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# **Hiring, Pre-Onboarding & Timekeeping Work-Study Program 2024-2025**



A low-angle photograph of a white domed building, likely a state capitol, with a flagpole to the left. The building features a dark blue dome and a white spire. The foreground is filled with out-of-focus autumn leaves in shades of yellow and orange. A semi-transparent white box with an orange border is centered over the image, containing the word "Overview" in a large, black, sans-serif font.

# Overview

# Federal Work-Study Overview

- Student Financial Aid: Determines who qualifies
- Career Center: Coordinates jobs and supports students with job search
- Positions are federally funded
  - Students secure one position
  - Award amounts are typically \$2,000 per semester for this upcoming academic year; \$4,000 total
  - Real paycheck.
  - Students exceeding award amount must be paid from hiring department budget
- Will my position be filled?
  - There is not a guarantee; however, interest is high this year!



# Roles

## Work-Study Contact

Access to Work-Study Employment System

Submits jobs, requests returning students, receives applications, changes status for hiring

Maintain communication with supervisors about applicants

Submit information to HR to begin pre-onboarding

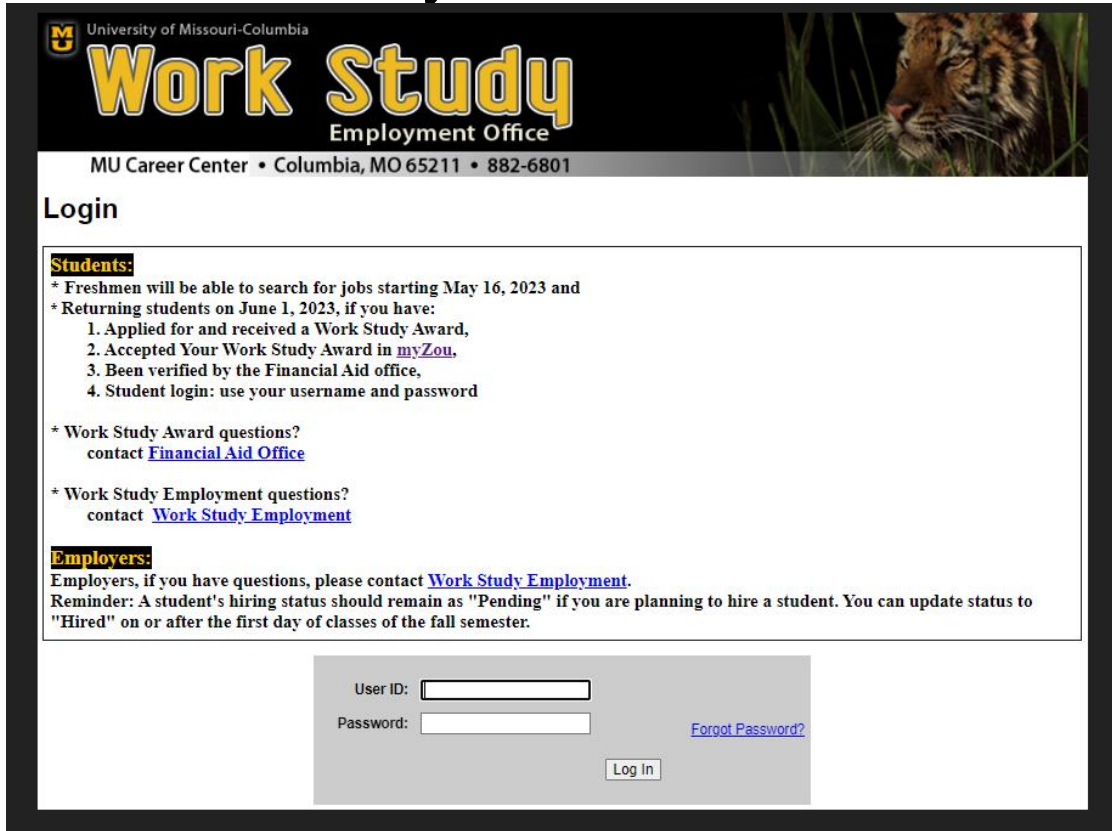
## Supervisor

- Communicate hiring needs and student hires to Work-Study Contact (job description, number of hires, selected students)
- Request continuing students
- Receive applications (New this Year!!)
- Time and Labor
- Training for job responsibilities, assigns projects/tasks
- Support system; prepare for future employment



