



THE UNIVERSITY OF TEXAS AT DALLAS

University Career Center

Student Employment

The University of Texas at Dallas Student Employment Handbook 2020 - 2021

This is a guide to student employment for students and departmental hiring managers.

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Introduction

Thank you for your interest in Student Employment at the University of Texas at Dallas. Our program was designed to provide students with part-time employment experiences that may supplement their income and provide added educational benefits outside of the classroom. This handbook is designed for use by hiring managers, supervisors, and students. Reading this handbook will provide a general overview of student employment policies, procedures, and best practices.

The Student Employment Program is a cooperative effort between the University Career Center, International Student Services Office, Office of Financial Aid, Office of Budget and Finance, and university hiring departments. We also partner with Student Leadership Programs to facilitate and support students in obtaining Emblems of Distinction throughout the course of their academic career to ensure career readiness for professional life well after their time at the university has concluded.

If you have questions or concerns regarding the content of this handbook, please feel free to contact the Student Employment Office at 972-883-6119, 972-883-2943 or email questions to studentemployment@utdallas.edu.

Mission

The mission of the Student Employment Office is to provide students with part-time employment opportunities where they can learn and develop career readiness skills that prepare them to be successful professionals.

The National Association of Colleges and Employers (NACE) has outlined eight core competencies that assist students with the transition from college graduates to employed professionals; <http://www.naceweb.org/career-readiness/competencies/career-readiness-defined/>

The competencies are:

- o Critical Thinking/Problem Solving: Exercise sound reasoning to analyze issues, make decisions, and overcome problems. The individual is able to obtain, interpret, and use knowledge, facts, and data in this process, and may demonstrate originality and inventiveness.
- o Oral/Written Communications: Articulate thoughts and ideas clearly and effectively in written and oral forms to persons inside and outside of the organization. The individual has public speaking skills; is able to express ideas to others; and can write/edit memos, letters, and complex technical reports clearly and effectively.
- o Teamwork/Collaboration: Build collaborative relationships with colleagues and customers representing diverse cultures, races, ages, genders, religions, lifestyles, and viewpoints. The individual is able to work within a team structure and can negotiate and manage conflict.
- o Digital Technology: Leverage existing digital technologies ethically and efficiently to solve problems, complete tasks, and accomplish goals. The individual demonstrates effective adaptability to new and emerging technologies.
- o Leadership: Leverage the strengths of others to achieve common goals and use interpersonal skills to coach and develop others. The individual can assess and manage his/her emotions and those of others; use empathetic skills to guide and motivate; and organize, prioritize, and delegate work.
- o Professionalism/Work Ethic: Demonstrate personal accountability and effective work habits, e.g., punctuality, working productively with others, and time workload management, and understand the impact of non-verbal communication on professional work image. The individual demonstrates integrity ethical behavior and acts responsibly with the interests of the larger community in mind. This individual is also able to learn from his/her mistakes.
- o Career Management: Identify and articulate one's skills, strengths, knowledge, and experiences relevant to the position desired and career goals and identify areas necessary for professional growth. The individual is able to navigate and explore job options, understands and can take the steps necessary to pursue opportunities, and understands how to self-advocate for opportunities in the workplace.
- o Global/Intercultural Fluency: Value, respect, and learn from diverse cultures, races, ages, genders, sexual orientations, and religions. The individual demonstrates, openness, inclusiveness, sensitivity, and the ability to interact respectfully with all people and understand individuals' differences.

Student Employment Eligibility Requirements

For consideration as a student employee in any capacity at the University of Texas at Dallas, an individual must:

- o Be at least 16 years of age (for domestic students). Be at least 18 years of age (for international students).
- o Comply with the Selective Service Registration requirements (international students exempt).
- o Be a current student at the University of Texas at Dallas.
- o Maintain a minimum cumulative grade point average (GPA) of 2.0.
- o Consent to a Pre-Employment Background Check before an offer of employment can be made.
- o Consent to Employment Verification Check after paperwork is completed.

Additional Considerations for International Students:

- o If you are an international student, you must comply with the United States Citizenship and Immigration Services regulations. The UTD International Students Services Office (ISSO) determines eligibility and grants permission for employment.

