

Student Employment

It's a new year and we welcome Eileen Buecher as our new Assistant Vice President for Student Affairs in Career and Leadership. Eileen has more than 30 years of experience leading career centers at colleges and universities across the country and most recently served as the executive director of the Career Center at California Polytechnic State University. Eileen will work to better strengthen sources for career across our campus.

UNT is embedding 30 career coaches directly into the colleges to provide one-on-one and group coaching to students, help faculty incorporate career and professional development into curricula, and help students secure internships and jobs at graduation.

Upcoming changes

COMING SOON! Offer letters will be moved to Dynamic Forms—this will:

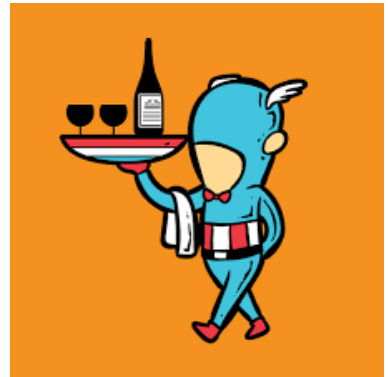
- ◆ Alleviate duplicate submissions and lost offer letters
 - ◆ Alleviate student employment applications not being on file
 - ◆ Prevent ePAR being denied for no SE application on file
- AND...**
- ◆ I-9 appointments - students will be sent an individualized link to book their I-9 appointments AFTER their offer letter has been registered into workforce.



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Part-Time Super Hero

What or who is a part-time super hero? It's our student employees of course!

Think about this for a minute. UNT has a student population of over 40,000. We have about 1400 faculty and staff. There is no way we could do everything that needs to be done to service our student population without the aid of our amazing student employees.

At this time of this publication 5800 students filled 7822 jobs. These jobs include graduate positions all the way to dishwashers. There are more student employees than faculty and staff! Student employees perform invaluable services to the university with enthusiasm, initiative and dedication. At the same time they are developing important skills and experience.

Student Employment Week

National Student Employee Appreciation Week is the time for all colleges and universities to recognize the substantial contributions of students who work on campus.

Student Employee Appreciation Week is the 2nd full week of April. This year the date is April 11—15, 2022. The Student Employee of the Year awards and Student Appreciation event will be Wednesday April 13th, Union 314 3:00pm-6:00pm. Doors open to student employees and their supervisors at 3:00pm. Beverages and light Hors d'Oeuvres will be served. Awards for Student Employee of the Year, Intern of the Year and Outstanding Student Employee will be awarded at 4:00pm.

Start sending in photos of your fabulous student employees doing what they do best, representing your department! Email photos to: Leandra.dinicola@unt.edu. These photos will be used to create a video montage that will be showing throughout the SEOTY event.

We are looking for a nomination committee to select this year's winners. If you are interested please email me at:

Leandra.dinicola@unt.edu

SEOTY categories

Student employee of the year—1 winner

Outstanding student employee of the year—1 winner

Intern of the Year—1 winner

SEOTY other categories

Captain Customer Service—3 winners

Impressively Improved Individual—3 winners

Scrappy's Seriously Spirited Sidekick—3 winners

The Marvelous Multitasker—3 winners

Supervisor of the Year—1 winner. Student employees nominate their supervisors for this award.

To nominate your student employee for SEOTY click here: https://unt.az1.qualtrics.com/jfe/form/SV_007P2r7IFbR7mbs

To nominate your student employee for the other categories click here: https://unt.az1.qualtrics.com/jfe/form/SV_9QS1iXpRd6P4yiy

SEOTY ideas for Depts.

Make it Known Monday— Departments will create the biggest, brightest, and most obnoxious thank you note, bulletin board, or billboard to honor their department's student workers. Departments will make it known who has the best student employees! Social Media also encouraged (with student's permission) to spotlight student workers and their accomplishments., be sure to tag the Career Center.

Tons of Puns Tuesday - Departments will give small gifts/treats with cheesy notes such as a Bag of Lays with "You're all that and a bag of chips" or a Mountain Dew with "We don't know what we'd Dew without you!"

Whatever Awards Wednesday - Not sure who will win SEOTY? No problem. Departments will host their own ceremony or pass out certificates with whatever awards they can come up with: Mission Impossible Award for Accomplishing the Impossible, Carpe Diem Award for making the most of every day, or High School Musical Award for most likely to burst into song.

Festive Friday—Food, games, and fun. Departments will celebrate the end of National Student Employment Week with all sorts of festivities. Departments may choose to take their students out for lunch to an on-campus dining facility, go get Scrappy's Ice Cream, or maybe order in pizza for the department. Departments may choose to set up board games and card games. End the week in style with festivities.



Work Study Job Codes

Program	Job Code	Date Range
Federal	1711	Fall/Spring/Summer
Math Tutoring	1731	Fall/Spring/Summer
America Reads	1731	Fall/Spring/Summer
Texas	1751	Fall/Spring/Summer
Institutional	1721	Fall/Spring/Summer

What's New With work study

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

Regular: 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..

Work Study: 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.

International: Maximum 20 hours per week when school is in session, up 40 hours during vacation periods when not enrolled.

During the breaks: If any student is enrolled (even online classes) they are limited to their 25 hours. Student Assistants can work 40 hours during the summer if not enrolled but work study students have to be enrolled to receive their funding so they are limited to the 25 (You can switch them to Student Assistant during summer if need 40 hours and not enrolled).

