



# **STUDENT EMPLOYMENT PROGRAMS**

**2008-2009**

**UNIVERSITY OF MAINE AT AUGUSTA  
46 UNIVERSITY DRIVE  
AUGUSTA, MAINE 04330**

**(207) 621-3000  
1-877-UMA-1234 (In-State)  
1-800-316-6000 (TTY)**

***A publication of UMA Financial Aid Office and  
Office of Administrative Services***

## **Table of Contents**

<b>Welcome.....</b>	<b>Pg. i</b>
<b>Introduction to Student Employment.....</b>	<b>Pg. ii</b>
<b>Work Eligibility.....</b>	<b>Pgs. 1 &amp; 2</b>
<b>Finding a Job.....</b>	<b>Pgs. 2-3</b>
<b>Documenting Employment Eligibility.....</b>	<b>Pgs. 3,4,5, &amp; 10,11</b>
<b>When Can I Work .....</b>	<b>Pgs. 5 - 6 &amp; 10 -12</b>
<b>Reporting Time .....</b>	<b>Pgs. 6 - 7 &amp; 12,13</b>
<b>Paychecks .....</b>	<b>Pg. 8</b>
<b>Direct Deposit .....</b>	<b>Pg. 8</b>
<b>Earnings Monitoring .....</b>	<b>Pgs. 6 - 8 &amp; 11 - 12</b>
<b>Earnings Verification .....</b>	<b>Pg. 8</b>
<b>Supervisor Responsibilities .....</b>	<b>Pgs. 1 thru 16</b>
<b>For More Information .....</b>	<b>Pg. 16</b>
<b>Job Titles &amp; Job Codes .....</b>	<b>Pgs. 17 &amp; 18</b>
<b>Equal Opportunity Statement .....</b>	<b>Pg. 19</b>

**The University of Maine at Augusta  
welcomes you as a participant with the**

**Federal Work-Study  
and/or  
University Departmental Work  
Programs**

**The Federal Work-Study Program is a  
federally-funded program for eligible  
student aid recipients and is administered  
by the Financial Aid Office.**

**The University Departmental Work Program is a  
UMA funded program and is administered by the  
Office of Administrative Services.**

## INTRODUCTION TO STUDENT EMPLOYMENT PROGRAMS

*Student employees and their supervisors must read all sections of this handbook.*

The UMA student employment programs allow eligible students to earn money to help meet educational expenses while the student is enrolled. Federal Work-Study is awarded to eligible students as a portion of the overall financial aid package. The amount of a student's eligibility is listed in their award letter.

Students are paid biweekly for hours worked until the total award has been earned. Current hourly rates for student employment program positions range from \$7.25 to \$8.15 for on-campus jobs.

Student employment funds cannot be used to pay for work that is religious, political or performed for the benefit of a private individual. Because of this, students can be paid for general office work, but cannot be paid for typing a dissertation or assisting with private consultation. Students cannot be hired to replace regular employees, and all employment practices must comply with existing civil rights and wage and hour regulations.

**Warning! Fraud is not tolerated. Any person, student and/or supervisor, who make false statements or misrepresentations on timesheets, are subject to dismissal from the University, and a fine and/or imprisonment under provisions of the United States criminal code.**

## **Seven Steps for Student Workers**

### **Step 1 ~ Am I eligible to work?**

Students must meet the following criteria:

#### **Departmental Funded students:**

Several University offices may make funds available to hire eligible students directly through their departmental budget. Students minimally must:

- ❖ Enroll for at least 3 credit hours.
- ❖ Summer workers must be registered for at least 3 credits for the upcoming Fall semester.

#### **Federal Work-Study students (FWS):**

Federal Work-Study is a federal student financial aid work program awarded to eligible students that have established a

financial need as part of completing a Free Application for Federal Student Aid (FAFSA). Students minimally must:

- ❖ Enroll in a degree or certificate program at UMA.
- ❖ Have been awarded UMA Federal Work-Study.
- ❖ Immediately stop working once enrollment or attendance drops below six credits per semester.

### **Step 2 ~ Finding a Job**

All student employees have the same obligations to their employer that would exist in any other work situation. Students are expected to contact their supervisor in advance if they are not able to work as scheduled. All aspects of the job should be discussed in advance including appropriate attire.

#### **Departmental Funded students:**

- ❖ Contact individual departments for available positions.

