

# **University of Maine at Fort Kent**

## **Employment Guide for Students**



**2007-08**

*University of Maine at Fort Kent*

Student Work Study Employment Guide  
2007-2008

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# **I. TYPES OF STUDENT EMPLOYMENT** **AND** **THE APPLICATION PROCESS**

There are basically three different types of student employment. These are: the *Federal Work study Program*, the *University Work Study Program* and campus *department employment*. Student employment is normally available during the academic year and during the summer.

The **Federal Work Study Program (FWS)** is a federally funded financial aid program which provides employment opportunities for students who need money to meet educational expenses. Work study is awarded as part of your overall financial aid package and is also intended to broaden the range of worthwhile job opportunities for qualified students.

Certain stipulations exist regarding the type of employment a student may accept. Positions are generally limited to those offered by public or private non-profit organizations. Federal work study funds can not be used to pay for work which is religious, political, or which is performed for the benefit of a private individual. Because of this, a student may be paid for general office work but can not be paid for typing a dissertation or assisting with private consultation. A student may not be hired to replace regular employees and all hiring practices must comply with existing civil rights regulations.

**About the Federal Work Study (FWS) Application Process:** To apply for academic *federal work study*, students are required to complete and submit a Free Application for Federal Student Aid (FAFSA), list UMFK's school code (002041) as the college the student plans to attend, and check "yes" to the question, "are you interested in work study/student employment?". The student must also provide the financial aid office with any other documents as requested for completion of the financial aid file. Federal work study eligibility will be determined and the student will be notified.

A limited number of *federal work study* positions are available during the academic year. If a student would like to request a work study position, we recommend that he/she complete and submit the FAFSA to the processor as soon as possible after January 1<sup>st</sup>. To be considered for work study from one year to the next, the appropriate FAFSA application must be filed every year. If the student is eligible for this type of work study, a financial aid award letter will be sent to stating the amount of work study earnings he/she is eligible to receive.

The **University Work Study Program (UWS)** is an on campus work program with limited (university) funding. Students who are not eligible for the federal work study program may be considered for this program.

**About the University Work Study (UWS) Application Process:** Students interested in this type of program are asked to complete a University Work Study Application available online and in the Student Employment/Human Resources Office. University work study may be offered and/or considered according to: availability of funds, a student's knowledge and/or skills, if a student is being requested by an approved department, and a student's application date.

**Campus - Department Employment** funding is limited. It may be offered to students with special skills and/or a level of knowledge needed by a department. The department is required to have sufficient funding available to pay student employees. A student is usually asked to work for a department by someone from the department. (This type of employment is not considered work study.) Approval is required by the Vice President of Administration.

**About the Campus Department Employment -Application Process:** Before employment can begin, an *Additional Compensation form is required.*

Student can not begin work until approvals and all the necessary paper work is completed in full and filed with the student employment office. (For more information refer to Section IV, The Hiring Process and Section XV)

## **II. THE IMMIGRATION REFORM ACT OF 1986**

The Immigration Reform Act of 1986 requires all employees to prove and certify that they are a U.S. citizen or an alien authorized to work in the U.S. **The I-9 Verification Form must be completed BEFORE A STUDENT BEGINS WORK OR WITHIN THREE WORKING DAYS!**

In order to comply with federal law, student employees are asked to provide documentation which establishes identity and employment eligibility. Before a student may begin working, he/she must bring either a document from list A, or one document from each of lists B and C, to the student employment office for verification. Student employees will not be allowed to begin employment until all required paper work is completed and on file. Acceptable documents are listed below.

