ATTENTION HEALTH SCIENCE CAMPUS SUPERVISORS
IMPORTANT INFORMATION FOR HIRING STUDENT WORKERS

Effective January 1, 2011, The Student Employment Office in Career Services, Student Union room 1532, Bancroft Campus will oversee the employment of student workers on all campuses, including work study and non-work study, graduate and undergraduate, but excluding graduate assistantships which will remain under the auspices of The Graduate School.

DEFINITIONS

Student workers – University of Toledo student who are currently attending classes at UT and work part-time on campus while pursuing their academic goals.

FWS or CWS – Federal Work Study or College Work Study is a classification of students who are eligible to work part-time jobs up to 20 hours per week and are paid minimum wage from a federal grant administered by Financial Aid. Students must meet certain requirements for this category as designated by the Financial Aid Office. The term “work study” does not imply that the students may study while they work.

LOGISTICS

All forms necessary to hire student workers and handbooks for supervisors and student employees can be found on the Student Employment website:
http://www.utoledo.edu/utlc/career/studentemployment/student employment.html

Hiring forms may also be found on Payroll’s website:
http://www.utoledo.edu/offices/controller/payroll/

CONTACTS

Career Services – Beth Nicholson, Ext. 4341

Financial Aid – Julia Rippke, Ext. 5837 - to verify the student has work study or other work study questions

Payroll – Paula Willard – Ext. 8751

Student Employment – Sheila Anderson, Ext. 8553 or the main office at Ext. 4341

(over)
ADVERTISING YOUR JOB OPENING

Once your department has decided to employ students to work in your office or department, you will need to place a job posting or help-wanted notice through the Career Services Student Employment office by completing and submitting the On-campus Job Posting Form to the Student Employment Office, Student Union room 1532. Postings may also be emailed to Sheila.anderson@utoledo.edu or faxed to 419.530.4013.

Your help wanted notice will be posted on RocketJobs, the online job posting database for students to review 24/7; it will also be posted on the Jobs Bulletin Board across from the Career Services/Student Employment Office in the Student Union.

Samples of a Job Application and Interview Form are attached for your convenience. Feel free to edit the samples to fit your needs.

HIRING

(1) If your positions are for work study eligible students only, please verify that the student has been or will be awarded Financial Aid for work study. After you have interviewed and selected the student(s) you wish to employ, please follow these steps:

(2) Give the student the Cover Memo and Tax/Document Forms packet to complete in blue or black ink and return to you, the supervisor. Originals are attached for you to photocopy as needed.

(3) You, the supervisor, will complete the Student Employment Personnel Action (SEPA) form online (sample attached) print it out and submit the SEPA and forms packet to others as indicated for signatures (i.e. Business Manager, Dean). They in turn will make sure the entire packet is delivered to the Student Employment Office, Student Union room 1532, Bancroft Campus. The mail stop is 112.

STUDENTS APPROVED TO WORK

The Student Employment Office will verify the student’s employment eligibility, confirm the completion of items on the checklist and notify you when the student is cleared to begin work.

Student workers record their time worked on green timecards per the attached sample. The timecards are submitted to the supervisors for approval and signatures, then submitted to the Payroll Office, (2nd floor, Scott Park Campus) per the enclosed due date schedule. It is the supervisor’s responsibility to take the timecards to Payroll at Scott Park. Paychecks are issued bi-weekly as indicated.

A removal form should be prepared by the supervisor and submitted to the Student Employment Office when the student discontinues working.