



Student Employment Newsletter

Summer 2015 



An Introduction

By Shalena Clary, Associate Director

Can you believe that summer is in the air and before you know it many of our students will be headed home for the summer months? While there is not any work study funding available to hire students during the summer months, there are still opportunities to hire non-work study students.

During the upcoming months, the Financial Aid staff will be hard at work making updates to the Student Employment Handbook to make it more user-friendly as well as searchable. In addition, there will be several training opportunities for supervisors to provide updates and additional training on Student Employment systems to make your lives easier.

We are looking forward to further improvements to the hiring process to continue to cut down on the turn-around time from the time the student has completed all hiring paperwork until they are showing up in HRMS and cleared to begin working.

We hope that you find this newsletter helpful. Please feel free to contact our staff at SEO@rochester.edu with any questions about the contents of the newsletter or the student employment program. Bring on the summer sunshine!

Spotlight On: Student Employee of the Year

By Emily Hessney, Assistant Director

What does it mean to be Student Employee of the Year? I sat down with Sho Kato, the 2015 winner of Student Employee of the Year and Student Manager of Dining Services at the Eastman School of Music, to learn a little bit more about his experience as a student employee at the University of Rochester.

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

There are several different shifts I may work. For example, during the opening dinner shift, I will help to set up food, get pizzas in the oven, clean, and make sure that plates and dishes are out. I'm always helping our other workers. Once the 5 o'clock rush hits, we serve the students with a smile. From 7-8pm is the closing shift where we shut down the dining center, making sure leftover food is dumped into the food waste bin, bringing back cookware, and ensuring that students leave the dining center at closing time.

I also work the managers' shift on some evenings, which runs from 5pm-12am. During that shift I am stocking sandwiches, chips, and other food items. As a manager I am also expected to work the grill, prepping produce, making wraps and quesadillas, and more! On the weekends, I often work the Saturday morning brunch shift, where I make omelets and smoothies. Weekends at the Orchestra Pit are usually busy because the main dining center is closed and many students stop by after recitals.

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

Sho: Yes, I have work study. Initially, I chose to work because my parents expected me to. But I also wanted to get to know other students I wouldn't have met outside of the woodwind department.

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

Sho: Say yes to every opportunity and push your comfort zone. Take some risks—you'll grow as a person. Even if you're having a bad day, smile. You will probably make someone else's day better! Also, always be punctual. If you're going to be late, let your supervisor know.

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

Sho: My favorite part is the satisfaction of giving people food and seeing all the smiling faces come through my line. I enjoy having the chance to make people's days better just with a smile and friendly conversation. One challenge for me, though, is being assertive but not overly bossy. When other workers are mopey or sitting around, I try to be understanding but also help them to get motivated.

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

Sho: Be more proactive—if you see something that needs to be done, do it, or delegate it to someone else who has the time to do it.

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

Sho: For me, being a student employee is all about being a bridge between students and employees. For example, I often convey information and feedback about the Eastman dining experience from my peers to my boss.

Emily: Have you thought about your plans after graduation?

Sho: I'm planning to attend graduate school for music—and my job in dining has certainly helped me! I have become more people-oriented and am now open to taking more risks and going outside my comfort zone. I feel more comfortable and confident as a result of my job on campus. I've also learned time management skills, and am always thinking "What can I do to make things more efficient?"



To Terminate or Not to Terminate

By Carrie Welch, Financial Aid Counselor

All student employment positions must eventually come to an end. If nothing else, students will need to leave their student employment jobs when they cease being a matriculated student at the University (due to graduation, withdrawal, etc.) or if they are hired into a benefitted position at the University. Students may also be terminated for involuntary reasons.

Terminations can be requested by completing the following steps:

- Log into FAJobLink
- Go to the Resource Library and click on the folder called "Submit Changes to Placement Records"
- Complete out the online form labeled "Terminations."

If you are terminating someone for involuntary reasons, please review the Student Employment Handbook section on "Hiring and Terminations," to see other steps that should be followed before termination.

Please note: You do not have to terminate all of your students at the end of the spring semester. If your student intends to continue working in your department in the fall semester, they may stay active in the placement.

Regulatory Reminders

By Carrie Welch, Financial Aid Counselor

- **Timesheet accuracy:** As the supervisor or the person who signs off on time sheets for your department, it is your responsibility to ensure that students have actually worked the hours that are reported on each timesheet submitted for pay. If you are not the direct supervisor, please make sure that you have a system in place with that person to verify that the time worked is accurately reflected on the timesheet.
- **Summer hires:** All required paperwork must be completed and the student must show up in HRMS before they can begin working. They are not eligible to work until they can enter their hours in HRMS.
- **Posting positions:** When posting positions, the job posting has to be up in FAJobLink for a minimum of one week. This needs to occur whether a student has already been identified for the position or not.

Need to Know News

By Long Vu, Senior 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.
- Students must complete the Student Employment Confidentiality Training 2015 course online through BlackBoard once hired. Students should access the course via the following link: http://bb.rochester.edu/enroll/user_enroll.cfm?enrollmentid=g9f9.
- To stay within compliance, students are not allowed to work until they're active in HRMS and have the ability to log in their hours online.

FAQs for Student Employment

By Long Vu, Senior Assistant Director

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 via SEO@rochester.edu or utilize the Resource Library in FAJobLink.

Where do I find an 800 form?

The reallocation form 800 can be located within HRMS. Go to UR Reports and Interfaces, then to Labor Distribution, under which you will find the 800 form.

How do I complete an 800 form?

Instructions on how to complete/run an 800 form are located within HRMS. Go to UR Documentation, then to 20—User Guides, then to 11-Reallocation (800 forms) for more information.

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 are not able to work until they appear and can log hours in HRMS. If the student is approved in FAJobLink, the following steps must be taken to request their start date to be backdated. First, an email must be sent to SEO@rochester.edu. The email must include the employee ID for the student, record number, and record to backdate. Once the student is backdated, you will be notified.

How do I find pay structure?

Updated wage structures can be found in the FAJobLink Resource Library at SE Handbook/Section 3/ Wage Structures and Policies.

Did You Get My Email?

By Emily Hessney, Assistant Director

We sent some important messages via email during the spring semester! Did you miss one? Here are the highlights:

Student Employment Contact Information *(sent February 2015)*

- Charles Puls's last day at the University was March 6th, 2015
- We continue to welcome feedback through our Student Employer Survey: <https://www.surveymonkey.com/s/NSQNB8M>.
- Please use SEO@rochester.edu as the primary contact for student employment.

Student Confidentiality Training *(sent March 2015)*

- You would not have seen this one in your inbox—a reminder was sent directly to all students who have not yet completed the online confidentiality training.
- 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.

Always keep an eye on your email for important student employment updates from the Financial Aid Office! Do not hesitate to contact us with any questions or concerns: SEO@rochester.edu.