### **A) DOCUMENTS WHICH WILL ESTABLISH IDENTITY AND ELIGIBILITY:**

- \*U.S. Passport
- \*Certificate of U.S. Citizenship
- \*Certificate of Naturalization
- \*Unexpired Foreign Passport with I-551 Stamp or Form I-94
- \*Permanent Resident Card or Alien Registration Receipt Card with Photograph
- \*Unexpired Temporary Resident Card
- \*Unexpired Employment Authorization Card
- \*Unexpired Reentry Permit
- \*Unexpired Refugee Travel Document

### **B) DOCUMENTS WHICH WILL ESTABLISH IDENTITY:**

- \*Drivers License with picture and description
- \*State ID card with picture and description
- \*School ID card with picture
- \*Voter Registration card
- \*U.S. Military card or Draft record
- \*Military dependent's ID card
- \*U.S. Coast Guard Merchant Mariner Card
- \*Native American tribal document
- \*Canadian Drivers License

C) **DOCUMENTS WHICH WILL ESTABLISH EMPLOYMENT ELIGIBILITY:**

- \*U.S. Social Security card
- \*Original or Certified Birth Certificate issued by state, county, or municipality with an official seal
- \*Certification of Birth Abroad issued by Department of State
- \*Native American Tribal documents;
- \*U.S. Citizen ID Card
- \*ID card for use of Resident Citizen in the U.S.
- \*Unexpired employment authorization document issued by

**III. NON-RESIDENT ALIEN**  
**(Non -United States Citizen)**  
**INFORMATION**

**U. S. Social Security Number Needed for Employment:**

A (U.S.) social security number is required of everyone who works in the U.S. If a student does not have a U.S. social security number he/she will need to apply for one.

A social security application is required and the student will also need to provide certain documents to the Social Security Administration. The Social Security Administration's nationwide telephone number is 1-800 772-1213 and their Web address is: [www.ssa.gov](http://www.ssa.gov) . Application forms may be down loaded from this Web site. Forms are also available at the local post office and the Student Employment/Human Resources Office.

The Social Security office nearest to UMFK is located at 365 Main Street, Presque Isle, Maine 04769. They may be reached at: 1-207-764-3771. In order to receive a social security card for work purposes, the SSA recommends that the student bring the following documents at the time of the personal interview, which is required by the Social Security Administration.

- I-94
- I-20
- ID of yourself (UMFK school ID is acceptable)
- Canadian Social InsuranceCard (if applicable)
- Proof of age, official document (i.e. passport, official birth certificate)
- Completed and signed SS application
- A letter from your campus employer stating their intent to hire you
- Proof that you are currently registered for classes at this campus

For directions to the Presque Isle office, and/or for more information on what required documents to bring with to the Social Security office, contact the Student Employment/Human Resources Office.

Although F-1 students authorized to work must obtain a social security card, contributions for social security should not be withheld from wages. The student needs to inform the employer of exempt visa status before beginning employment.

**Non-Resident Alien - and Employment You Can Apply for:**

Most International Students are eligible to apply for the University Work study Program and the Campus Department Employment. (For More Information refer to Section I)

**The Non-Resident Alien and - The Immigration and Naturalization Service (INS):**

International students are required to follow the Immigration and Naturalization Service (INS) employment regulations. The I-20 form or the “Certificate of Eligibility for Non immigrant (F-1) Student Status” is issued to a student at the time of their acceptance to a school. A student’s I-20 must be available, valid and up to date to be considered for employment. Full-time F-1 students are permitted to work up to 20 hours per week on campus while school is in session, and up to 40 hours per week during vacations periods. Permissions from DHS or the ISC is not needed for on-campus employment.

International students may normally only work on-campus, unless special permission has been granted by the DHS to work off-campus.

**The Non-Resident Alien and Taxes:**

Non-resident aliens (non-United States Citizens) must use special instructions when completing the W-4, rather than the instructions on the form.

In order to ensure compliance with the IRS regulations, all non-resident student employees from countries other than India must complete either a new W-4 form using the special instructions or IRS form 8233 claiming a tax treaty exemption prior to beginning work.

Links for these forms and instructions are available by entering the form number under “Forms and Publications” on the IRS website at [www.irs.gov](http://www.irs.gov) or in the campus student employment office. Detailed information regarding nonresident taxes, withholding, and treaties may be found in the IRS Publications 515,519, 597, 901 also available from the IRS website.