#### **Federal Work-Study students:**

- ❖ Augusta campus positions are listed at our web-site. [www.uma.edu/fao/FWS.html](http://www.uma.edu/fao/FWS.html).
- ❖ Students attending UCB should contact Office of Admission and Enrollment Services and University College students should contact your local University College center.

- ❖ Off-campus, not-for-profit, public service organizations may qualify to employ you. Please contact the UMA Financial Aid Office first to determine requirements.

### **Step 3 ~ Documentation of Employment Eligibility**

*Each of the following items is required to be submitted before students begin work. Any missing item means the student is not eligible to work!*

#### **1) Job Description and Completing the Student Employment Authorization Form (SEAF)**

*Your supervisors must have submitted a valid job description to the Offices of Administrative Services and Financial Aid prior to your employment.*

**Departmental Funded students:** Obtain your SEAF directly from your supervisor or from the Office of Administrative Services. Your supervisor must send the completed SEAF to the Office of Administrative Services.

**Federal Work-Study students:** Eligible students are sent a SEAF directly from the UMA Financial Aid Office about two weeks prior to the beginning of the authorized period of your employment. Your supervisor must submit the completed SEAF to the Financial Aid Office.

*The following documents must be completed yearly with the UMA Office of Administrative Services, UCB or at your University Center:*

## **2) W-4 State & Federal Withholding Certificates:**

Yearly tax certificates are required of all students, even if withholdings have not changed, and are available at the Office of Administrative Services in Augusta, UCB and at all centers.

Note: All wages paid to any student who is enrolled in fewer than six credit hours, or who works more than 20 hours per week during any semester, are subject to FICA withholding.

High school students and students from other colleges and universities may work on campus; however, their earnings are not exempt from FICA tax. Additionally, these student workers are subject to the same hours per week limitations as all other student workers.

## **3) I-9 Employment Eligibility Verification:**

You must provide proof of both identity and employment eligibility in order to work in the United States. Some documents, such as a passport will satisfy both requirements. Otherwise, the student will need *one document for proof of identity* (driver's license, MaineCard, Military ID, etc.) and *one document for proof of employment eligibility* (valid social security card, birth certificate issued in the US, Native American tribal document, etc.) A complete listing of acceptable documents is on the back of the I-9.

## **4) Confidentiality Contract:**

All student workers are required to acknowledge, in writing, the confidential nature of the work that they may undertake with the University by completing a Confidentiality Contract.

## 5) Video Display Terminal Training (VDT):

All student workers are required to complete VDT Training if they will use a computer for 4 or more hours a day as established by applicable laws. Training schedules are published by the Office of Administrative Services

### **Step 4 ~ When Can I Work?**

Student workers are paid only for time worked. *Students are not eligible to be paid for the following: study time, holidays, weather cancellations, sick time, vacation time or administrative leave time.*

Additionally, students are not entitled to unemployment compensation according to the Unemployment Tax Law Title 26, Section 1043 F(21)(h); wages obtained through employment at a “school, college, universities, if such service is performed by a student who is enrolled and is regularly attending classes at such school.” Also, be aware of the following provisions:

- ❖ Students cannot work during their scheduled class times.
- ❖ Total hours for all jobs cannot exceed 20 hours per week during Fall/Spring semesters. Total hours for all jobs cannot exceed 40 hours per week during the Summer semester or periods of one full week of vacation (7 days) during the Fall/Spring semesters.
- ❖ Students registered for both fall and spring semesters may work during the semester break.

- ❖ Federal Work-Study students are limited to working within the period specified on their SEAF.
- ❖ Federal Work-Study students cannot exceed the maximum earnings listed on the Financial Aid Award Letter. Students and their supervisor are equally responsible for monitoring earnings and ensuring that maximum earnings are not exceeded.
- ❖ Once the student has earned their total Federal Work-Study allocation, the Financial Aid Office may consider the student for additional Federal Work-Study funding. There is absolutely no guarantee that additional funds will be available. Students may not work in anticipation of receiving additional funding.

**NOTICE: Federal Work-Study students cannot earn over their award. The supervisor's department account will automatically be charged for all wages earned in excess of the student's award.**

### **Step 5 ~ Reporting Your Time**

***Time worked must be recorded daily using the University of Maine System's web-based payroll system MaineStreet. All new students are required to complete payroll system training.***

Help using the MaineStreet system is available in a separate brochure from the UMA Office of Administrative Services.

Student Employment Renewal Form (SERF) to indicate the number of available positions they will have available for each period.