# Engagement with Work-Study Employment System

workstudy.missouri.edu

A screenshot of the Work Study Employment Office website. The header features the University of Missouri-Columbia logo and the text "Work Study Employment Office" in large, bold, yellow letters. Below the header, the address "MU Career Center • Columbia, MO 65211 • 882-6801" is displayed. The main content area is titled "Login" and contains sections for "Students" and "Employers". The "Students" section lists requirements for job searching, including applying for a Work Study Award, accepting it in myZou, and being verified by the Financial Aid office. It also provides contact information for Work Study Award and Employment questions. The "Employers" section provides contact information for questions and a reminder about hiring status. At the bottom, there is a login form with fields for "User ID" and "Password", a "Forgot Password?" link, and a "Log In" button.

University of Missouri-Columbia  
**Work Study**  
Employment Office  
MU Career Center • Columbia, MO 65211 • 882-6801

## Login

**Students:**

- \* Freshmen will be able to search for jobs starting May 16, 2023 and
- \* Returning students on June 1, 2023, if you have:
  1. Applied for and received a Work Study Award,
  2. Accepted Your Work Study Award in [myZou](#),
  3. Been verified by the Financial Aid office,
  4. Student login: use your username and password
- \* Work Study Award questions?  
contact [Financial Aid Office](#)
- \* Work Study Employment questions?  
contact [Work Study Employment](#)

**Employers:**

Employers, if you have questions, please contact [Work Study Employment](#).  
Reminder: A student's hiring status should remain as "Pending" if you are planning to hire a student. You can update status to "Hired" on or after the first day of classes of the fall semester.

User ID:   
Password:  [Forgot Password?](#)

## Work-Study Contacts

- Submit new, copy and/or edit jobs, request students, hire & release students
- One contact assigned per department
  - Shift to 2nd contact if necessary

## Students

- Who qualified and accept award
  - How do students know?
- Search and apply for one job

## Supervisors

- Listed on job descriptions
- Included on email list
- You won't interact with the site at this time.

