

# Student Employment

## HOW CAN YOUR DEPARTMENT SAVE MONEY IN REGARDS TO YOUR STUDENT EMPLOYEE BUDGET?

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

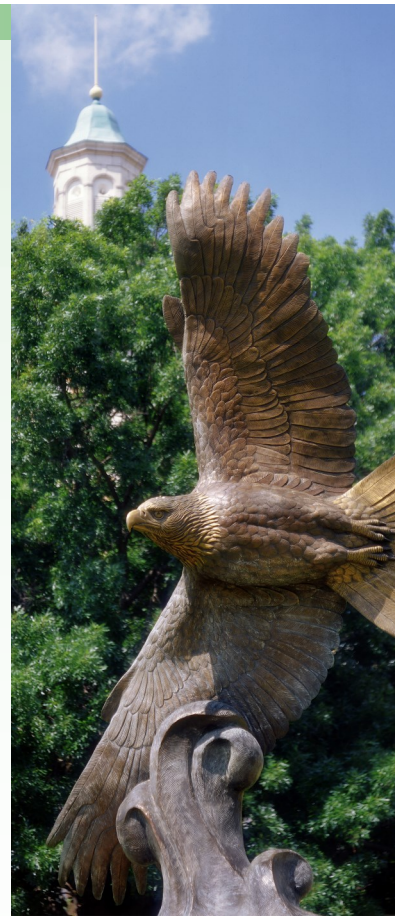
70% of students' earnings are paid by the work-study program, the remaining 30% of students' earnings are paid by the department. WOW! This is a huge savings and It's easy to get started using work-study.

Still have more questions? Still not sure? Contact Patricia Chastain for a customized presentation created just for your department highlighting the super savings you can achieve by utilizing the college work study program.

## Do International Students Have to Get Their Social Security Numbers Before They Start Work????

NO! This is not true. Yes a SSN is required but E-verify allows them to work while they await the SSN arrival. They have 90 days from their start date to obtain and return their social security card to I9 Central.

To make an international student wait to work until they have their SSN is wrong and is discriminatory. You CANNOT treat an student employee waiting on their SSN any different than one who has the SSN readily available.



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## Student Employee Spotlight

**Name:** Chi Chi Ughanze  
**Department:** University Union  
**Position:** Union Information Desk Assistant

Chi Chi Ughanze works as an Information Desk Assistant in the University Union. Since working in the University Union for the past two years she has been essential to the continuity of information and resources that comes through the desk and out to the campus community. As the only returner on staff she has helped

train and be an efficient resource to her peers through the unforeseen changes over the past year. Chi Chi has excelled in creating sustainable relationships with the visitors, students, faculty and staff that she interacts on the daily and further helps create a more equitable space for all.

**TONY BOYKIN-KING**  
Marketing Coordinator  
UNIVERSITY UNION – UNIVERSITY CENTERS AND EVENTS

# HAPPY HALLOWEEN



### Payroll Reminder

As a reminder, 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 an employee's home address. Additional information regarding payroll check options and instructions for enrollment are available [here](#).

### Work Study Employment Policy Revision

Ensuring students employed in CWS Positions work no more than twenty-five (25) hours per week during the semester in which they are employed.

1. Except, students may work up to forty (40) hours per week when classes are not in session between Fall and Spring (including winter session) semesters, between Summer and Fall, and the week of Spring Break, provided the student has college work-study funding available.

<https://policy.unt.edu/policy/05-001>

### Hourly student employment Policy Revision

1. An Hourly Student Employee may not work more than a total of twenty-five (25) hours per week, regardless of the number of positions held on campus at one time.
2. An Hourly Student Employee may work up to forty (40) hours per week when classes are not in session between Fall and Spring (including winter session) semesters, between Summer and Fall, and the week of Spring Break, provided funding is available.

<https://policy.unt.edu/policy/05-025>

## FERPA Policy Changes

UNT updated its Family Education Rights and Privacy Act (FERPA) policy, effective April 16, 2021. [UNT Policy 07.018 FERPA](#) describes the types of student information that may be released by the university and how student information is managed.

The major changes are as follows:

**1. Directory information has changed.** Effective immediately, the following information is directory information: name, address, major field of study, participation in officially recognized activities and sports, weight and height for members of athletic teams, dates of attendance, enrollment status, classification, degrees, awards and honors received, expected graduation date, dissertation and thesis titles, most recent school attended, and photograph.