**Step 9- The Student Employment Authorization Form (SEAF)**

- ❖ Time recorded in the payroll system is AM and PM sensitive and must be accurately reflected.
- ❖ Students must take a 15 minute break after 4 hours of continuous work and an additional *unpaid* break of a minimum of one-half hour after 6 hours of continuous work. The break after 6 hours must be evident on the timesheet. If a student wants to waive their right to any break, the student must annually complete a *Break Waiver Form* with the Office of Administrative Services prior to submitting time.
- ❖ *Time must be entered into MaineStreet minimally once every two weeks.* The payroll system will no longer allow students to submit all their time at the end of the semester.
- ❖ Overtime is not allowed.
- ❖ Special checks are not issued if the submitted time is not entered into MaineStreet to be processed for the applicable pay period.

Students are responsible for ensuring that their time is entered accurately and by the payroll deadline date\* (normally every Friday at noon). Supervisors may also require students to submit a printed copy of their timesheet for on-line approvals. If you need to send a faxed copy of your approved time sheet to the payroll office, you must do so by the payroll deadline. Fax numbers: Augusta (621-3405) Bangor (262-7701)

(\*Refer to your payroll schedule.)

## **Step 6 ~ Your Paycheck, Direct Deposit & Earnings**

### **Verification**

**1) Your Paycheck:** Students are paid bi-weekly for time submitted. *Be aware that students typically will have worked three weeks before payment is received for the first pay period.*

Unless special circumstances exist all student employees are required to have direct deposit. A payroll advice (paystub) will be available to be picked up on Friday\* at your campus work location: Augusta students – Student Accounts, Robinson Hall; Bangor students – Dean’s Office, Bangor Hall; Lewiston/Auburn students–Dean’s Office and University College students- center office. (\*Refer to your payroll schedule.)

FWS students employed at off-campus, not-for-profit, public service organizations can make other arrangements by contacting the Office of Administrative Services at 621-3182.

**2) Direct Deposit:** *You will have faster access to your earnings!!* Pick up a Direct Deposit Form from your bank to submit to the UMA Office of Administrative Services. Be aware that your first payment will be a paper check as the bank account and routing numbers are tested. Verify your second paycheck to ensure your monies were deposited correctly.

**3) Earnings Verification:** Pay stubs are provided for you to retain and use if you need to verify your earnings to any third-party. Retain your original copy. Duplicate pay stubs cannot be provided. All paycheck information is available in Self Service in MaineStreet. If you need the University to verify your earning for specific agencies you must provide a written request to the Office of Administrative Services.

## **Step 7– Earnings Monitoring**

FWS students and their supervisor are equally responsible for monitoring earnings. Please be aware that students may have more than one job.

- ❖ *Federal Work-Study student earnings to date will show on your pay stub.*

### **How many hours can I work before my FWS award is depleted?**

Example: Your award is \$1300 and your hourly wage is \$ 7.05.

- 1) Divide your allotment by your hourly wage:***

\$1300

\$ 7.05 = 184.25 total hours available to be worked

- 2) Then, divide your total hours available by the number of weeks in the period:***

184.25 hours

36 weeks \* = No more than 5 hours of work per week.

(There are 36 work weeks from Aug. 31, 2008 through May 9, 2009)

*Supervisors must read all sections of this handbook, including Steps 1- 7 of the Student Section!*

### **Step 8- Hiring a Student Worker**

**1) Job Descriptions:** All persons employed by the University of Maine at Augusta, including students, are required to have a job description which accurately reflects the work that will be performed. A UMA Student Job Description Form (JDF) must be completed for each position.

The JDF also provides a list of all approved University personnel that the student’s supervisor has designated as alternate(s) to sign the students timesheets in their absence. All alternate(s) are bound by the same requirements as the supervisor. Signatures of unauthorized personnel are not accepted.

**Departmental Funded Jobs:** the approved job description must be on file with the Office of Administrative Services. The student’s job title and hourly wage will be determined based upon the job description on file with the UMA Office of Administrative Services.

**Federal Work-Study Jobs:** the approved job description must be on file with the UMA Financial Aid Office. The student’s job title and hourly wage will be determined based upon the job description on file with the UMA Financial Aid Office.

Several weeks prior to the beginning of each employment period all prior FWS supervisors will be asked to complete and return a FWS

Things to remember as students enter time worked:

Student workers and their supervisors are required to complete a SEAF for each job for which the student has been hired to work.