Visa Work Authorization Guide

<u>Visa Type</u>	<u>Description</u>	<u>Authorization to Work on Campus?</u>
B-1/B-2	Visitor Visa	Not authorized to work on campus
E-1/E-2	Investor Dependent	E-1 Authorized to work on campus and EAD E-2 Not authorized to work on campus
F-1	Student Visa	Authorized to work on campus
F-2	Dependent	Not authorized to work on campus
H-1B	Skilled Employee	Not authorized to work on campus
H-4	Dependent	Not authorized to work on campus
J-1	Exchange Visitor	Authorized to work on campus (with written permission from International Center only)
J-2	Dependent	Authorized to work on campus with EAD

Enrollment Requirements

UT Dallas student employees are required to be enrolled for a minimum number of credit hours to participate in student employment. Enrollment requirements were established to comply with U.S. Department of Education, United States Citizenship and Immigration Services and Internal Revenue Service regulations. Audit hours do not qualify as credit hours for student employment purposes.

If a student withdraws or drops below the minimum enrollment requirement, they are no longer eligible to continue to work on campus until their enrollment is increased to at least the minimum requirements.

<u>Domestic Students</u>	<u>Fall and Spring Semesters</u>
Undergraduate	6 or more
Graduate	6 or more

<u>International Students</u>	<u>Fall and Spring Semesters</u>
Undergraduate	12 or more
Graduate	9 or more

Students may fall under circumstances that require them to be enrolled for less hours than the minimums indicated above, for example a student employee in their graduating semester enrolled for only 3 credit hours. These instances will need to be cleared on a case by case basis by the Student Employment Office. The Student Employment Office will notify departments when minimum requirements are not met regarding hiring eligibility as a function of the Hiring Proposal review process. (See page 7, step 4)

Summer Employment

Summer enrollment is not required for *current* students to work during the summer if they were enrolled in classes during the previous Spring semester or are enrolled in classes for the upcoming Fall semester.

Incoming freshmen are not eligible to work during the summer session prior to their first semester of enrollment. If a student who is not an incoming freshman is enrolled during the Summer session and does not have proof of enrollment for the upcoming Fall semester, employment clearance will be reviewed on a case by case basis.

Students who are graduating are not eligible to work during the summer unless they are enrolled in summer courses or have enrolled in classes for the upcoming Fall semester at UT Dallas. The last day of employment for graduating students is the last day of final exams. Eligible students not enrolled in summer classes may work up to 40 hours per week during summer semesters.

**Students who are employed while taking summer courses must follow the Quantity of Work Rule. (See page 8)*

Types of Student Employment

The Student Employment Office manages the onboarding and documentation process for several different types of student employees. For proper administration and funding reconciliation, the UT Dallas Student Employment Program divides student workers into 3 main categories:

Regular Student Employee - traditional on-campus student worker hired by a university department and paid solely through that department's allocated funds.

Federal Work-Study (FWS) Student Employee - FAFSA approved aid recipient that has part of their funding subsidized by the federal government. Funds are combined with the department's allocated budget but are given a maximum limit made known to the student at time of acceptance.

FWS Community Service Student Employee - positions provided through official agreements with off-campus community partners including but not limited to local non-profits, school districts, afterschool programs and other civic focused organizations. Students in this role typically serve as tutors and are funded through grant money received from the federal government.

Classifications of Student Employees

In order to prevent confusion and further streamline internal processing, the Student Employment Office has one main classification for student employees:

- o Student Assistants

The job classification specified above does not have a formalized job description, so each hiring department is responsible for creating a job summary complete with required hours, approved pay rates and defined start and end dates. The duties and responsibilities of these positions vary based on departmental needs, job requirements, knowledge, and specific skill levels.

International Students

International students are encouraged to engage in the various student employment opportunities available on campus with the following considerations in mind:

- o International students are not eligible for participation in the Federal Work Study (FWS) Program.
- o International students may work a maximum of twenty (20) hours per week during the Fall and Spring semesters.
- o International students may work during summer sessions under the guidelines of the Quantity of Work Rule
 - i.e. a student's combined course credit hours and work hours may not exceed 40 hours per week.
 - i.e. if the summer session is the student's first semester of enrollment, he/she is not eligible to work.

