

Student Employment The Fall Edition

ARE THEY STUDENTS OR ARE THEY EMPLOYEES?

At UNT student employment means having a part-time job on-campus while going to college as a full-time student. A full-time student usually carries at least 12 credit hours per semester.

Student Employment provides opportunities for UNT students to learn valuable transferable skills while gaining necessary funding to continue their education.

The end goal for being on campus is to attain a degree. The job in your office, delivering your mail, cooking your food, or cleaning the campus is the means to which our student employees reach their end goal. Student Employee positions are designed to be developmental, to teach professional and transferable skills and are arranged around a student's academic schedule.

Student employee positions cannot replace full time staff positions. Student employees fit squarely within the statutory definition of "employee" under the National Labor Relations Act. As our student employees are UNT employees, they will follow the same rules and regulations that full and part-time faculty and staff follow.



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DYNAMIC FORM OFFER LETTER

Dynamic Form (Click [here](#) for link) The Dynamic Form **is** the offer letter. *Departments are no longer required to attach an additional offer letter to the form.*

Department workflow has been created that is tied to department IDs to ensure proper processing based on individual department needs.

File upload has been added for those departments needing additional documents such as a transfer request, lifeguard certifications, and specific applications.

There is a **return for revision** button added in case there are any errors. You will have access to all your dynamic forms, can view attached employment applications and audit at any point during the hiring process.

I9 VERIFICATION

Student Employee Drop-Ins for I-9s on Monday thru Friday, 11am-4pm, in Sage Hall, 202. If the university is closed due to weather or holiday, our office will be closed.

Upon completion of the I-9, the supervisor and/or Office Admin will receive an automated email stating that the student has completed their I-9.

Supervisors and Office Admins can also log on to the [Student Employee I-9 Completion Teams](#) folder using code **ei55aab** to view all I-9s that have been completed.



Career Center



STEPS FOR HIRING STUDENTS

- Post job.
- Screen applicants.
- Verbal offer.
- Offer letter via dynamic form process.
- Onboarding.
- I9 verification.
- Staff on record will receive an email that I9 is complete.
- Submit ePAR.
- 1st day of employment.
- Make sure the job closes.
- Mark your student as hired.
- Mark declined to all other applicants not hired. Use the auto notification feature to send declination emails to those who did not get the job.
- Students complete orientation and any other required online training by the department.

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.**

BEST PRACTICES

Establish Standards: Create a work schedule that doesn't interfere with class schedule, identify who to contact if they will be absent/tardy.

Provide Training: Departmental training by your department, and the Career Center offers customer service (COMPASS) training for students. COMPASS training is "on demand presentations" Please contact Dr. Patricia Chastain at 940-565-2105 to book your customer service training today.

Exhibit Professionalism: Maintain professionalism at all times. Set a good example. Encourage students to seek professional development opportunities such as career fairs and networking events

Coach: Provide student with timely, constructive criticism. Utilize the [performance evaluations](#) on the Supervisor's Guide portion of the Career Center website. Serve as a career mentor.

Maintain flexibility: Be prepared to assist students with work/life balance. Remember that class comes first, work comes second.

Resist the impulse to discuss your employer, coworkers, supervisor or your patrons/customers.

Be prepared to provide student employee with a letter of recommendation.

Treat your student employees with respect.



UNT Albino Squirrel

WORKING REMOTELY

A student working remotely (graduate, hourly or work study) is required to complete an hourly UNT Student Employee Telecommuting Form:

Hourly – [Telecommuting Form](#)
Salaried Graduate - [Faculty FWA form](#)

