Director of Financial Aid

To encourage understanding of the hiring process we want to let you know about specific items that will prevent a placement record from being processed by our office, and will thus prevent a student from working. There are five key items that the Financial Aid Office reviews before approving a placement, and you have the ability to check them all. They are:

1. I-9 Complete?

This is on the student profile under the Additional Information section. This must be a Y.

2. SSN Valid?

This is on the student profile under the Additional Information section. This must be a Y.

3. Wage Theft Protection Act (WTPA)

This is part of the Placement and is under the Miscellaneous Information section. All three fields must be completed.

- a. Keep in mind that if a student selects Chinese, Korean, Creole, Polish, Russian, or Spanish as their primary language when completing the WTPA, it is up to the hiring department to provide the student with the paper WTPA for that language. Once the paper record is complete, you may fax it to the Financial Aid Office (585-756-7664) to complete the student's record. This does not replace the online WTPA; both are required.

4. Account Number

This is part of the Placement and is under the Placement Information section. This must be your full Workday FAO, including the alpha prefix.

5. Wage Rate

This is part of the Placement and is under the Placement Information section. For new hires, this must be within the wage range levels as outlined in the help text and Student Employment manual.

Please keep in mind students will not be hired unless all of the above criteria are met, and should not be working until the hire has been processed and appears in HRMS.



Did You Get My Email?

By Emily Hessney, Financial Aid Counselor

We sent several important messages via email during the fall semester and around the holidays! Did you miss one? Here are the highlights:

Forms Central *(sent November 2014)*

- You can now submit changes to placement records online! This helps to reduce paperwork and email volume and makes things run more efficiently!
- Visit the Resource Library and the 'Submit Changes to Placement Records' folder in order to change a pay rate, terminate a student, or update an account number.

SEO Email Address *(sent November 2014)*

- Please use SEO@rochester.edu to contact our office for assistance. We will respond to your query by the end of the next business day.

Student Confidentiality Training

(sent November 2014)

- All student employees must complete a new online training focused on confidentiality. Students can access this training via Blackboard through the following link: http://bb.rochester.edu/enroll/user_enroll.cfm?enrollmentid=g9f9. The course should be completed within the student's first month of employment in your office.

New York State Minimum Wage Change

(sent January 2015)

- As of December 31, 2014, the New York State minimum wage increased to \$8.75 per hour. Any student employee who was being paid below the \$8.75 per hour rate has had their wages increased to the new minimum wage.

Always be sure to keep an eye on your email for important updates from the Financial Aid Office on student employment! And as always, please do not hesitate to contact us with any questions: SEO@rochester.edu