# EMPLOYEE DEVELOPMENT

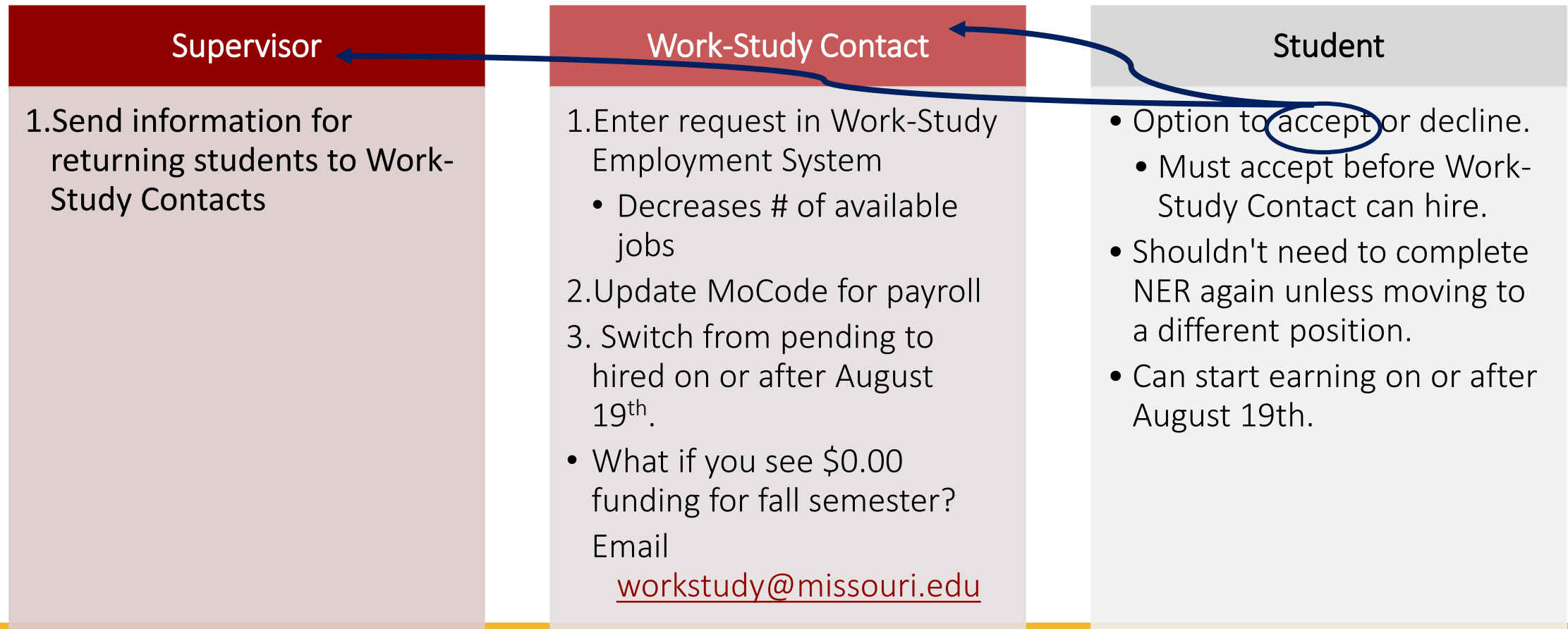
*A TIMELINE*





Hiring

# Requesting Students to Return



# Request Student

Students

Jobs

[Search Jobs](#) | [Create New Jobs](#) | [Request Student](#) | [Copy Jobs](#) | [My Students](#) |

## Jobs

### Request Student for Job

#### Quick Request

You must know the Pawprint/Employee ID and job number to request here.

Academic Year:

Job #:

PawPrint:

- OR -

Employee ID:

OR

#### Search Jobs

Search for the job first and then request student.

Academic Year:

Employer:

Department:

Contact:

# New Applicants

## Work-Study Contact

- Application notification
- Maintain communication with supervisor

## Supervisor

- Application notification
- Contact student for interview (depending on your process)
- Determine if match and tell WS Contact

## Student

- Receives copy of application
- Follow application instructions



# Not a Match

Release student application

- Opens an application slot
- Student can apply for a different position

# Position Offer



AMOUNT OF PAY



AVERAGE HOURS  
PER WEEK



ANTICIPATED START  
DATE



University of Missouri

# Hire/Release

- Click on 'Students' tab
- Enter in PawPrint or Student ID
- Student Information form will appear.
- Locate **"Hiring Status"** textbox and change status from "Pending" to **"Hired"** OR "Pending" to "Release."
- Add comments for released and click 'Save.'

**Hired: August 19th or after.**

Financial Aid for Year: Fall 2024/Spring 2025

Fall:	\$2,000.00	Spring:	\$4,000.00 *	Total:	\$4,000.00
Fall Used:	\$0.00	Spring Used:	\$0.00	Total Used:	\$0.00

\*Includes the unused balance from the Fall award.

Eligible for Work Study.

This student has been assigned the following position:

Job Title:	Job #:	Employer:	Department:
Student Assistant Paraprofessional	SE52220	Career Center	Student Employment Initiatives
Contact:	Contact Phone:	Contact Email	
Amanda Purchase Roberts	(573) 884-5977	purchaseroberts@missouri.edu	
Supervisor:	Supervisor Phone:	Supervisor Email	
PurchaseRoberts, Amanda	573-884-5977	purchaseroberts@missouri.edu	
<input type="button" value="Transfer Student"/>	<input type="button" value="Print Application"/>	<input type="button" value="Print Referral"/>	

## Hiring Status

You cannot change this students status until the Active Hiring Date.

Hiring Date: 8/19/2024

Status: Pending

# MoCode

## MoCode on Referral Form.

- Click “Print Referral.”
- Keep the referral form for department’s records.

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Contact:	Contact Phone:	Contact Email:
Amanda Purchase Roberts	(573) 884-5977	purchaseroberts@missouri.edu
Supervisor:	Supervisor Phone:	Supervisor Email:
PurchaseRoberts, Amanda	573-884-5977	purchaseroberts@missouri.edu

### Hiring Status

You cannot change this students status until the Active Hiring Date.

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Fall Used:	\$0.00	Spring Used:	\$0.00	Total Used:	\$0.00

\*Includes the unused balance from the Fall award.  
The amount used may not reflect the most recent pay cycle.