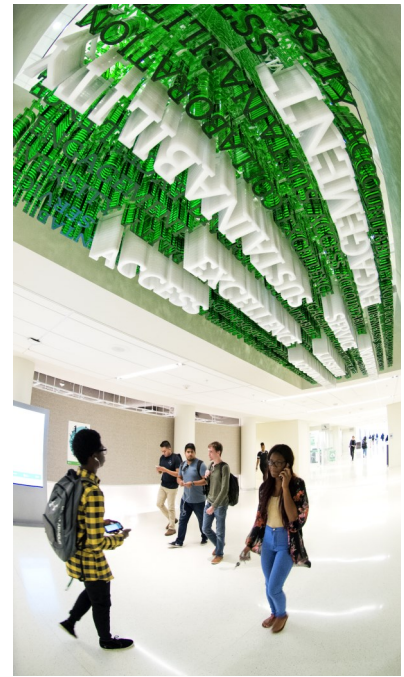
Remote Work is allowed but it is department specific and should only work in the state of Texas as there are different tax stipulations in other states. Outside Texas is on a case by case basis. A remote work request is mandatory and must be completed. Approval must go through the Provost's office if it is a graduate student position (hourly or salary).

JOB CODE VS JOB ID

There is confusion on what is the Job Code and what is the Job ID on the offer letter.

The job code is a 4 digit code that designates the type of job. EXAMPLE: 1710 hourly, 1711 work study, 0812 graduate, etc.

The Job ID is the number that Handshake assigned to your job posting. Both the Job ID and the Job Code are to be included onto the offer letter. Both are also requested on the ePAR



Union Building

IMPROPER RELATIONSHIPS

Several instances have been reported to HR of improper relations between supervisors and student employees. The office of Equal Opportunity takes over when it involves sexual harassment, discrimination, or retaliation based on protected classes.

However, there have been several other cases where it was simply too much of a “Buddy-buddy” relationship. Some of these below have been reported to HR and followed up by OEO. A lot of these have been an attempt by the supervisor to be “one of the team” rather than the leader.

Examples:

- ◆ Unwanted texting not related to work
- ◆ Unwanted social media messages
- ◆ Unprofessional conversations at work (crude jokes/language)
- ◆ Making after work plans/weekend plans/drinking plans (i.e. Male supervisor, younger female employee).

No students can work during a scheduled class time:

- Even if class is canceled
- Even if class gets out early
- Even if the professor doesn't show
- Even if the university is closed
- Finals week has a separate schedule. Use the university finals schedule when scheduling shifts during finals week



WORK HOUR LIMITS

FALL/SPRING SEMESTER

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

Winter Break

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

Summer

Hourly students (no classes)	40 hours/week
Work study students (min 6 hrs)	25 hours/week (40 hrs during periods of non-enrolment)
International (no classes)	40 hours/week

ENROLLMENT REQUIREMENTS FOR STUDENT EMPLOYEES

- ✓ Hourly – Must be enrolled in a minimum of 3 hours Fall or Spring
- ✓ Work Study – Must be enrolled in a minimum of 6 hours Fall, Spring, Summer

JOB APPLICATION CLARIFICATION

- There has been some confusion between “applying” to a job in Handshake and actually filling out an application.
- “Applying” is the process by which a student finds and selects a job in Handshake, and then is given the opportunity to choose documents such as a resume, cover letter, and the Student Employment application to be viewed by the hiring manager.
- The “[UNT Student Employment Application](#)” is an actual document that must be filled out by all student employees and preferably all applicants.
- Though it is possible for a student to “apply” without a “UNT Student Employment Application”, it is not encouraged. As you post positions in Handshake and review applicants, we ask that you ensure all applicants (especially the ones you hope to hire) have not only “applied” to the job in Handshake, but also that they have filled out a “UNT Student Employment Application”.
- Anytime a background is under review, we cannot move forward with the process unless the student has completed a UNT Student Employment Application. There are certain questions on the application that are critical in making a decision regarding employment authorization. Help us speed up the process by ensuring your candidates have filled out a student employment application.
- Each hiring manager or department should have a file (may be electronic) for each student employee. In that file, you should keep a copy of the student’s resume, UNT Student Employment Application, offer letter, any [performance evaluations](#), financial aid award letter (if applicable), and any other application or performance documentation.



Scrappy

WORK WEEK DEFINED

The work week is defined as Sunday—Saturday.