**The Non-Resident Alien and the U.S. Tax Return:**

All non-resident alien students must file a U.S. tax return (generally form 1040NR or 1040NR-EZ) with the IRS before April 15 each year. (Non-resident aliens claiming a tax treaty exemption must also file form 8833 with their tax return.) These forms and instructions are also available on the IRS website and the UMFK Student Affairs Office will schedule one or more tax return assistance sessions prior to the mid-Spring semester. For more information, please contact the Student Employment/Human Resources Office.

## **IV. THE HIRING PROCESS**

Requests for student workers by the departments are prioritized according to the number of work study positions which can be funded. Priority is given to those areas which **MUST** have work study help in order to operate. Each site is notified of the number of students that they are authorized to hire. Students can only accept positions which have been authorized in advance by the Student Employment/Human Resources Office.

The remaining requirements of the hiring process are different depending on whether a student is a First-Time UMFK Work Study Employee or a Returning UMFK Work Study Employee.

**First-Time UMFK Work Study Employees:**

Each first-time UMFK work study employee who has been awarded a work study position must acquire a Student Employment Work Authorization (SEA) card from the Student

Employment/Human Resources Office. The SEA form is the official notice of eligibility to participate in the work study program. Once the student has the SEA he/she is able to seek campus employment from the listing of available work study positions. Note: An updated list of available jobs is available in the student employment office and on-line.

The SEA form must be in the student's possession at the time of the interview with the work study supervisor. If the supervisor agrees to hire the student, the SEA must be signed by the student and by the supervisor and must immediately be returned to the Student Employment/Human Resources Office. A first-time student employee is required to complete the following forms, I-9, W-4, W-4ME, and Individual Data Sheet.

When all necessary payroll paper work is completed, an email will be sent to the student's supervisor and the student may begin working.

**About the I-9:**

The Immigration Reform Act of 1986 requires UMFK employees to prove and verify that they are eligible to work in the United States. Original documents, from the list in section II of this manual, must be presented to the student employment office to verify identity and employment eligibility. The I-9 Verification form must be completed **BEFORE ANY STUDENT ACTUALLY BEGINS WORK!**

**About the W-4 and W-4ME:**

The W-4 and W-4ME forms are required for federal and state income tax withholding purposes. Additional documents are not usually required to complete this form.

The SEA, I-9, W-4, W-4ME, and Individual Data Sheet must all be on file in the Student Employment/Human Resources Office before employment can officially begin.

***Important:*** *If a student fails to; make arrangements with his/her work study supervisor, or pick-up his/her SEA form from the student employment office, and/or return his/her SEA form to the student payroll office **during the first week of school**, this will constitute a forfeiture of his/her work study job. It may be possible that his/her work study allocation may be canceled.*

**Returning UMFK Work Study Employees:**

For purposes of this section a returning UMFK work study employee is one who has worked previous semesters in the UMFK work study program. Each returning student employee who has been awarded work study must acquire a Student Employment Authorization (SEA) card from the student employment office. Once the student has the SEA, he/she is able to seek campus employment. A listing of available work study positions will be provided.

The SEA form must be in the student's possession during the interview with the work study supervisor. The SEA form must be signed by the student and the work study supervisor and returned to the student employment office if he/she has been hired. A returning work study student does not need to complete a new I-9, W-4, or W-4ME form again unless changes to current records are required (i.e., address, marital status, exemptions, etc) or specific documents are requested.

When all necessary payroll paper work is completed, an email will be sent to the student's supervisor and the student may begin working.

***Important:*** If a student fails to; make arrangements with his/her work study supervisor, or pick up his/her SEA from the student payroll office, and/or return your SEA form to the student payroll office **during the first week of school**, this will constitute a forfeiture of his/her work study job. It may be possible that his/her work study allocation may be canceled.

## **V. CAMPUS E-MAIL ACTIVATION**

Before a student may access MaineStreet, he/she must activate his/her UMFK campus e-mail. We encourage all students to activate, use, and check the “maine.edu” e-mail address regularly. UMFK offices are making the move from paper to electronic student communications.

