

## Student Employment Newsletter

# Student Employee Appreciation Week April 10—14, 2023



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## STUDENT EMPLOYEES ARE THE STARS OF OUR SHOW

The theme for student employee appreciation week is **student employees are the stars of our show**.

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 10–14, 2023.

We are excited to announce that Student Employment is collaborating with the Gateway Club and Chef Luwis Mhlanga along with his students to host The Student Employee of the Year awards event. Chef Luwis and his students will prepare and present a plated sit down luncheon to all nominees and their supervisors.

The awards luncheon will be Wednesday April 12th, at the Gateway Club, 11:00am–12:30pm with awards beginning at 11:30. Swag bag raffle will be at 12:15pm. The luncheon will be served promptly at 11:00am.

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

We hope to have 16 swag bags to raffle off at the end of the event. If your department would like to contribute swag please contact: [Leandra.dinicola@unt.edu](mailto: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

**New Category by request:** Outstanding Student Employee Team—1 winner

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

**Office/Department decorating contest:** Send in your photos to [student.Employment@unt.edu](mailto:student.Employment@unt.edu) of your office decorated for student appreciation week. Winning department receives a pizza party, winning department to be announced Friday 4/15/22.

### **SEOTY, Outstanding Student and Intern of the year**

[https://unt.az1.qualtrics.com/jfe/form/SV\\_007P2r7IFbR7mbs](https://unt.az1.qualtrics.com/jfe/form/SV_007P2r7IFbR7mbs)

### **Captain Customer Service, Impressively Improved Individual, Scrappy’s Spirited Sidekick, The Marvelous Multitasker**

[https://unt.az1.qualtrics.com/jfe/form/SV\\_9QS1iXpRd6P4yiy](https://unt.az1.qualtrics.com/jfe/form/SV_9QS1iXpRd6P4yiy)

**Outstanding Student Employee Team** [https://unt.az1.qualtrics.com/jfe/form/SV\\_cT3rMAoBC4kVagS](https://unt.az1.qualtrics.com/jfe/form/SV_cT3rMAoBC4kVagS)

### **RSVP to the awards luncheon (nominees and their supervisors)**

[https://unt.az1.qualtrics.com/jfe/form/SV\\_82GZtsrPaB1LhbM](https://unt.az1.qualtrics.com/jfe/form/SV_82GZtsrPaB1LhbM)

## SEOTY IDEAS FOR DEPARTMENTS

**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.

**Thursday—Day of Thanks**—Write a personal thank you card signed by you and/or the department. This simple thing can go a long way in regards to appreciation.

**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.



## DYNAMIC FORM AND I9 CHANGES

[Dynamic Form Changes](#) (Click [here](#) for new link)

Effective Spring semester 2023 student employment will no longer accept offer letters sent through the student employment email.

File upload has been added to the dynamic form offer letter 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 and can view attached employment applications and audit at any point in the hiring process.

### I-9 Changes

*Student Employee* Drop-Ins for I-9s will be Monday through Friday, 11am-4pm in Sage Hall, 202. NO APPOINTMENT REQUIRED

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 LOCATIONS

Did you know that the Career Center is a wheel and spoke approach to career services with the main office located in Sage Hall Suite 202. All 14 colleges including the Frisco Campus has a wonderful team of people equipped to assist students with career resources and opportunities.

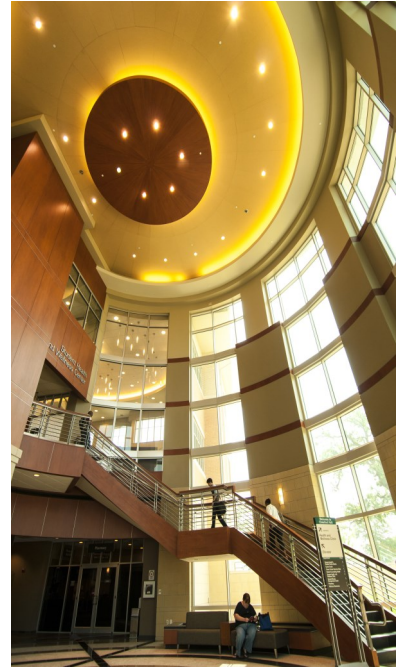


UNIVERSITY OF NORTH TEXAS®

**Career Center**

## STEPS FOR HIRING STUDENTS

- Post job (open minimum of 5 days)
- 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



## 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 still 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.

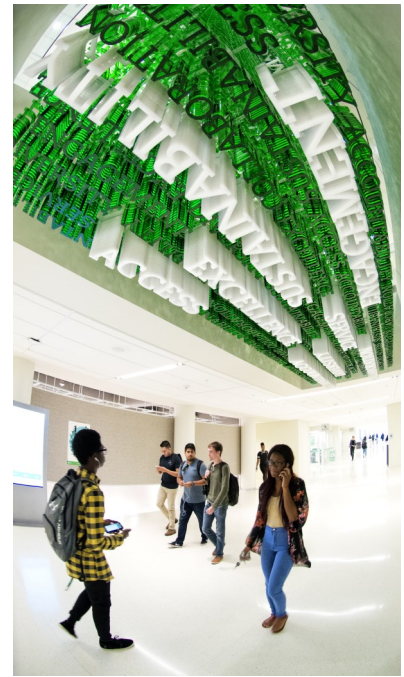
A student presenting an offer letter with a start date of last month and has not started working will be required to obtain an updated offer letter with a current start date.

## 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 input onto the offer letter. Both are also requested on the ePAR



## BEST PRACTICES

**Establish Standards:** Create a work schedule that doesn't interfere with class schedule, 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 Center workshops and job fairs.

**Coach:** Provide student with timely, constructive criticism. Utilize the performance review form 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.

**No students can work during a scheduled class time:**  
Policy I.C

- 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 + second hourly job 15/hrs = 40 hours
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



## 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](mailto:collegeworkstudy@unt.edu)



## STUDENT EMPLOYMENT POLICY

**WORK STUDY** — <https://policy.unt.edu/policy/05-001>

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

## 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**.

## WORK WEEK DEFINED

The work week is defined as Sunday—Saturday

## STUDENT PAY

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

Direct Deposit  
Brinks Card

# JOB POSTING REMINDERS

## POLICY SECTION III.A

- 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 is 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 re-open the job to pended 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 for.

## 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.

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*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.*

## DISCIPLINE AND TERMINATION

Employee discipline isn't a matter of dominance or punishment. It's not a pleasant task either. But it is about 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 the students to find out what's going on first and try to work it out and that 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.

## 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 (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

## TRAININGS

### **\*\*Hourly Student Employee Orientation**

Be sure to have your new hires complete *Hourly Student Employee Orientation* which is available online on The Bridge. Must be completed within first 30 days!

### **\*\*Request a Training for Your Student Employees**

Could your student workers use a reminder about appropriate customer service?

Contact :

[Student.employment@unt.edu](mailto:Student.employment@unt.edu)

### **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.

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.*

## BACKGROUND CHECKS (CCH)

All Hourly student employee positions require a background check. This includes both graduate and undergraduate students that are in hourly student employee positions. Reminder: do not allow students to begin work until authorized to do so. This puts your department and the University at risk in some situations.

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

# 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>

## 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.

## 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)



# 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 [patrcia.chastain@unt.edu](mailto:patrcia.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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