**PLEASE NOTE that the following items have been removed from UNT Directory information and can no longer be released without the student's written permission:**

- **University-assigned email addresses**
- **Date of birth**
- **EUID**

2. Clarification and more detail on the **hearing process for students to challenge their educational records**

3. Designates how a student can select a **release to a third party**

4. Addition of a **process for student complaints** regarding possible FERPA disclosures

Each new employee will have to complete **FERPA training** within the first 10 days of employment. All employees must complete FERPA training every other year, and more information on this training will be forthcoming.

## Break Policy

Breaks for student employees are at the supervisors discretion.

Part-time employees (includes student employees) are allowed a 15 minute rest break (on the clock) after four (4) continuous hours of work. If an student works an eight (8) hour shift, he/she is entitled to one (1) hour off the clock for lunch.

## QUOTE

"You can always tell when a person has worked in a restaurant.

There's an empathy that can only be cultivated by those who've stood between a hungry mouth and a \$28 pork chop, a special understanding of the way a bunch of motley misfits can be a family.

Service industry work develops the "soft skills" recruiters talk about on LinkedIn — discipline, promptness, the ability to absorb criticism, and most important, how to read people like a book.

The work is thankless and fun and messy, and the world would be a kinder place if more people tried it. With all due respect to my former professors, I've long believed I gained more knowledge in kitchens, bars, and dining rooms than any college could even hold."

~ Anthony Bourdain  
6/25/1956 - 6/8/2018

## RETAINING DOCUMENTS

*The Hiring Managers will retain all employment documents related to Hourly Student Employees as prescribed under UNT Policy 04.008, Records Management and retention” -*  
**05.025 Employment of Students for Hourly Positions.**

Important items to keep in student employee files (may be electronic):

- UNT Student Employment Application
- Resume
- FA Award Letter (if applicable – Work Study)
- Offer Letter
- Class Schedule
- Student Employment Orientation certificate of completion
- Performance evaluations (See more info below)
- Coaching/ discipline documentation
- Completed training certificates (FERPA)
- Other

## Steps for Hiring Students

- Post job
  - Screen applicants
  - Verbal offer
  - Offer letter
  - Student Employment registers the student for onboarding
  - Student completes Onboarding
  - Student books their I9 verification appointment
  - Submit ePAR
  - 1st day of employment
  - Make sure the job closes
  - Mark your student as hired
  - Use the auto notification feature to send declination emails to those who did not get the job
  - Mark declined to all other applicants not hired
- Students complete orientation  
<https://unt.bridgeapp.com/learner/courses/15727/launch>

## Job Posting Changes

We are no longer requiring staff to post separate job postings separating hourly and work study. The department will put in the body of the email that work study are welcome to apply

Staff only wanting to recruit only work study can still title the job posting work study but proof of work study award does not need to be included with other documents. Dept ID and Fund accounts no longer needs to be listed in the job description.

All staff will submit a list of their final applicants names and ID's to financial aid [CollegeWorkStudy@unt.edu](mailto:CollegeWorkStudy@unt.edu) or [student.Employment@unt.edu](mailto:student.Employment@unt.edu) to determine their applicants work study status or eligibility.

## Veteran's Preference Policy 05.026

When selecting a final candidate, it is the policy of the University to give veterans preference in employment over other applicants that have no greater qualifications for the same position.

- Veterans Preference Form can be obtained by the student from the Student Employment office or HR

## October is National Disability Employment Awareness Month!

October is National Disability Employment Awareness Month! Learn more at [www.dol.gov/ndeam](http://www.dol.gov/ndeam). #NDEAM

-Thank you to our partner employers that support hiring UNT students with disabilities!

-Did you know that 59% of accommodations cost nothing, while most others have a onetime cost of \$500 or less?

-According to the U.S. Census Bureau (2016) approximately 1.6 million Texans (ages 18-64) have one or more disabilities.

-It is commonly reported that employees with disabilities stay at their jobs longer.

-The Career Center is happy to assist all UNT students with job searching and job prep skills.

-How accommodating and accessible is your office/department to employees with disabilities?



### Discrimination and Harassment Policy 16.004

Discrimination and harassment of students, employees, candidates for positions at the University, and visitors based on race, color, religion, sex, age, national origin, disability, veteran status or sexual orientation, and retaliation based on a complaint or investigation under this policy **will not be tolerated**.

## Job Closing Reminders

Have you filled your posted position? Please go in and “Expire” the position in Handshake so that the viewable postings for students stay current. For how to Expire a job posting, please click [here](#).

Did you know that you can change the applicant status and also set-up automatic messages for each status (Reviewed, Hired, and Declined)?

For how to change an applicant status, please click [here](#).

If the auto response is not set up and an applicant’s status is changed to “Declined”, it does not send the applicant a message. However, the applicant will

see that their status has changed if they log back into handshake and view their application status.