Required Paperwork

There are several documents the Student Employment Office must process in order to ensure student employees are lawfully authorized to work for and be paid by the University. This documentation is required to be completed BEFORE a student begins to work.

Universal forms required to be completed by student employees include:

- o Form I-9 for Employment Eligibility
- o Personal Data Form
- o Selective Service Form
- o DayOne Acknowledgement

<i>Considerations for Domestic Students</i>	<i>Additional Considerations for International Students</i>
<ul style="list-style-type: none">o Online W-4 form via Galaxyo Online Direct Deposit form	<ul style="list-style-type: none">o Online Direct Deposit formo FNIS guidelines for tax compliance*o SSN to complete the FNIS form

*For more information on FNIS tax compliance for international students visit: <http://www.utdallas.edu/bursar/taxes/fnis/>

The Hiring Process

The Student Employment Office is dedicated to making sure all new hires are authorized to work as efficiently and expediently as possible. To accomplish this, it is crucial to have awareness of the overall process involved in hiring a student employee. Departments should set realistic expectations with their student employees and additional staff in regard to the processing times for hiring a student worker or student assistant.

Steps in the current hiring process are summarized below with best practices included:

1. Advertise the position
All student assistant positions must be posted in Handshake for equal opportunity access for students. Departments should use the [How to Post a Student Employment Position](#) guide as a tool to assist in creating job postings.
2. Recruit and Interview Students
Departments can interview and recruit students in a manner that best fits their specific function and role on campus. Please ensure the practices included in the screening process are considered in line with [EEO standards](#), and are non-discriminatory in nature. You can determine the best process for determining your finalists for the positions.
3. Complete the electronic Hiring Proposal ([e-form](#)).
The e-form is the official hiring request recognized by the Student Employment Office. It contains all information necessary to process a student hire through both the Student Employment and Payroll offices.
4. New Hire Student will follow the instructions listed in the job offer email.
 - a. *New Hire Student must set appointment (as outlined in the offer email) to come into the Career Center and fill out all required forms.*
 - b. *Students **MUST** complete paperwork with the Student Employment Office ON or BEFORE the first day of work, as indicated in the job offer email. Students may not begin work until employment eligibility has been verified by the Student Employment Office.*
5. The Student Employment Office will send a follow-up email to new hire students, confirming that all required paperwork has been completed, and the student may begin work as scheduled.
 - a. *All contacts listed on the HPF will be copied on follow-up emails.*
6. Payroll Department initiates ePARS for new hires.
 - a. *Online timesheets will be made available after the ePAR has completed the approval cycle and the student's information has been confirmed in PeopleSoft.*
 - b. *Supervisors must assign new hires a timesheet manager.*

- c. *After a timesheet manager has been assigned, students will have access to timesheets and may begin recording hours worked.*
 - o *Please note: Students will not have immediate access to timesheets after on-boarding is complete. It can take up to 14 business days after paperwork is complete before timesheets are available in Galaxy. Students should keep track of the days and hours they have worked to enter that information on their timesheet when it becomes available.*
7. New Hire Student will follow the instructions listed in the job offer email.
 - a. *New Hire Student must set appointment (as outlined in the offer email) to come into the University Career Center and fill out all required forms.*
 - b. *Students **MUST** complete paperwork with the Student Employment Office ON or BEFORE the first day of work, as indicated in the job offer email. Students may not begin work until employment eligibility has been verified by the Student Employment Office.*
 8. The Student Employment Office will send a follow-up email to new hire students, confirming that all required paperwork has been completed, and the student may begin work as scheduled.
 - a. *All contacts listed on the HPF will be copied on follow-up emails.*
 9. Payroll Department initiates ePARS for new hires.
 - a. *Online timesheets will be made available after the ePAR has completed the approval cycle and the student's information has been confirmed in PeopleSoft.*
 - b. *Supervisors must assign new hires a timesheet manager.*
 - c. *After a timesheet manager has been assigned, students will have access to timesheets and may begin recording hours worked.*
 - o *Please note: Students will not have immediate access to timesheets after on-boarding is complete. It can take up to 14 business days after paperwork is complete before timesheets are available in Galaxy. Students should keep track of the days and hours they have worked to enter that information on their timesheet when it becomes available.*

Maximum Work Hours and Multiple Jobs

According to University policy, all student employees are to be employed on a part-time basis that does not result in the displacement of a civil service or other full-time faculty/staff position. The following maximum work hours and multiple job restrictions were established to comply with University policy, the United States Citizenship and Immigration Service and Internal Revenue Service regulations.