### **To Activate E-mail:**

Go to [www.umfk.maine.edu/email](http://www.umfk.maine.edu/email)

The student will need:

- An activation key (see Nicki – ext 7818 in the Library)
- A U.S. social Security number
- A chosen password (of at least 6 characters - made up of a combination of numbers and letters)

### **To Use E-mail**

- Go to [www.umfk.maine.edu/email](http://www.umfk.maine.edu/email)
- Select Send/Receive E-mail

### **To Forward to Another E-mail Account**

- Go to [www.umfk.maine.edu/email](http://www.umfk.maine.edu/email)
- Select Change E-mail Forwarding

For help with this process, see Nicki Ouellette (ext 7818) in the Blake Library

## **VI. Job Titles, Pay Ranges & Increases**

### **About Job Titles:**

The work study supervisor will select an appropriate student job title from UMFK’s Student Classification Manual (manual is available on-line or at the Student Employment Office). A current list of “active” job titles is listed later in this section.

### **About Pay Levels:**

Pay levels are determined by the job title and job description.

The chart below has the current pay levels and wage ranges based on the Maine State minimum wage of \$7.00/hr effective October 1, 2007:

Pay Level I	Wage Range	\$7.00 → \$8.10
Pay Level II	Wage Range	\$7.30 → \$8.40
Pay Level III	Wage Range	\$7.60 → \$8.70

If a student is working for a supervisor for the first-time, the student should begin at the base rate in that particular pay level. If the student has solid, relevant experience, the supervisor may start that student at the base rate plus \$.05 - \$.50. A Work Study Pay Rate Request form must be sent to the Student Employment Office stating the reason for the higher starting rate.

A Pay Level change can be issued by the work-study supervisor at anytime as long as the student employment office is made aware of the change in writing at least one week prior to the next scheduled student time approval date.

### **About Pay Rate Increases:**

Pay rate increases will be at the discretion of the supervisor and the department head with no more than two increases per academic year including the summer term, with a maximum of \$.20 per increase. Increases will be based on job performance and experience, not longevity.

To receive a pay increase the student must have a favorable performance evaluation on file in the Student Employment Office.

If at any time a supervisor and/or student employee finds that an entitled increase was not issued, please notify the Student Employment/Human Resources Office.

### **Current “active” Job Titles**

#### **Level I**

These positions require no prerequisite skills. Work is performed under specific instruction and supervision, and becomes routine after the initial training period. The main responsibility is to be on duty in a department which provides on-call services to the university community. The employee is expected to use little independent judgment. Current active jobs in this level are:

Academic Computing Attendant I	Instructor’s Aide I
Allagash Wilderness Waterway Intern I	Laboratory Aide I
Athletics Team Manager I	Laborer I
Audio Visual Aide I	Library Clerk I
Crafts Worker I	Web Administrator Assistant I

#### **Level II**

These positions require the employee to perform complex tasks related to the daily operations and or recordkeeping of a department. Independent judgment and initiative are sometimes exercised, and work may involve coordinating with one or two other students. Current active jobs in this level are:

Academic Computing Assistant II	Laborer II
Acadian Archives Assistant II	Library Assistant in Serials II
Administrative Aide II	Library Circulation & ILLC II
Athletics Office Aide II	Library Clerk II
Athletics Trainer II	Library Aide Supervisor II
Athletics Weight Room Attendant II	Library Aide to Reference Librarian II
Audio Visual Supervisor II	Music Technology Lab Assistant II
Crafts Worker II	Nursing Resource Center Assistant II
Forestry Assistant II	Photographer II
Greenhouse & Field Assistant II	Typist/Secretary II
Instructor’s Aide II	Web Administrator Assistant II
Laboratory Aide II	

### **Level III**

These positions are intended to recognize those students who have gained a higher skill level and specific job knowledge as a result of prior work in a particular area. Employees in this level will be expected to frequently work with little or no direct supervision, exercise a higher level of productivity, initiative, independent judgment, responsibility and discretion than Level II. Current active jobs in this level are:

Administrative Aide III	ITV Program Assistant III
Athletics TV/Radio Assistant III	Laboratory Aide III
Computing Laboratory Aide III	Library Circulation & ILLC III
Editorial Assistant III	Library Aide Supervisor III
Forestry Assistant III	Nursing Resource Center Assistant III
Forestry GIS III	Research Assistant III
Information Services Assistant III	Switchboard/Mailroom/Book Store III
Instructor's Aide III	Video Streamer III

## **VII. TIME ENTRY & APPROVAL, THE TEMPORARY TIME SHEET AND PAY CHECKS**

### **Time Entry & Approval**

Student payroll is processed on a bi-weekly schedule. The work week begins on Sunday and ends on Saturday with two weeks in each payroll period.