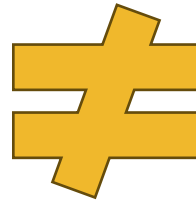
Job Title: Student Assistant Paraprofessional

Job #: SE52220

MoCode: FF523

# Reminder:

Hiring in the Work-Study System




HR hiring or termination process



**Questions  
about hiring?**





# Pre-Onboarding

# Pre-Onboarding

## Supervisor

- Communicate hire to Work-Study Contact

## Work-Study Contact

- Submit ePAF if you have access
  - No ePAF access:  
communicate with HR Partner



# Needed for ePAF

## Effective Date:

Date you anticipate the student will begin employment.

## Realistic:

Process, student actions, student schedule

## Importance:

Effective date before NER completion; can result in fines for the university if audited.

### NEW HIRE (Fields with asterisk are required; new/additional appointment in department; including transfers)

Employee Name*:	Legal name; LAST, FIRST
Emplid*:	Required for students and existing staff; if no emplid exists, one will be created when the criminal background check (CBC) is returned
Email address*:	Required for background check and preboarding email
Mobile telephone number*:	Required for Two Factor Authentication purposes
Effective Date*:	
Position Number:	Not required for students; if no position number exists, USS will create based on below position data
Job Code and University Title*:	Job code; job title ( <a href="#">University titles only</a> )
Working Title:	Cannot be an existing University title
Hiring Department*:	DeptID- (example: CSHARSVC)
Record Number:	Empl record number and previous deptID required if employee is transferring departments
Standard Hours/FTE*:	Choose an item
Supervisor Name*:	
Supervisor Emplid*:	
Appointment End Date*:	
Pay Rate*:	
Pay Frequency*:	Choose an item
MoCode*:	Please provide all MoCodes and percentages in this field
Work Address*:	
Phone Number*:	
Comments:	To be included on ePAF





# Sample Email Students Receive

- [Umsystem.edu/ums/hr/peoplesoft-hr/](https://umsystem.edu/ums/hr/peoplesoft-hr/)
- Select “Employees”
- Select “New Employee Preboarding Training Guide”
- Page 15

## Training

EMPLOYEES

PS ADMINISTRATORS

Click on any of the following topics related to using myHR. Or choose the "PS Administrators" tab to reveal topics for super users.

### General Info

Logging into myHR | FAQs | more ...

### New Employee Preboarding

Appt. Notification | I-9 | more ...

## Student Employee Example Email

### University of Missouri New Employee Information

PeopleSoft@umsystem.edu

To: UM HR Functional Testing

2023-06-09

[Name redacted]

Welcome to the University of Missouri and congratulations on accepting a student position in the MO-System. We are pleased to offer employment opportunities to students like yourself while pursuing your academic goals.

**Please note: After completion of your preboarding forms (which includes presenting your photo) a few days that you won't have access to log back in to myHR. Full employee access is loaded and you are within 30 days of your start date.**

The initial step in the preboarding process includes completing pre-employment forms. We recommend using a Windows platform desktop or laptop and the Chrome or Firefox web browser on some mobile devices.

#### Steps for accessing MyHR:

1. Login to [MyHR](#) using your Student Login and Password.
  - a. If you need to change your password, visit the [UM System Passwords](#) page.
  - b. If you need to update your authentication methods, you can do so by visiting <https://password.umsystem.edu/managesettings> to add another or secondary number.
  - c. Contact your campus [IT Helpdesk](#) for password/log-in assistance.
2. Upon logging into MyHR, click the **Preboarding** tile and complete and submit the forms. Please note: If a form requires an electronic signature, enter only [USERNAME] and your password. Contact [PeopleSoft HR Support](#) for preboarding assistance.

#### Additional Information:

# Employee Required Trainings

## Notification:

- New employees notified by HR upon hire
- Returners notified by mass email from HR (8/6)