If a student is employed in more than one on-campus student worker role, the hours worked in all of the student worker jobs cannot exceed the total hours set forth on the following page (Quantity of Work Rule).

Both international students and domestic work study students may work up to a maximum of 20 hours per week (part-time) during the Fall and Spring semesters.

Students may work the maximum hours per week as determined by the Quantity of Work Rule during the summer semesters and interim breaks. (Break periods are defined as a duration of 5 days or more.)

For questions related to the maximum allowable work hours, please contact Student Employment by phone (972-883-6119) or email (workstudy@utdallas.edu).

Quantity of Work Rule

The Quantity of Work Rule states, “A student’s combined employment and semester hours may not exceed forty (40) hours per week during holiday breaks” (Classes + Work = 40 hours worked per week or less).

Our student employment programs adhere to the Quantity of Work Rule so hiring departments are responsible for complying with the Quantity of Work Rule when hiring non-work-study (NWS) students. There are additional Quantity of Work restrictions imposed by the USCIS for international students with F1 student visas. For more information or further details on international employment policies, contact the International Student Services Office (ISSO).

Student employees at the University may hold a maximum of 2 on-campus jobs but may not exceed working more than 20 hours per week in the fall and spring semesters while school is in session. Students who hold a work-study position may have only one work-study position and one non-work-study position.

Holidays and Breaks

The Student Employment Office recognizes the potential for increased availability of student assistants during holiday breaks and other times where classes may not be in session. It is important to remember that while students are able to work extended shifts in regard to the Quantity of Work Rule during these times, there are still certain expectations that must be considered. The below are the pre-defined periods for students to have extended hours (more than 20 hours per week) during the year:

Fall 2020 Term: Saturday December 12, 2020 – Friday January 15, 2021

Spring 2021 Term: Saturday March 13, 2021 – Friday March 19, 2021

Additional Considerations:

- Supervisors and staff should be aware of and have documented approval for students working extended shifts in their areas
- Students will follow the same time reporting procedures set forth for their timesheets
- Supervisors and staff should not change the FTE for a student assistant’s ePAR in reference to the temporary extension of their hours via the break period exemption
- Supervisors or staff should not assign extended shifts to students to cover their own shifts if reporting physically into an office or department area (students should not be left unsupervised if reporting physically on campus)
- Students not returning home may work during holidays but need to have department approvals if being placed as part of a skeleton crew during such time
- There is not at the time of production of this guide any sort of hazard or COVID pay bonuses available to student assistants

Graduating Student Employees

The last day of employment for student employees who are graduating is typically in line with the last week of final exams. The dates for FY21 are as follows:

Fall 2020: Friday, December 11, 2020

Spring 2021: Friday, May 14, 2021

Summer 2021: TBD

Reporting and Tracking Time

Student employees are responsible for tracking their time via online systems, timesheet templates or other means provided by the university depending on the nature of their employment.

Timesheets are accessible through the Galaxy system. Any hours worked are documented by entering the time that the work starts and ends. Time taken for lunch breaks should not be documented as worked time. Timesheets should be completed daily to ensure accuracy. Managers/supervisors approve time entered on a regular basis, preferably weekly to avoid lapse in approvals, and submit final time to the payroll office.

The Web Clock is another time-tracker accessible through the Galaxy system for select areas. Student workers access the system to clock in prior to starting work, clock out for lunch breaks and when the workday ends. Time taken for lunch breaks should not be documented as worked time. The Web Clock should be accessed to document time daily to ensure accuracy. Managers/supervisors approve time entered and submit final time to the payroll office.

The Office of Budget and Finance [provides additional information and instructions](#) regarding system access, time tracking processes, pay periods, deadlines and pay days to all student employees.

Rest Periods/Breaks

All student-employees are entitled to have an unpaid 30-minute meal break if they work a shift of 6 consecutive hours. If a student-employee is scheduled to work a shift of 8 consecutive hours they are entitled to take an unpaid lunch break of one hour. This should also be noted in the time reporting system.