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 ANALYSIS

Would you like to know exactly how much money your department could save on your budget by utilizing college work study students?

Contact patricia.chastain@unt.edu

Work Hour Limits

Fall and Spring Semester

Hourly students	25 hours/week
Work study students	25 hours/week
International	20 hours/week

Winter Break and Spring Break

Hourly students (no classes)	40 hours/week
Work study students (no classes)	40 hours/week (if funds remain)
International (no classes)	40 hours/week

Summer

Hourly students (no classes)	40 hours/week
Work study students	25 hours/week-must be registered for 6 credit hours - <i>can hold a 2nd hourly job of 15 hours = 40 hrs/week</i>
International (no classes)	40 hours/week

Students enrolled in any class may not work more than 25 hours a week — this includes online, minis, may-mester and summer sessions.



Training: Paid or Unpaid?

Virtually all employers are aware that, pursuant to the Fair Labor Standards Act ("FLSA"), they are required to compensate employees for all hours worked.

What is not as clear, however, is whether the time an employee spends at training programs, lectures, meetings, and other similar activities should be considered hours worked. As a result, staff often ask whether they are required to compensate employees for time spent in such training activities.

The short answer to this question is that an employee's time spent in training sessions should be considered compensable.

Not paying your new hires during their training is nearly always illegal. Employees must be paid for all time they spent working, which generally includes training time.

Supervisor Notification for International Student employees

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.

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>

FERPA Policy Changes

Correction: This notice is updated as addresses are not directory information

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, 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.

Student Employee Performance Evaluation

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 [https://cdn.uconnectlabs.com/wp-content/](https://cdn.uconnectlabs.com/wp-content/uploads/sites/68/2019/08/Student-Employee-Performance-Evaluation.pdf)

[uploads/sites/68/2019/08/Student-Employee-Performance-Evaluation.pdf](https://cdn.uconnectlabs.com/wp-content/uploads/sites/68/2019/08/Student-Employee-Performance-Evaluation.pdf)

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.



BREAKS

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.

SOAR LIKE AN EAGLE OR QUACK LIKE A DUCK

I usually try to find a quote to put in the newsletter but when I came across this story (author unknown) it spoke to me. I hope you enjoy it as much as I did.

LeAndra-

I was waiting in line for a ride at the airport. When a cab pulled up, the first thing I noticed was that the taxi was polished to a bright shine. Smartly dressed in a white shirt, black tie, and freshly pressed black slacks, the cab driver jumped out and rounded the car to open the back passenger door for me.

He handed me a laminated card and said: 'I'm Wasu, your driver. While I'm loading your bags in the trunk I'd like you to read my mission statement.'

Taken aback, I read the card. It said: Wasu's Mission Statement:

To get my customers to their destination in the quickest, safest, and cheapest way possible in a friendly environment.

This blew me away. Especially when I noticed that the inside of the cab matched the outside. Spotlessly clean!

As he slid behind the wheel, Wasu said, 'Would you like a cup of coffee? I have a thermos of regular and one of decaf.'

I said jokingly, 'No, I'd prefer a soft drink.'

Wasu smiled and said, 'No problem. I have a cooler up front with regular and Diet Coke, lassi, water, and orange juice.'

Almost stuttering, I said, 'I'll take a lassi since I've never had one before.'

Handing me my drink, Wasu said, 'If you'd like something to read, I have Good Housekeeping magazine, Reader's Digest, The Bible, and a Travel + Leisure magazine.'

As they were pulling away, Wasu handed me another laminated card, 'These are the stations I get and the music they play, if you'd like to listen to the radio.'

And as if that weren't enough, Wasu told me that he had the heater on and asked if the temperature was comfortable for me.

Then he advised me of the best route to my destination for that time of day. He also let me know that he'd be happy to chat and tell me about some of the sights or, if I preferred, to leave me with my own thoughts.

'Tell me, Wasu,' I was amazed and asked him, 'have you always served customers like this?'

Wasu smiled into the rear view mirror. 'No, not always. In fact, it's only been in the last two years. My first five years driving, I spent most of my time complaining like all the rest of the cabbies do. Then I heard about power of choice one day.'

'Power of choice is that you can be a duck or an eagle.'

'If you get up in the morning expecting to have a bad day, you'll rarely disappoint yourself. Stop complaining!'

'Don't be a duck. Be an eagle. Ducks quack and complain. Eagles soar above the crowd.'

'That hit me right,' said Wasu. He continued and said, 'It is about me. I was always quacking and complaining, so I decided to change my attitude and become an eagle. I looked around at the other cabs and their drivers. The cabs were dirty, the drivers were unfriendly, and the customers were unhappy. So I decided to make some changes. I put in a few at a time. When my customers responded well, I did more.'

'I take it that has paid off for you,' I said.

'It sure has,' Wasu replied. 'My first year as an eagle, I doubled my income from the previous year. This year I'll probably quadruple it. My customers call me for appointments on my cell phone or leave a message on it.'

Wasu made a different choice. He decided to stop quacking like ducks and start soaring like eagles.

Have an eagle life instead.....I hope we all decide to soar like an Eagle and not quack like a duck.

Author Unknown

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/16044/slide/8309>

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

Renamed Compass Training. This interactive training utilizes the skills and experiences learned from the Disney Institute's approach to quality customer service and is in person. Contact patricia.chastain@unt.edu to book a training session for your student employees or department.

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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