Students are asked to enter their time worked online (via MaineStreet) daily. This is referred to as "time entry". Authorized "time approvers" will approve (or not approve) student time. Time approval usually takes place every other Monday. Students who wish to get paid must have their hours entered by the Sunday proceeding the Monday of the scheduled time approval. If hours worked are not entered, they will not be approved. Hours not entered online will not be paid until they are entered on-line and approved. Late time entry will be processed only on the next scheduled time approval and an employee will be paid on the next scheduled payroll pay date.

Time approval may vary during holidays. Students and time-approvers may be asked to enter and approve time a few days earlier than the regular scheduled time. Students and approvers are usually reminded of schedule changes by campus e-mail. Student should check their campus email regularly or forward their campus e-mail to an active email account that they are currently using.

The accurate completion of time entry is the responsibility of the student. Time approval is the responsibility of the work-study supervisor and/or the designated/authorized MaineStreet time approver.

### **MaineStreet Program**

This on-line program allows a student to enter his/her worked time daily via the MaineStreet website. Hours worked are approved by designated staff and the student employee is paid bi-weekly.

Some items must be in place before a student may begin accessing MaineStreet. A student's employment record must be entered on MaineStreet by the Student Employment/Human Resources Office. Once a student's record is created/updated on MaineStreet, the student will be notified via e-mail that he/she may begin entering the hours worked on-line.

Direct on-line access to People Soft is available through the campus website at [www.umfk.maine.edu](http://www.umfk.maine.edu) .

### **Pay Checks**

All student employment work hours are paid according to the same student payroll schedule. The payroll schedule runs every two calendar weeks regardless of whether there are classes scheduled or not. If a vacation week is scheduled and you do not work, do not enter hours. It is very important for you to enter your hours daily in order to be paid in a timely manner. If hours are not entered daily the student may not get paid according to schedule and may only be paid on the following scheduled pay date, which is two weeks later, (this is also assuming that whatever held up the payroll is resolved.)

Direct Deposit is strongly encouraged for all students. However, pay checks are available every two weeks and may be picked up at the business office. If a student must have someone other than them pick up their work study check, the student will need to provide written authorization to the business office before release will be granted.

If you would like to have your check mailed off-campus, please leave a self-addressed, stamped envelope with the business office.

## **VIII. JOB PERFORMANCE - POLICIES - WARNINGS AND/OR TERMINATION**

The first order of business with the supervisor should be to establish the work schedule, job duties, responsibilities, and the supervisor's expectations. Expectations and policies will vary from one work site to another so students need to be aware of what is required.

There are certain *policies* that are expected of all student employees. These policies are:

1. If scheduled to work, be there
2. Be punctual for all scheduled work hours
3. Complete confidentiality must be exercised especially if working in any University office
4. Dress appropriately according to dress code established by the department
5. Be thorough and efficient
6. If ill, call and inform the supervisor before the scheduled start time
7. Remember, a student is a representative of the University; act accordingly
8. If injured on the job, notify the supervisor immediately. (The supervisor will need to file a report with the human resource office immediately)
9. Sexual Harassment is against the law, will not be tolerated and will be disciplined according to University Policy.

As a student employee, students should be aware that not performing as expected (including improper behavior and/or inappropriate actions) may result in termination from the work study program. Immediate termination is possible. If termination takes place, the student will lose the work study allotment for the remainder of the academic year or summer.