- Break schedules must be coordinated between the employee and the supervisor.
- Multiple breaks cannot be combined to create a 30-minute break

Pay Structure

Student Employees are paid on a semi-monthly (twice per month) basis. Jobs at UT Dallas are priced based on skills, experience, education level and assigned duties. All hiring departments calculate rates in observance of the established state and federal minimum wage rates. Hiring departments determine the rate of pay for each position with job duties, responsibilities and budget allocations considered.

The Student Employment Office does not handle issues related to direct deposit, billing, or tax withholding issues. Issues related to incorrect pay amounts, paper check deliveries or pick up and delayed payment should be addressed with the [Payroll Office](#) or internal departmental administrative personnel as applicable. All tax questions should be directed to the [Tax Compliance Office](#) for additional information or further issue remediation.

All newly hired student assistants are coached on entering in their time for time reporting in galaxy during their New Employee Orientation Session. Anyone with questions about the timesheet submission process for student employees is welcome to reach out to studentemployment@utdallas.edu for general information or high-level process inquiries.

Payment Schedule (Sample)

Listed below is an example of the Semi-Monthly Payroll Deadline Schedule. The most current schedule can be obtained

on the UT Dallas website: <https://www.utdallas.edu/finance/payroll/payroll-deadlines/>

Semi-Monthly Payroll Deadlines Schedule (*SAMPLE*)

<u>Pay Period Dates</u>	<u>Pay Date</u>	<u>Time and Labor Department Deadline</u>	<u>ePAR Completion in Payroll</u>
08/16/2020 – 08/31/2020	September 15, 2020	August 31, 2020	August 31, 2020
09/01/2020 – 09/15/2020	October 1, 2020	September 25, 2020	September 25, 2020
09/16/2020 – 09/30/2020	October 15, 2020	October 9, 2020	October 9, 2020
08/16/2020 – 08/31/2020	September 15, 2020	August 31, 2020	August 31, 2020

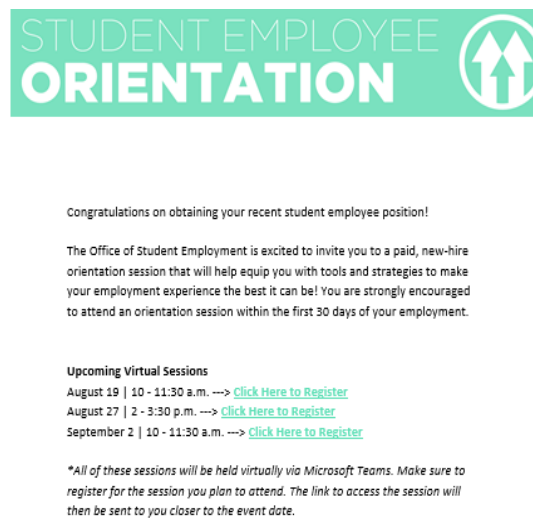
Orientation and Training

All newly hired student assistants are required to attend a paid training/orientation session within 30 days of their start date. Our New Student Orientation (NEO) sessions are designed to provide our student assistants with base-level training focused on general student employee expectations and familiarizing with university history, organizational structure and culture helps create a more informed and welcomed workforce.

Specific topics covered in each NEO training session include but are not limited to:

- History and Culture of UTD
- Workplace Etiquette
- General Time and Pay Procedures/Expectations
- Rules and Regulations for Student Employees
- Handling Workplace Issues
- Leaving a Position Properly
- Student Grievance Process

After being successfully onboarded with the Student Employment Office, students are sent a direct invite via Handshake to attend upcoming sessions in accordance with their schedule and availability. There are typically 3 sessions offered at varying times per month to give our students as much flexibility possible. Invites will come directly to the student's email via Handshake and appear as the below:



Please keep in mind our students are never asked to volunteer any personal information to take part or register for the session so please be aware of any suspicious emails that do not confirm to this formatting for student orientation invites. If you do encounter a suspicious email or spam attempt, please forward to infosec@utdallas.edu for proper disposal.