**All areas of the SEAF above the double-line, including the department account number(s), must be completed.**

**Departmental Funded Jobs:** Be sure to include the hourly wage and job codes from pages 17 & 18.

**Federal Work-Study Jobs:**

The Effective Period is either Summer semester or Fall/Spring semesters, as indicated on the student's financial aid award letter.

The Hourly Wage will be assigned by the UMA Financial Aid Office based on the job description for all on-campus FWS jobs. Off-campus, not-for-profit employers are asked to provide the hourly wage.

### **Step 10-Additional Documentation & Training Requirements**

All students must have completed their I-9 Employment Eligibility Verification and Federal and State W-4 Withholding certificates, and Confidentiality Contract with the Office of Administrative Services prior to their first day of work. Returning student workers must complete the above once every year.

## **Eight More Steps for Supervisors of Student Workers**

Students are required to attend payroll system training according to the schedules published by the Office of Administrative Services.

All staff members, including student workers, are required to complete Video Display Terminal Training if the student will use a computer at least 4 or more hours a day, as established by applicable laws. Training schedules are published by the UMA Office of Administrative Services.

### **Step 11- Determining a Student's Work Schedule**

Students cannot work during their scheduled class times; therefore, supervisors must have a copy of the student's class schedule on file before a work schedule is established. Work with the student to determine hours that will fit your department's needs and will not conflict with the student's classes and personal obligations. Be sure to ask student workers if they have or will have more than one job.

Student workers cannot exceed a total of 20 hours per week during Fall/Spring semesters, or 40 hours per week during periods of one full week (7 days) of vacation, for all jobs held by the student. Summer students cannot exceed a total of 40 hours per week for all jobs held by the student.

### **Step 12- Time Reporting Tips**

**Your on-line approval as supervisor is your acknowledgement that all information is accurate. Therefore, do not approve anything until you and your student worker's records agree. Cases of suspected fraud must be reported immediately to the Financial Aid Office and Office of Administrative Services.**

- ❖ Many students have more than one job. Be sure that the time entered is for the correct job.
- ❖ Student workers must enter their time worked into the payroll system daily and minimally submit timesheets every two weeks.
- ❖ Time recorded in the payroll system is AM and PM sensitive and must be accurately reflected.
- ❖ If the student has worked over six hours then a ½ hour unpaid break must be indicated on the timesheet.
- ❖ If the “Total Submitted Hours” column on the timesheet is blank then the student has not saved their time in MaineStreet and hours will not be approved for payment.
- ❖ All dates that the student worked must coincide exactly with the actual scheduled payroll week; i.e.: the pay week is from 9/7/08 – 9/13/08. The student adds a line to this week and puts time in for 9/15/08. Because 9/15/08 is not within the allowed time frame, the payroll system will not save the entry and will view this as an error item.

### **Step 13- Maximum Earnings**

Both supervisors and students are equally responsible for monitoring earnings for Federal Work-Study students. Supervisors will receive a copy of the SEAF from the Office of Administrative Services that will confirm the Effective Period, Hourly Wage and Maximum Earnings.

FWS supervisors will receive an Earnings Report from the Financial Aid Office after each pay period. Please report any discrepancies immediately to the Financial Aid Office. Students will receive the same information on their pay stub. Since students are paid bi-weekly for time submitted be aware that students typically will have worked an additional three weeks before a monitoring device is issued for the prior pay period.

**Federal Work-Study students cannot earn over their award. The supervisor's department account will automatically be charged for all wages earned in excess of the student's award.**

### **Step 14- Recordkeeping**

Supervisors are required to retain all supporting documentation, including “in” and “out” times, for time submitted for payment. A copy of the timesheet itself is not supporting documentation of time worked.

Records must be retained for seven years and be available for review by appropriate campus staff as well as by University and federal program auditors.

### **Step 15- Confidentiality**

All students that have access to confidential and/or sensitive records while employed at UMA are required to sign a Confidentiality Contract acknowledging that breach of confidentiality is reason for immediate termination. Supervisors are required to countersign the document and return it to the Office of Administrative Services.

### **Step 16- Termination of Student Workers**

Employers have the right to terminate a student worker. Situations involving breach of confidentiality require no advance warning before termination; however, documentation of such an offense must be retained.

Supervisors who are considering such action should first contact the appropriate office to discuss the situation before taking action:

**Departmental Funded Jobs:** Office of Administrative Services

**Federal Work-Study Jobs:** Financial Aid Office

The following steps are needed:

- ❖ The student must be given an oral or written warning which the supervisor must have documented either by informal notation or written notice.
- ❖ Copies of all written notices must be forwarded to the appropriate office, indicated above, upon request.