The policy on terminating a student employee is as follows:

- a. The student should be verbally warned and the supervisor should make a note of this for his/her records. (Note: If a student can not be warned verbally, the verbal notice can be replaced with a written notice. This written notice will give the student the opportunity to make arrangements to meet with his/her supervisor to discuss the matter. **If a written notice is given because a verbal notice was not possible, this written notice will count as a verbal warning.** A copy of the notice should be provided to the Student Employment/Human Resources Office).
- b. If problems persist, the student may be given a written warning by the supervisor. A copy should also be sent to the Student Employment/Human Resources Office.
- c. If the student continues to perform unsatisfactorily after the warnings have been issued, the supervisor may end the employment arrangement. A copy of the dismissal letter should also be sent to the Student Employment/Human Resources Office.
- d. A student who believes that he or she has been dismissed unfairly may appeal the dismissal through the following channels: Student Employment Office, Vice President of Administration, President.

## **IX. WORK SCHEDULES**

Actual day-to-day work schedules are individually arranged between student and supervisor. It is preferable for students to work one-half of their year's work study allocation each semester. This way, students are assured a steady income throughout the year and work study supervisors are assured steady coverage. Students awarded with an academic year work study allocation may only earn their allocation during the academic year. Money awarded for the academic year can not be transferred during the summer period.

Students may work during school vacations and holidays if it is acceptable with the student and the individual supervisor. Pay is only for actual hours worked. A student can not work over 40 hours per week. If any time is missed because of illness, a holiday, or any other reason, students will not be paid for time missed.

Students awarded with a summer work study allocation may only earn their allocation during the summer. Money awarded for the summer can not be transferred or worked during the academic year. Summer work study students are allowed to work a MAXIMUM of 40 hours per week.

## **X. MONITORING WORK STUDY HOURS**

Every student awarded work study will have a limited amount of money available to earn during each program period (fall, spring or summer semesters). This limit will be stipulated in the award letter and/or the Student Employment Authorization (SEA) card. **If a student with Federal Work Study exceeds the total allotment, he/she may be placed in an over-award situation. If this happens, the student's financial aid package may require adjustment and repayment of other forms of financial aid may be required from him/her. Remember that a student may not earn more work study funds than the total allocation offered in the award letter.**

## **XI. TAXES**

### **Federal Income Taxes**

Anyone who earns income for work or services or who receives income from investments, interest, and similar sources must pay federal taxes. If a student is employed, the employer will withhold a portion of income each pay period and submit that amount to the federal government on the employee's behalf, unless the income is exempt from withholding on the basis of a tax treaty. The amount withheld is computed based on income level and the number of exemptions claimed for a spouse and/or children.

The amount of income that is taxable and the percentage of taxes paid depend, in part, on whether the employee is a resident or a nonresident for tax purposes. Residency or non-residency, for tax purposes is related to, but not the same as residency (immigrant status) or non-residency (non-immigrant status) for immigration purposes.

**Note:** Effective in 1992, all F-1 status students must file a federal tax return every year they are in the United States, even if they have no U.S. source of income. The deadlines to file federal tax returns are April 15, if U.S. money is earned (including scholarships and assistantships), and June 15, if no U.S. money is earned.

### **State Taxes on Income**

Each state has its own regulations on the taxation of individuals and businesses. Some states have no income tax and others have tax systems which are quite different from the federal system. Maine does have a state income tax.

### **Federal Social Security Taxes on Income under the Federal Insurance Contributions Act (FICA)**

Any person who earns income in the United States is required to pay Social Security or FICA taxes on that income. The current rate is approximately 15 percent. Half of that amount is paid by the employer and half by the employee. One important exception is that an F-1 student is exempt from social security taxes for the period of time he/she is a non-resident alien for tax purposes if his/her employment is directly related to being in the United States.

It is the right of each tax payer to verify with the federal government that taxes are being paid appropriately and to obtain a refund directly from the government if one is due. Having a social security card does not indicate whether a person is authorized to work or whether income from work is FICA taxable.

FICA (social security) taxes may be deducted from a student's earnings during a semester break and/or during summer when applicable. Students employed but not enrolled, or enrolled for less than 6 credits hours during the summer, will be charged FICA taxes accordingly as monitored.

## **XII. JOB TRANSFERS**

Under certain circumstances a student may be allowed to transfer from one work study site to another, but only if the original supervisor is in complete agreement. Before considering a transfer, the student should discuss the situation with the supervisor. This is done for several reasons. First, your supervisor is relying on the student for assistance. Second, it is often possible for a supervisor and a student to work out a problem which would normally cause the employee to leave.