Responsibilities of Student Employees

All Student Employees at the University of Texas at Dallas are expected to:

- o Abide by the policies and procedures of their employing department.
- o Be dependable, prompt, and reliable in attendance.
- o Be courteous and display a professional image for their department and the University.
- o Work the hours and perform the tasks assigned.
- o Submit correct work hours promptly to ensure payment on the scheduled payday.
- o Notify supervisors prior to assigned work time if they will be absent from work.
- o Notify employers if no longer enrolled for the appropriate number of credit hours to be employed, and therefore stop working immediately (employers may or may not hold jobs until enrollment eligibility requirements are met).
- o Fulfill the terms of the employment agreement, usually through the end of a semester.
- o Give at least a two-week advance notice to end a job if quitting or intentionally not returning to the same position the following semester.
- o Do not accept work assignments during your scheduled class time.

Dress Code

Each hiring department determines the standards of acceptable dress for their student employees. These standards may vary based on the duties and responsibilities of the job performed.

A list of work attire deemed universally unacceptable includes:

- o Attire promoting other universities
- o Athletic wear (unless required by the hiring department)
- o Sleepwear
- o Flip-flops or house shoes
- o Tank tops without some form of an outer covering
- o Torn or cropped tops (mid-drifts should be covered)
- o Clothing displaying offensive graphics or text
- o Stained, unclean or excessively torn clothing

Federal Work-Study

The goal of the Federal Work-Study (FWS) Program is to “stimulate and promote the part-time employment of students in institutions of higher education who are from low-income families and are in need of the earnings from such employment to pursue courses of study at such institutions.” The term “work-study” indicates that you may be provided with opportunities for employment that are subsidized by the federal government while you are enrolled in at least 6 credit hours graduate or undergraduate. The receipt of a FWS award does not guarantee you a job.

However, you do have exclusive access to apply for positions classified as work-study jobs.

FWS is incorporated into the financial aid package for eligible students based on financial need, as determined by the Free Application for Federal Student Aid (FAFSA).

These students may work on or off campus, or for community service-oriented non-profits or government agencies. The receipt of a FWS award does not guarantee a job; however, there is exclusive access to apply for positions classified as work-study jobs within our job repository Handshake. An award authorizes students to seek work-study jobs with an earnings limit cap. The student should plan accordingly to be sure to work enough hours to reach the earnings limit and budget the earnings to last throughout each semester as best they can.

Students are limited to working a maximum of 20 hours per week barring periods of non-attendance (i.e. when classes are not officially in session). The university does not participate in summer work-study.

FWS Funding Specifics

Hiring Federal Work-Study eligible students may represent an advantage to a department's budget as the FWS program will subsidize 75% of a student's wages while the department covers the remaining 25% share. For this reason, it is necessary for departments to include the proper funding information in their submission for a FWS student hire. There should always be a department, or 25% cost center identified along with the 75% standing FWS cost center. Each year the cost center reference number for Federal Work-Study is updated to reflect the current fiscal year. For FY21, FWS students can work 9/1/2020 – 6/30/2021 and the Federal Work-Study cost center is 61055040.

Eligibility for FWS Funding

The following are general eligibility requirements that students must meet to be considered for Federal Title IV Financial Aid:

Students must:

- o Demonstrate financial need, as determined by the FAFSA.
- o Have a high school diploma or General Education Diploma (GED) certification.
- o Be enrolled or accepted for enrollment as a regular student working toward a degree or certificate in an eligible program.
- o Be a U.S. citizen or eligible non-citizen.
- o Have a valid Social Security number.
- o Meet satisfactory academic progress standards set by the Office of Financial Aid according to federal guidelines set by the U.S. Department of Education.
- o Certify that you will use federal student aid only for educational purposes.
- o Certify that you are not in default on a federal student loan and that you do not owe money on a federal student grant.
- o Comply with the selective service registration, if required.

Additionally, in order to be authorized for Federal Work Study employment, a student must have a Federal Work- Study award listed in their Galaxy account for the current academic year. Awards for Federal Work-Study funds are made on an annual basis. Students who apply on time through the FAFSA will be considered for our limited campus FWS funding awarded each year by the U.S. Department of Education. The Student Employment Office does not have authority to increase or decrease award amounts allocated to students from the U.S. Department of Education. Students with specific questions about their work study awards should contact the Office of Financial Aid.