JOB POSTING REMINDERS

POLICY SECTION III.A



Chestnut Hall

- Please provide a detailed job description when posting to Handshake. At a minimum, please provide multiple job duties/ responsibilities. This helps the Student Employment team when comparing job descriptions to criminal background checks, and it also helps communicate expectations to the student (s).
- Before posting a new job, please take time to review the job description and make sure that it provides adequate detail about the essential functions of the job.
- If your job has been closed longer than 30 days in Handshake, please do not reopen the job to pending status. Instead, use the duplicate job feature in Handshake and receive a new Job ID.
- Students must apply to the job for which they are being hired.

DISCIPLINE AND TERMINATION

Employee discipline isn't a matter of dominance or punishment. It's not a pleasant task either. But it is about holding the student employee accountable and making the work environment safe and pleasant for both employees and the department. Discipline works best when there's a foundation of trust between managers and employees. That starts with clear communication, expectations and continues through consistency.

Here are some helpful steps to take when discipline is needed

- 1) Counsel/talk to the students to find out what's going on first. Try to work it out and ensure they understand they will have consequences with the continued missing of shifts, tardiness, sloppy work, etc.
- 2) Verbal warning with understood consequences, corrective action.
- 3) Written warning with consequences, corrective action.
- 4) Termination is the last resort.

Do you want to brag about your fabulous student employees? Or maybe you have a story or idea you'd like to share?

Please contact LeAndra DiNicola at the Career Center to submit your request.



The University of North Texas Union Building.

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](#).
- When 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.

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

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 (See more info below)
- Student Employment Orientation certificate of completion
- Performance evaluations (See more info below)
- Coaching/discipline documentation
- Completed training certificates
- Other

STUDENT EMPLOYEE PERFORMANCE EVALUATION

STUDENT EMPLOYMENT POLICY

WORK STUDY POLICY

[https://
policy.unt.edu/
policy/05-001](https://policy.unt.edu/policy/05-001)

HOURLY POLICY

[https://
policy.unt.edu/
policy/05-025](https://policy.unt.edu/policy/05-025)

STUDENT PAY OPTIONS

Students are paid
bi-monthly and can
receive their pay by:

- Direct Deposit
- Brinks Card

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 a for-credit type internship. However, feel free to use this template as appropriate.



Scrapy taking a picture with a UNT Student.

BENEFITS OF 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.

Departments interested in learning more about the College Work-Study Program may visit the following: [Work-Study Information for Departments](#). Take advantage of these funds and inquire now for the FALL semester or send an email to collegeworkstudy@unt.edu.

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 1st weeks or alternating schedules. If this is the case, please work with the student to understand true availability times.

Policy Snapshot

"Hiring Managers must not schedule or allow students to work during scheduled class times" (05.025 Employment of Students for Hourly Positions).

BACKGROUND CHECKS

All Hourly student employee positions require a background check. This includes both graduate and undergraduate students that are in hourly student employee positions.

Student employment processes the background within 24 hours of receiving the offer letter sent via Dynamic form.

If there is a finding, we compare the background to what the student disclosed on their student employment application form. If it matches, we assume that the hiring department has reviewed the SE application and has opted to proceed with the hire.

If it doesn't match, we will request that the student complete a new SE application and send to the department noting that an error was made and that it is up to the department if they want to proceed with the hire.

Supervisor Resources

Where can you find helpful policies, templates, FAQ's, and Eagle Internship information? Check out the [Supervisor's Guide](#) portion of the Career Center website.

**YOUTH EMPLOYMENT
POLICY 05.003 AGE LIMITATIONS
POLICY 15.003
PROGRAMS FOR MINORS**

Potential hires that are under the age of 18. Different rules apply based on age.

- **16-17 year-olds** may not be employed in any job declared to be hazardous by the Secretary of Labor.
- **14-15 year-olds** may not be employed in any job declared to be hazardous by the Secretary of Labor and must also avoid the following:
 - Working more than 3 hours on a school day including Friday.
 - Working more than 18 hours per week when school is in session.
 - Working more than 40 hours per week when school is not in session.
 - Working before 7 a.m. or after 7 p.m. (exceptions apply).
- **UNDER 14** may not be hired.

