

Student Employment Overview

HR Partners
May 2018



Students vs. GEs



Student Employees

- Typically work open to any undergraduate, can have skill or experience limitations based on position
- Governed by [UO Student Employment Policies and Procedures](#) and Bureau of Labor and Industries (see [FAQs](#) for helpful info)
- Considered hourly employees, pay guidelines are set in [Student Wage Rates](#)

Student Employees cont.

- Viewed as At Will employees under Oregon law
- Openings are posted through Career Services
- Hired via paper forms (Student Hire Packet) sent to Payroll
- Can be eligible for work-study



Graduate Employees

- Work is restricted to UO Graduate Students
- Governed by [UO-GTFF Collective Bargaining Agreement](#) (CBA)
- Salary established in CBA (Article 22)

Graduate Employees cont.

- Considered Union employees
- Openings are posted through the Graduate School and/or Academic Unit
- Hired via DuckDocs (online)
- Not eligible for work-study

Unsure if Student Employee or Graduate Employee?

- Contact us:

Jenna Rakes, Senior Recruiter
jrakes@uoregon.edu or 6-2963

- We will consult with Payroll, Graduate School, and Employee and Labor Relations as needed so you have a one stop shop

Seeking to hire a Graduate Employee for student work?

- Consult recommended prior to taking any action
 - FTE limits
 - Work restrictions



Hiring Student Employees



File Position Description with the Career Center

- PD must be on file with Career Center if work study will ever be used with this job
- Career Center – Duck Connect will post job, departments have control over the posting and updating job information

Career Center 346-3235 career@uoregon.edu

Types of Student Employees

- UO Enrolled (BUOSRG) or Non System Students (BUOSNS)

Eligibility

- Student must be actively seeking a degree and enrolled for the minimum credit hours per term at the UO or another institution.

It is the department's responsibility to verify their student employees' enrollment eligibility every term.

- **UO Enrolled**

- Banner form SQASMRY

- Verify enrollment every term

- **Non Systems Student**

- Must provide Proof of Enrollment every term

Hiring Documents

New Hire

- Bundle Packet link in Banner Guide (SEF, W-4, I-9, Direct Deposit, ACA notice)
 - I-9 supporting documents must be copied and submitted with hire packet. Payroll Administrator must see original supporting documents

Hiring Documents

Rehire

- Individual documents link in Banner Guide (SEF and W-4)
- Non system students must include their Proof of Enrollment with hire or rehire paperwork

Hiring Documents

Termination

- Is final pay owed?
 - Use MCR with last day worked as termination date
- No final pay?
 - Use SEF and check "Termination" box
- Final pay is per BOLI (see FAQs)

Work Study Awards

- Are issued to and belong to the student. Students can choose to do the following:
 - Convert award into a loan
 - Choose which departments can have access to those funds
- Departments need permission to use work study awards
- Processing work study
 - bg.uoregon.edu -> HRIS -> Student -> Federal & UO Work Study Indices

Student Employment Reports

BANNER - PWIPAYR

- Enrollment Report
 - Student Employee Credit Hours
 - Run every term after students can add and drop classes
- Work Study Award Balance
 - Work Study Report
 - Will list department student employees that have work study
 - Will show award type, award total, award spent and award balance



Hiring Graduate Employees



Determine Hiring Need

- Types of GEs
 - Instructors
 - Researchers
 - Administrative
- ** Duties determine classification (not job title)
- Eligibility
 - Regularly enrolled graduate students admitted to a graduate degree program
 - Cannot work over .49 FTE across ALL positions
- Budget Considerations
 - Salary, OPE, tuition, fees, insurance

IP:SA GE Positions

- Appointments with administrative duties that serve current institutional priorities in non-academic units
 - Competitive process
 - Proposals mid-January
- Institutional Priority (IP)
 - Position must be open to all graduate students
 - Position announcements must be posted on GS website
- Strategic Alliance (SA)
 - Academic graduate program partner
 - Position posted in academic department

Advertisement and Selection

- Review Article 17 of the UO-GTFF CBA
- Review hiring unit's General Duties and Responsibilities (GDRS)
 - GDRS must be on file with Grad School before advertising
 - Hiring must be consistent with the unit's GDRS
- Positions open to students in any major must be advertised on the Graduate School Website for at least 10 days
- Positions open only to certain majors are advertised in the department

Hiring Documents

- ePRF submitted in DuckDocs GE Workflow
 - Duck Docs Account – UO Service Portal
 - User Roles – Submitter and Approver – notify Grad School
- Notice of Appointment
 - Generated by DuckDocs after Grad School approval
 - Student can access in DuckWeb – Student tab

Hiring Documents cont.

- Hire Packet
 - Bundled packet on Banner Guide (EIF, W-4, I-9, Direct Deposit, ACA Notice)
 - Pay cannot be processed without these documents
 - Send completed forms directly to payroll
- Terminations
 - Only in consult with Graduate School and Employee and Labor Relations

Don't Forget!



Sick Leave for Graduate Employees

- Per Collective Bargaining Agreement:
 - GEs earn two (2) work days of paid sick leave for every term of paid GE work
 - During the first appointment in any school year, each GE shall also accrue one (1) additional sick day
 - No waiting period before sick leave begins to accrue
 - GEs can accrue a maximum of ten (10) work days of sick leave



Sick Leave for Student Employees

- Per SB 454, Oregon Sick Leave Law
 - Student Employees accrue one (1) hour of sick time for every thirty (30) hours worked (prorated)
 - Sick time accrual begins when an employee starts working for an employer, hours are available for use the following month.
 - Federal Work-Study accrual exemption applies to any student employed using Federal Work-Study funds for jobs at the UO. No exemption for UO Work-Study or regular students. Exemption applies to accrual only.



Hours and Credit Requirements

From [Student Employment Policies and Procedures](#)

- Student employees limited to 25 hours per week across *all jobs* (20 if international student on F-1 or J-1 Visa)
- Students must be enrolled in a minimum number of credit hours
 - Undergrad credits: 8
 - Graduate credits: 5
 - Formally admitted Grad Students working on thesis: 3

Policy Exceptions can be requested


- Under enrollment
- Term after graduation
- Free term (per academic year)
- Wages over student wage limits



Employment Laws

- Student Employees and Graduate Employees are subject to employment laws
 - Includes ADA, overtime, etc.
 - When in doubt, contact HR
- Graduate Employees are *also* subject to their GE CBA

Want to learn more?

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- Student Employment Workshop (hosted by Payroll)
 - Student Employment Enhancement (SEE)
 - Leadership in Student Supervision (hosted by HR/Career Center)
 - DuckDocs Training (May 3 and May 10 – 10AM-12PM)
 - Graduate Employee Training (TBD)
 - I-9 Employment Eligibility Workshop

Sign up for in-depth trainings as they become available in the [MyTrack Learning Module](#).

Today's Presenters

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