FWS Award Tracking

Departments and students are primarily responsible for tracking and managing their budgets in relation to their student employees allotted Federal Work-Study awards, but the Student Employment Office does assist in this effort by providing warnings about funding balances below \$1,000. The Student Employment Office will also send notifications concerning balances that go over the award amount. If no evidence of adjustment to correct the account occurs, the Student Employment Office may issue corrective ePARs to reallocate full funding onto the 25% cost center selected by the department.

Federal Work-Study funding and adjustment notifications will always be sent from the workstudy@utdallas.edu email address.

Community Service Federal Work-Study (Comets Serve)

The University also participates in the Federal Work-Study Community Service Program; known as the Comets Serve Program. Students working in this capacity have the opportunity to work off campus, most often in non-profit organizations, governmental entities or public elementary and secondary schools that have entered into formal agreements with UID. To be considered for the Comets Serve Program, a student must meet all the same criteria as the work-study program and have access to transportation to and from the work site as it will not be provided.

Advertising Student Employee Jobs

All hiring departments are responsible for creating a job summary, identifying work hours, pay rates and other terms of employment. All opportunities for student employment are advertised through the Handshake system. Regular student employee and Federal Work-Study job postings are reviewed by the Student Employment Office before being made live in the system.

Postings must include:

- o Name of the position.
- o Classification of the position (Student Assistant).
- o Department or office in which the student will be employed.
- o Location where the student will perform his/her duties.
- o Name of the student's supervisor.
- o Duties and responsibilities associated with the position.
- o Rates of pay for the position.
- o General qualifications for the position; (required for both Federal Work-Study and non-Work-Study positions)
- o The length of the student's employment (beginning and ending dates)
- o Projected time commitment (hours per week)

All on-campus student employment postings should be advertised for a minimum of 5 days or 50 applicants reached in accordance with UID Human Resources guidelines.

Job Mediation and Mentoring

Mediation

The Assistant Director of Student Employment and the Coordinator of Student Employment serve as mediators between students and supervisor(s), if needed. If it is determined by the hiring department and/or student that the job offered and accepted is no longer a good fit, we recommend contacting the Student Employment Office to assist in the development of a success plan that will provide the student with an opportunity to be considered for other open positions more appropriate and aligned with the student's goals.

Mentoring

The Assistant Director of Student Employment and the Coordinator of Student Employment continuously strive to connect our students with available part-time job opportunities, both on and off campus. In recognition of this effort, we have added a unique appointment type in Handshake that will allow for interested students to meet with either the AD or Coordinator to discuss potential part-time job openings, job search strategies and other advising related to obtaining part-time employment.

Termination of Student Employees

The Student Employment Office recommends the following process to address and correct unsatisfactory work performance prior to the termination of student employees:

1. Issue a verbal warning documented by a supervisor with calendar or other notes.
2. Issue a written warning for unsatisfactory performance documented in writing and submitted with student acknowledgement and signature.
3. Submit a termination request form to the Student Employment Office via direct supervisor(s).
4. Process a termination ePAR and file notation if needed

Specific examples of unsatisfactory performance that may lead to disciplinary action and/or termination include but are not limited to:

- o Excessive tardiness, absenteeism, job abandonment
- o Theft
- o Falsification of timesheets
- o Consistent unsatisfactory job performance
- o Unauthorized release of confidential information/breach of confidentiality
- o Harassment, violent or obscene behavior
- o Vandalism of university property
- o Insubordination

If the department determines that the student will need to be terminated, we recommend they allow the Student Employment Office to communicate the decision to the student in an effort to best work with the student to find alternative employment opportunities.

National Student Employment Week (NSEW)

Every year during the second full week in April, the University of Texas at Dallas joins colleges, and universities nationwide in celebration of National Student Employment Week. The University Career Center encourages managers, supervisors, and other departmental staff to celebrate student employee contributions during National Student Employment Week.

Potential celebration ideas include:

- Designing and presenting your student employees with certificates of appreciation.
- Giving student employees flowers or candy.
- Hosting a potluck breakfast or lunch in their honor.
- Making a poster or banner to hang with all department staff signatures.
- Posting fun photos on the department's social media pages (with permission).
- Taking student employees out for a lunch.
- Writing student employees thank-you notes for a job well done.