- ❖ The supervisor will give the student a written notice of termination, which includes specific reasons for dismissal after consultation with the appropriate office above.
- ❖ A student who believes that he or she has been terminated unfairly may appeal the dismissal, in writing, through the appropriate office above.
- ❖ Supervisors should be aware that the dismissal of one student will not guarantee that a replacement student can be found.

## For More Information:

### FMI:

**All Payment Procedures, hourly wage (department funded) & all questions regarding time entry into MaineStreet.**

**Federal Work-Study Eligibility & hourly wage**

**Your Paycheck and I-9 or W-4 forms**

### Contact:

Administrative Services - Augusta  
Farmhouse  
621-3182 or 621-3464  
Fax ~ 621-3405

Dean's Office – Bangor  
Student Payroll  
262-7700  
Fax ~ 262-7701

Financial Aid Office - Augusta  
Robinson Hall  
621-3051  
Fax ~ 621-3116

Administrative Services - Augusta  
Farmhouse  
621-3182 or 621-3464

## UMA Student Job Titles and Job Codes

### Job Codes

### Level I ~ \$7.25

9106	UMA Clerk/Receptionist I
9129	UMA Monitor I
9131	UMA Office Assistant I

### Level II ~ \$7.55

9108	UMA Computer Lab Assistant II
9110	UMA Computer Tech II
9121	UMA ITV Assistant II
9125	UMA Lab Assistant II
9126	UMA Lab Monitor II
9132	UMA Office Assistant II
9138	UMA Photo Aide II
9143	UMA SGA II

### Level III ~ \$7.85

9102	UMA Activity Assistant III
9103	UMA Administrative Aide III
9109	UMA Lab Assistant III
9114	UMA Courier III
9119	UMA Grounds/Maintenance III
9124	UMA ITV Proctor III
9115	UMA Equipment Maintenance III
9134	UMA Peer Advisor III
9140	UMA Proctor III

Job Codes

**Level IV ~ \$8.15**

9104	UMA Administrative Aide IV
9105	UMA Athletics Assistant IV
9107	UMA Clinical Aide IV
9111	UMA Computer Tech IV
9113	UMA Coordinator IV
9117	UMA Fitness Center Assistant IV
9120	UMA Intern IV
9128	UMA Maintenance Worker IV
9130	UMA Multi-Cultural Assistant IV
9135	UMA Peer Educator IV
9136	UMA Peer Mentor IV
9137	UMA Peer Tutor IV
9142	UMA Publications Assistant IV
9152	UMA Writing Tutor IV

**Level V requires approval from the Office of Administrative Services. Contact Colleen Spencer at 621-3464 or Beverly Gill at 621-3182.**

**Level V ~ \$8.65 to \$11.00**

9101	UMA Academic Tutor V
9112	UMA Computer Tutor V
9116	UMA Faculty Assistant V
9118	UMA Fitness Instructor V
9122	UMA ITV Coordinator V
9123	UMA ITV Monitor V
9127	UMA Lead Peer Mentor V
9133	UMA Orientation Assistant V
9139	UMA Placement Testing Assistant V
9141	UMA Program Staff Assistant V
9157	UMA SI Leader V

## EQUAL OPPORTUNITY STATEMENT

*In complying with the letter and spirit of applicable laws and in pursuing its own goals of diversity, the University of Maine System shall not discriminate on the grounds of race, color, religion, sex, sexual orientation, including transgender status of gender expression, national origin or citizenship status, age, disability, or veterans status in employment, education, and all other areas of the University. The University provides reasonable accommodations to qualified individuals with disabilities upon request.*

*The University will regard freedom from discriminatory harassment as an individual employee and student right which will be safeguarded as a matter of policy. Any employee or student will be subject to disciplinary action for violation of this policy. Retaliation against anyone who makes a complaint of discrimination or harassment or who is involved in a complaint process will not be tolerated.*

Questions and complaints about discrimination in any area of the University should be directed to the Equal Opportunity Director, Sheri R. Stevens (621-3110). Questions and complaints about the application of Section 504 should be directed to the Equal Opportunity Director. Inquiries about discrimination may also be referred to the Maine Human Rights Commission, U.S. Equal Employment Opportunity Commission, Office for Civil Rights of the U.S. Department of Education, or other appropriate federal and state agencies.

~~~~~