

Student Employment

Student Employees and Irregular Hours

We have been getting a lot of questions lately regarding hours students can work especially during the final weeks of the semester and the year. Below are some quick tips for these weird and often stressful times we are facing.

- Students can still work on campus even though we have gone remote.
- Students can work during finals week as long as they are not scheduled during a final exam
- Hours after the 11th can be increased for student assistants
- Student employees who graduated in December can work until the day before the first day of the Spring Semester (January 10th 2021)
- Students CAN be in the office alone however, a professional staff member must be available to them in person BUT it doesn't have to be their direct supervisor. For Example, The Career Center Front desk is manned solely by students. 8-5 daily. Professional staff rotate days they are in the office. Each day, the professional staff who is in one of our three locations checks in on the students and lets them know they are available. We never want to put students in a position that could be (or become) unsafe so please keep that in mind while scheduling. If you are working remotely but your student is in the office, make sure they know who they can go to if an emergency arises
- Remember this is probably the most stressful time of year for our Student Employees, many for many, this is their only income. Take care of them, and yourselves!

Late I-9's

With the federal government starting to review I-9's from higher education starting January 1, 2021 we at UNT want to be make sure we are in compliance. Sadly we are still continuing to receive late I-9's.

Students employees have no limit on how soon they can onboard and process their I-9 prior to their start date. They do however have a 3 day window in which to process their I-9 verification after their start date and they have started working. Anything after that is considered a violation.

A student presenting an offer letter with a start date of last month and has not started working yet will be required to obtain an updated offer letter with a current start date.



Inside this issue

Hiring-I9 new process	2
Student Paycheck options.....	3
A Message From A Graduate.....	3
Student Employee Spotlight	4
Finals and Work Schedules	4
A Note From Work Study	5




Cha Cha Changes....To the Hiring process!


Job Posting: 1) Department posts position in Handshake 2) Conducts interviews 3) Selects candidate




Hiring Student: 1) Department marks student in Handshake as hired 2) Declines other students who applied 3) Creates offer letter using the University Wide Template which contains the following information: Dept Name, Dept ID, UNT EIN, Student Name, Student ID, Student EUID, Job ID, Supervisor ID, Job Code, Start Date.



Offer Letter 1) Department emails offer letter to Student **AND** to student.employment@unt.edu 2) Career Center enters information from offer letter into new Onboarding portal.



Onboarding: 1) Student will receive Computer Generated letter with following links: Onboarding, I9 Appointment Schedule and Mandatory trainings 2) Student will complete their section of the I9 prior and to EAB/Navigate Scheduling for I9 Appointment 3) Student will schedule I9 appointment via EAB/Navigate Link sent to them from Career Center 4) Department will be able to view onboarding status via my.untsystem.edu



Background and I-9 Processing Appointment: 1) Student will select time/day for in Person I9 appointment via EAB/Navigate (**NOTE NO dropin allowed student must schedule appointment via EAB**) 2) Student Employment Team will complete background, I9 and eVERIFY process during appointment 3) Students will be given a completion slip



Final Steps: 1) Students will return slip to Office Manager or Supervisor 2) Department will view completion status on my.untsystem.edu 3) Department will complete ePAR 4) Department will close job on handshake and notify all candidates 5) Student will complete New Student Orientation and FERPA Training within 7 days during work hours



Scrappy

GRADUATION!



Hello! My name is Magaly Don Juan and I am graduating with my Bachelors in Social Work and a minor in Sociology this December. Along my journey at UNT, I joined the Social Work Student Association, Zeta Tau Alpha, volunteered at different non-profit agencies, and I worked on campus at the Career Center. Graduating is a bittersweet accomplishment because I have enjoyed every aspect of it from pulling all-nighters to making lifelong friendships. However, I am excited to broaden my horizons and for future endeavors. The thought of graduating was stressful but thankfully I knew to take advantage of the resources that the Career Center offers. For example, I was looking into interview-

ing for an internship at an Adoption agency and knew I had to prepare beforehand. I went ahead and scheduled an appointment for a resume and cover letter review and a mock interview. I went to my internship interview and thanks to the Career Center's resources I was offered the internship. I'm three weeks away from completing my internship and my internship supervisor advised me to go ahead and apply for a job with them after I graduate. This is the end of my undergrad journey and I am forever grateful. Go Mean Green!

A Message from Financial Services

Payroll Reminder

As a reminder, student employees have the option to receive payroll checks via direct deposit or a payroll money card.

Paper checks are not available for pickup on campus; any paper payroll checks will be mailed to a student employee's home address.

Additional information regarding payroll check options and instructions for enrollment are available [here](#).

Reading Day and Final Exam Scheduling

Every semester the question arises during finals week about whether supervisors should avoid having their students working during regularly scheduled classes, final exam schedules, or both. Also, what about reading day? Here is the definitive answer:

Reading Day – December 4th: This day is devoted for students to read and study in preparation for final exams. If your students feel that they need the time to study, remember that their education comes first. **HOWEVER**, yes, students are allowed to work on Reading Day. There are no classes or finals on this day, and so students are permitted to work as needed.