A student who wishes to transfer from one job to another must consult with his/her current supervisor, the Student Employment/Human Resources Office, and the future supervisor in order to make such a transfer. All parties involved must sign a Change of Employer form before the transfer can become effective. This form is available in the Student Employment/Human Resources Office. The completed form must be returned to the student payroll office at least one week prior to the next due payroll before he/she can be paid for the new position.

A student may be allowed to work additional work-sites but only if the original site can not provide enough hours for the student to earn the total work study allotment. Individuals interested in an additional site should contact the Student Employment/Human Resources Office prior to making arrangements with another supervisor.

## **XIII. PAYROLL DEDUCTION AND DIRECT DEPOSIT**

### **Payroll Deduction**

Payroll deduction is available to all student employees.

Student employees may voluntarily "payroll deduct" their earnings. Pay deductions will be applied against your University bill for tuition, fees, and other student charges. You may specify a percentage or dollar amount of your bi-weekly earnings to be deducted from your net pay. To begin payroll deductions, you must complete a Voluntary Student Payroll Deduction form with the business office. Payroll deductions may be stopped at any time.

### **Direct Deposit**

The University of Maine System and the University of Maine at Fort Kent strongly encourage students to take advantage of direct deposit.

Payroll Direct Deposit is a process whereby the employee's paycheck is deposited directly into the employee's personal checking/savings bank account. This option is available to all student employees via the MaineStreet website. You will need to log on to MaineStreet and enter the self service section. Click on the maintain payroll information link, then click on maintain direct deposit information. Enter all the necessary information on that page.

The direct deposit of the employee's paycheck should take place on the first payroll following your submission of the online request. The student should verify that the first check is in fact a check or has been directly deposited. The deposit is made to the employee's account the night before payday and the check stub is sent through normal check distribution.

#### **XIV. NON-WORK STUDY STUDENT EMPLOYEES**

If a department is interested in hiring a student and plans to pay that student from the department's own budget and/or pay from a specific account, there are several steps that the student must take on or before the date he/she begins work.

Non- Federal or University work study students who are being hired by a department, begin the hiring process by providing an approved Additional Compensation form to the Student Employment/Human Resources Office. Additional Compensation forms can be retrieved online, under current students > employment > forms and manuals. The form is normally completed by the employer/work supervisor and the student. The Additional Compensation form is then submitted for approval by the VP of Administration, and then passed in to the Student Employment/Human Resources Office.

With the Additional Compensation form in hand, the student, as a potential employee, must contact the Student Employment/Human Resources Office immediately to process the required I-9, W-4 and W-4ME forms. The student may not begin work until he/she has completed all required payroll documents.

#### **XV. EVALUATIONS**

Student evaluations are requested from employers/work supervisors during the fall, the spring and the summer periods. Students will be evaluated based on job performance while employed. Supervisors are asked to complete and sign the evaluation form for any and all students who have worked for them during the time period indicated. A student's signature is optional. A copy of the evaluation becomes part of the student's permanent employment record at UMFK.

Evaluations can have a direct effect on current jobs and pay rate increases. Since evaluations are part of a student's employment record at UMFK, it can also effect future employment. Many times students use UMFK as a past employer and potential new employers check the records of possible future employees. Evaluations are important. Your job at UMFK is important.

#### **XVI. STUDENT EMPLOYEE OF THE YEAR**

To be eligible for the Student Employee of the Year award, students must be paid through Federal Work Study, University Work Study, or Additional Compensation. The student must also have worked for the department during the Academic Year or Summer term.

Nominations for this award will be based on initiative, reliability, character/disposition, quality of work, and contribution to the department/division/program. Longevity is not among the criteria for selection. A committee of 3-5 staff members, professional and classified, will read through the nominations and make the final decision.

The student selected as the Student Employee of the Year will receive an award and may have their name submitted to the NEASEA (Northeast Association of Student Employment Administrators) for a regional and possibly a national award.