<https://www.youthrules.gov/know-the-limits/16-17.htm>

**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.

STUDENT MINIMUM WAGE

The minimum wage for student employees will increase to \$9.25 an hour beginning 9/1/23.



Scrapy

FREQUENTLY ASKED QUESTIONS

Offer letter: Will staff need to upload the offer letter into Dynamic Forms for hourly positions?

Answer: No! The offer letter is actually the Dynamic Form. Staff no longer need to upload the offer letter separately. Students will upload their student employment application.

Staff notification of I9 completion: How will staff be notified when the background check and I-9 are complete?

Answer: An email will be sent upon I9 completion to the supervisor or office administrator. Staff will only be notified if there is a discrepancy between the background check and the disclosure on the student employment application form.

Timeline: Since the onboarding, background check, and I-9 need to be done **before** their first day or within 3 business days of starting work, do you have a recommendation on what supervisors should set the tentative start date to when sending out the offer letter?

Answer: Setting the start date 7-10 days out gives the new hire time to get their onboarding completed and obtain their I9 documents if they left them at home.

FREQUENTLY ASKED QUESTIONS CONTINUED

Question: When completing the I-9 verification, how will the process person know the employees official start date? **EXAMPLE:** salaried graduate students (who are currently coming in for I-9 verifications) their start date is 09/01 (ePAR). We have previously been reprimanded for having a start date on the ePAR 3 days later than the I-9 verification date. This could possibly be the same for hourly under-graduates.

Answer: The ePAR and I-9 can be done before the start date. The three-day rule is for processing the I-9 after the employee started working. The start date of 9/1 will only affect their payroll and not the rest of the process.

Question: Will the new hires be cleared to start working prior to their background check clearing?

Answer: No, all new hires have to have background, I-9, and eVERIFY completed before they can start working. That entire process is now being completed in the career center in one stop.

Question: Do International student have the same process as regular students?

Answer: To clarify, international students need to bring in the accepted I-9 documents and the completed I-94 form when they come to verify their I-9. All other steps are exactly the same as other students.

Question: Will the career center be requiring background checks for incoming salaried graduate students?

Answer: Yes, all salaried graduate employees will have their backgrounds completed by ACURATE background. Undergraduate hourly employees will have their backgrounds process by Texas DPS via the Career Center.

Question: Will FERPA training and student employee orientation be integrated into the on-boarding process?

Answer: No. FERPA and the orientation are still the supervisors responsibility.

LATE I-9's

With the federal government starting to review I9's from higher education starting 1/1/2021 we at UNT want to make sure we are in compliance. Sadly, we are continuing to receive late I9's.

Student employees have no limit on how soon they can onboard and process their I9 prior to their start date. They do, however, have a 3-day window in which to process their I9 verification after their start date and they have started working.

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

Former Foster Youth Policy 05.024

An individual qualifies for an employment preference over other applicants for the same position who do not have a greater qualification if the candidate is a former foster youth. An individual is entitled to an employment preference only if the individual is twenty-five (25) years of age or younger, i.e., the day before turning twenty-six (26). The designated employing department and Human Resources will ensure the Former Foster Youth Preference Form which can be obtained by the student from the Student Employment office or HR .

SEOTY 2024

the BIG TOP
adventure our
students
experience
working.

April 8-12,
2024



Career Center Locations

The Career Center has offices embedded within the colleges to better serve the students and our college partners.

Career Center—Sage Hall #202

BAAS—Sage Hall #280

G. Brint Ryan College of Business - The Business Leadership Building, #037

College of Engineering—Discovery Park #E202

College of Information—Discovery Park #G153

College of Music — Music Building #260

College of Science—Hickory Hall #254

College of Health and Public Services Chilton Hall #131B

College of Liberal Arts and Social Sciences - GAB #220, #201 and Wooten Hall #129

College of Visual Arts and Design #Art Building #220E

College of Education—Matthews Hall #105

Mayborn School of Journalism — Sycamore Hall #202,

Toulouse Graduate School—Sage Hall #280

Frisco Landing

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—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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