Final Exam Schedule – December 5th-11th: Supervisors only need to avoid having their students work during posted exams, not regular semester schedules. Again, you do not need to follow regular semester class schedules during finals week. Please obtain a copy of your student's exam schedules and plan accordingly. Some exams may be online or during an open window of time. Please coordinate such exams with your students so that there is a clear understanding of when they will be expected to work. Again, education comes first.

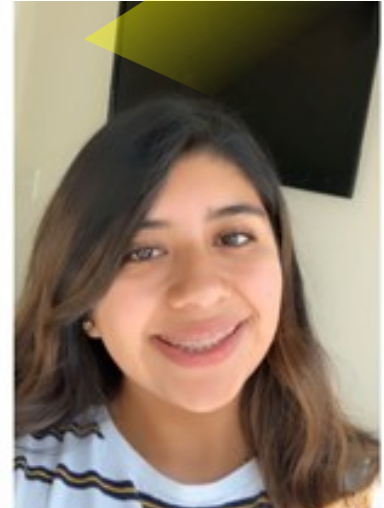
Student Employee Spotlight

Alexa Fabela is a second year Biology major. She joined our office Spring 2020 and is a wonderful addition to our Loan/Accounting team in Financial Aid and Scholarships. She is easy going, super friendly and always willing to help out. She takes the initiative to get things done and brings a positive energy to the team.

Alexa is quick to learn, understands various procedures and processes. During August, the busiest month for us in financial aid, Alexa was an essential part to our private loan certification process. She helped identify, and image applications to student's accounts ensuring that the private loans team was able to keep up with the influx of certification requests.

We're definitely lucky to have her!

Loan and Accounting Team
Student financial Aid & Scholarships



Alexa Fabela

Student Employees Working After the Thanksgiving Break

We have been asked if students can continue to work after Thanksgiving when students will have transitioned to remote and online learning to finish out the semester.

Answer: Yes they can continue to work. The final decision for your students to continue to work has been left up to each individual department. Just be mindful of their online class schedules and exam times.



Important Information from your College Work-Study Team

Do you know the benefits of your department using College Work-study?

- 70% of students' earnings are paid by the work-study program

The remaining 30% of students' earnings are paid by the department

It's easy to get started using work-study

If one of your current hourly student employees already has a work-study offer the transition is easy- just submit an ePAR

If you have a student employee who may be eligible to receive work-study, please contact our office at collegeworkstudy@unt.edu.

Note: All earnings over a student's offer will be charged back to the department at 100%
(Our office will let you know if a student reaches their limit)

Departmental Contacts

We're in the process of updating our departmental contacts for FY21.

If your department's contact person has changed (or you want to send us a friendly reminder), please send an email to collegeworkstudy@unt.edu and include: Your department's name, and the names and the email addresses of the people that need to receive your monthly departmental earnings report.



PART TIME SUPER HERO



The Career Center

Vision Statement

Empowering students and alumni to identify and achieve individual goals for career success.

Mission Statement

Design and deliver high quality career services to UNT students and alumni through collaboration with campus, local and global partnerships

TRAINING

New supervisor of Student Employees— Coming soon to the Bridge

Student Employment and Work Study Policy for Supervisors— Register on Bridge here:

<https://unt.bridgeapp.com/learner/courses/15733/slide/3778>

New Student Employee Orientation—online, students have 30 days to complete. Students can register on Bridge here:

<https://unt.bridgeapp.com/learner/courses/15727/launch>

Coming soon: Revamped Customer Service training utilizing the skills and experiences learned from the Disney Institute's approach to quality customer service

Student Employment — Our Pledge and Our Beliefs

Career Center

1155 Union Circle #310859
Sage Hall #202
Denton, TX 76203

Phone: 940-565-2105
E-mail:
student.employment@unt.edu

As the advocate and voice for all students employed on campus, we pledge to make the experience of student employment as rewarding and convenient as possible in order to prepare students for careers in a rapidly changing world.

The Student Employment Team, along with an integrated effort with faculty, staff, and other campus partners serves to provide opportunities for UNT students to learn valuable transferable skills while gaining necessary funding to continue their education. Through policies, procedures, and best practices, we pledge to facilitate a mutually beneficial exchange of skills, education, and service for student employees, supervisors, and the UNT community.

Beliefs=Why

We believe student employees are an invaluable asset to the UNT community and its daily operations.

We believe student employment is seen as another aspect of the student's educational experience.

We believe student employees will benefit most from a holistic learning environment.

We believe that student employees will develop skills of professionalism and marketability as they prepare for careers after graduation.

We believe the contributions of student employees significantly affects the success of the university in attaining the central mission.

We believe the student employment journey prepares students to be educated and enlightened citizens who lead productive and meaningful lives.