For how to set-up automatic message preferences, please click [here](#).

**One of the most common complaints from students that the Student Employment office hears is that they never receive any communication after applying. Please update the student status in Handshake, with either hired or declined and close the position if you have found your candidates.**



## Student Employee Performance Evaluation

### START DATES

Start date/appointment begin date is describing the first day of work.

To ensure that your student starts their employment as scheduled you should really give your student at least 7-10 business days grace from when you sent the offer and for when they are scheduled to begin work.

This allows several things:

1- student employment to register the student into the system and initiate the invitation to onboard—*during what we call the I9 crush we received up to 200 emails a day ALL WANTING THEIR STUDENTS TO BE REGISTERED THAT DAY*

2-This allows the student time to complete the onboarding process

3-This allows the student time to book an appointment when we are booked out.

4-This allows the student time to retrieve the I9 documents if they don't have them readily available.

A great way to promote growth, professional development, and to prepare students for work after college is to engage with them in the performance evaluation process.

You may use the template provided on the Supervisors Guide of the Career Center website or click [here](#). You may be using a different rubric or evaluation if you are involved with Career Connect or a for-credit type internship. However, feel free to use

this template as appropriate.



*Scrappy taking a picture with a UNT Student.*

### **NOTICE:**

**STUDENT EMPLOYMENT WILL BE CLOSED DUE TO CUBICLE/OFFICE SPACE MOVE WITHIN SAGE 202 NOVEMBER 8TH–12TH, 2021. We apologize for any inconvenience.**

## Students Working During Class

Please reiterate the student employment policy EARLY! Primarily remind students that working during scheduled class times is not permitted (Policy 05.025 and Policy 05.001). This includes classes that are cancelled or that let out early. This only applies to classes that are listed in EIS.

You and the student may have to work out additional scheduling arrangements if the student is a part of an ensemble or group that meets/ rehearses at a different time than is posted in EIS.

Best practice: Keep an updated copy of the student's class schedule in the student's file and also ask for their final exam schedule when the time comes. The student should be giving you a new schedule when any changes are made.

Please note, some classes may have different 1<sup>st</sup> weeks or alternating schedules. If this is the case, please work with the student to understand true availability times.

## Supervisor Notification for International Student employees

***The following information is found on the UNT International Affairs Web page: Please be careful that we do not inadvertently put our international students at risk.***

Illegal or Unauthorized Employment. You must have permission to be employed.

Working without permission is illegal/unauthorized employment. We want you to be successful while at UNT so please be very careful when considering employment options in the United States.

In some cases, permission is included with visa status. For example, F-1 students can work on their campus for up to 20 hours a week without applying for permission. ***Working above 20 hours per week while enrolled can result in severe immigration consequences - even if you are working for cash payments or "off the record."***

In other cases, you must apply for permission. All off-campus employment requires additional authorization such as Curricular Practical Training or Optional Practical Training.

Please follow all rules and guidelines included with your visa status/authorizations for employment. For example, working a few days after your OPT end date is considered working without authorization and will put you **out of status.**

If you do not have the appropriate authorizations/permissions, any work performed will violate your immigration status. **This includes work that is paid for in cash or "off the record."** Unauthorized employment can result in the need to exit and re-enter the U.S. on a new immigration record, make you ineligible for OPT or H1B status, and/or prevent you from obtaining U.S. permanent residency in the future.

If you believe that you may have engaged in unauthorized employment, please contact ISSS immediately so we can assist you with correcting your status through re-entry to the United States. There is no way to correct your status for unauthorized employment inside the United States.

**Unauthorized employment puts you out of status. DO NOT WORK ILLEGALLY.**

For more information please check out the web page  
<https://international.unt.edu/content/illegal-or-unauthorized-employment>

## TRAINING

### 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.

New supervisor of Student Employees— Is now live on the Bridge  
<https://unt.bridgeapp.com/learner/courses/03ab167f/enroll>

Student Employment and Work Study Policy for Supervisors—  
<https://unt.bridgeapp.com/learner/courses/e9312f58/enroll>

New Student Employee Orientation—online, students have 30 days to complete.  
<https://unt.bridgeapp.com/learner/courses/15727/launch>

#### Customer Service Training

This training has been renamed Compass Training. This training utilizes the skills and experiences learned from the Disney Institute's approach to quality customer service .

Not online yet BUT you can request in person training and or customized for your for your student employees /department by emailing : [patricia.chastain@unt.edu](mailto:patricia.chastain@unt.edu)

## Student Employment — Our Pledge and Our Beliefs

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.

### Career Center

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E-mail:  
[student.employment@unt.edu](mailto:student.employment@unt.edu)