Student Employee of the Year (SEOTY)

Also, in the spring, supervisors can nominate outstanding student employees for their contributions to their department and the university. A committee will then review all nominations, select a winner then ultimately submit their name for State and Regional consideration.

UTD Policy on Non-Discrimination

The University of Texas at Dallas is committed to providing an educational, living and working environment that is welcoming, respectful and inclusive of all members of the University community. An environment that is free of discrimination and harassment allows members of the University community to excel in their academic and professional careers. To that end, to the extent provided by applicable federal and state law, the University prohibits unlawful discrimination against a person because of their race, color, religion, sex (including pregnancy), national origin, age, disability, genetic information or veteran status. The University's commitment to equal opportunity extends its nondiscrimination protections to include sexual orientation, gender expression and gender identity.

Any student employee who believes he/she has been subjected to discrimination should contact the Office of Institutional Equity and Compliance; <https://www.utdallas.edu/oiec/equity/>

Disability Accommodation

The University of Texas at Dallas complies with the Americans with Disabilities Act (ADA) which protects qualified applicants and employees with disabilities from discrimination in hiring, promotion, discharge, pay, job training, fringe benefits, classification, referral, and other aspects of employment on the basis of disability. It is the responsibility of the student employee with a disability to inform their supervisor and seek available assistance.

For information regarding accommodations, please contact the Office of Student Accessibility; <http://www.utdallas.edu/studentaccess/>

Conclusion

The processes and procedures of the Student Employment Office are created with the primary goals of student success and enrichment. All processes are developed under the guidance of the University Career Center operations and are developed in observance of the University of Texas at Dallas policies and procedures.

Frequently Used Terminology

Student Employee: is a part-time, non-benefit eligible employee who is currently enrolled and registered for classes at the University of Texas at Dallas with the primary purpose of attaining a degree or certificate. Student employees are at-will employees and the conditions of employment are identified as interim or temporary and incidental to the pursuit of a degree or certificate.

Research Assistants (RA) or Teaching Assistants (TA): are not hired through Student Employment. Please visit <https://policy.utdallas.edu/utdpp1075> or contact the Department of Human Resources via email at hr@utdallas.edu.

Internships (Paid and Unpaid): are not hired through Student Employment. Please visit <https://www.utdallas.edu/career/internships/> or email utdinterns@utdallas.edu with any questions.

Federal Work-Study (FWS): FAFSA designated recipient of a type of financial aid that allows student workers to have their earnings subsidized by the federal government.

Non-Work-Study (NWS): NWS positions are hourly part-time positions available to all currently enrolled UT Dallas students. NWS positions are funded by the hiring departments. These positions are non-need-based positions that do not require the completion of the Free Application for Federal Student Aid (FAFSA).

Job Codes: refers to the designation used to ensure students are paid according to their assignment information. S09992 refers to off-campus Comets Serve Federal Work-Study Student Assistants, S09996 refers to Federal Work-Study Student Assistants and S09997 refers to Regular Hourly Student Assistants. These are all verified via the ePAR approval process in Peoplesoft and as part of the pre-employment hiring checks that are performed by the Student Employment Team.

Cost Center: the authorized department funding source required for use in paying a student assistant. Some cost centers are tied to special grants or awards, like the Federal Work-Study program and may not necessarily be “owned” by a single department.

References and Acknowledgements:

Federal Work Study Program Guidelines;

<https://ifap.ed.gov/sfahandbooks/attachments/0607Vol6Ch2OperatingFWS.pdf>

NACE; <http://www.nacweb.org/>

University of Texas at Dallas Equal Employment Opportunity Policy Statement;

<https://www.utdallas.edu/oiec/files/EEOStatement2017.pdf>

University of Texas at Dallas Diversity and Inclusion Statement; <https://jobs.utdallas.edu/>

University of Texas at Dallas Human Resources; <https://www.utdallas.edu/hr/>

University of Texas at Dallas Payroll Office; <https://www.utdallas.edu/payroll/>

University of Texas at Dallas International Center; <https://www.utdallas.edu/ic/>

University of Texas at Dallas Office of Accessibility; <https://www.utdallas.edu/studentaccess/>