## Access:

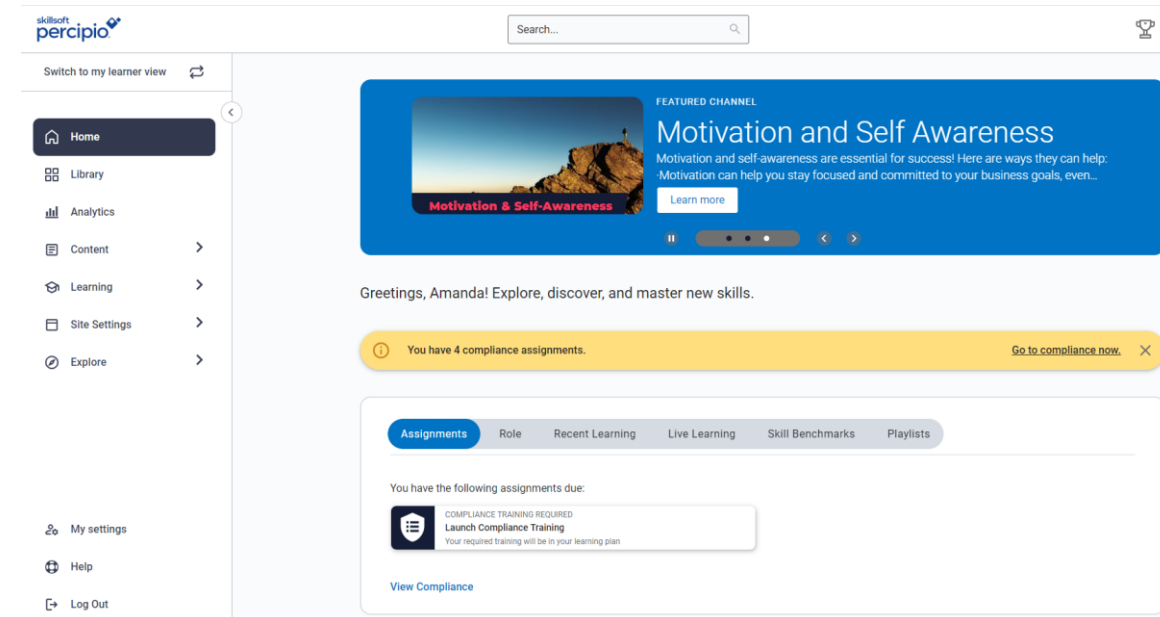
- Percipio: [umsystem.percipio.com](https://umsystem.percipio.com)
- Required trainings assigned

## UM System Fall Compliance Block:

- **Campus Emergency Alert:** 15 min **Canvas**
- **Electronic Data Protection:** 15 min Percipio
- **Our Community, Our Commitment for Student Employees:** 15 min Percipio
- **Eliminating Discrimination and Harassment:** 30 min Percipio

## Completion Timeline:

- Friday, September 6
- New hires; typically, 30 days to complete



**Questions about  
pre-onboarding?**





# Timekeeping

# Student Hours and Pay

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When can students work?:

Not before first day of classes & must complete NER, up to last day of spring semester (no summer work-study)

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How many hours can a student work a week?:

$\$2,000/15/\$12.00 = \text{approx. 11 hours}$  (Cap ave. 28 hours weekly; combined jobs on campus- only 1 WS position)

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Unused amounts:

Any unused fall amount rolls over to spring semester

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Working breaks: Students can work during Thanksgiving, Winter (except during the University closure) and Spring Break, if the student's FWS amount will support those earnings.

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Can't increase pay to exhaust funds

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Supervisors are responsible for tracking hours and keeping their students' earnings within the allocated work-study amounts:

Hiring department responsible for funding pay if student goes over.

# Instructions for Timekeeping and Reporting

- [Umsystem.edu/ums/hr/peoplesoft-hr/](https://umsystem.edu/ums/hr/peoplesoft-hr/)

## Time Reporting

Hourly | Salaried | Student | more ...

## myHR: Time and Labor

NOTE: The training guides listed on this page are in PDF format and will open in the SharePoint viewer when clicked. For better accessibility features, right-click a PDF link, select "**Save link as**", and then open the document in Acrobat Reader or Acrobat Pro.

- [General Guides for Everyone](#)
- [Hourly Time Reporter](#)
- [Salaried Time Reporter](#)
- [Variable Hour Time Reporter](#)

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### General Guides for Everyone

#### Quick Reference

- [Accessing myHR in Time and Labor](#)
- [Leave and Comp Time FAQs](#)
- [Troubleshooting Browser Issues](#)



# Time and Labor

- Student access: MyHR>'My Time' tile>Timesheet
  - Student resource: [Hourly Time Reporter Training Guide](#)

## Punch Definition

- In = Employee arrived for shift
- Lunch Out = employee left and will return
- Lunch In = employee returned to work
- Out = Employee left for the day
- In & Out punches are required for every day. If employee did not leave for lunch during the day only In & Out punches are recorded

Day Summary		In	Lunch	In	Out	Time Reporting Code
09	Sunday					
Aug	Reported 0.000 /Scheduled OFF	8:00:00AM			12:00:00PM	

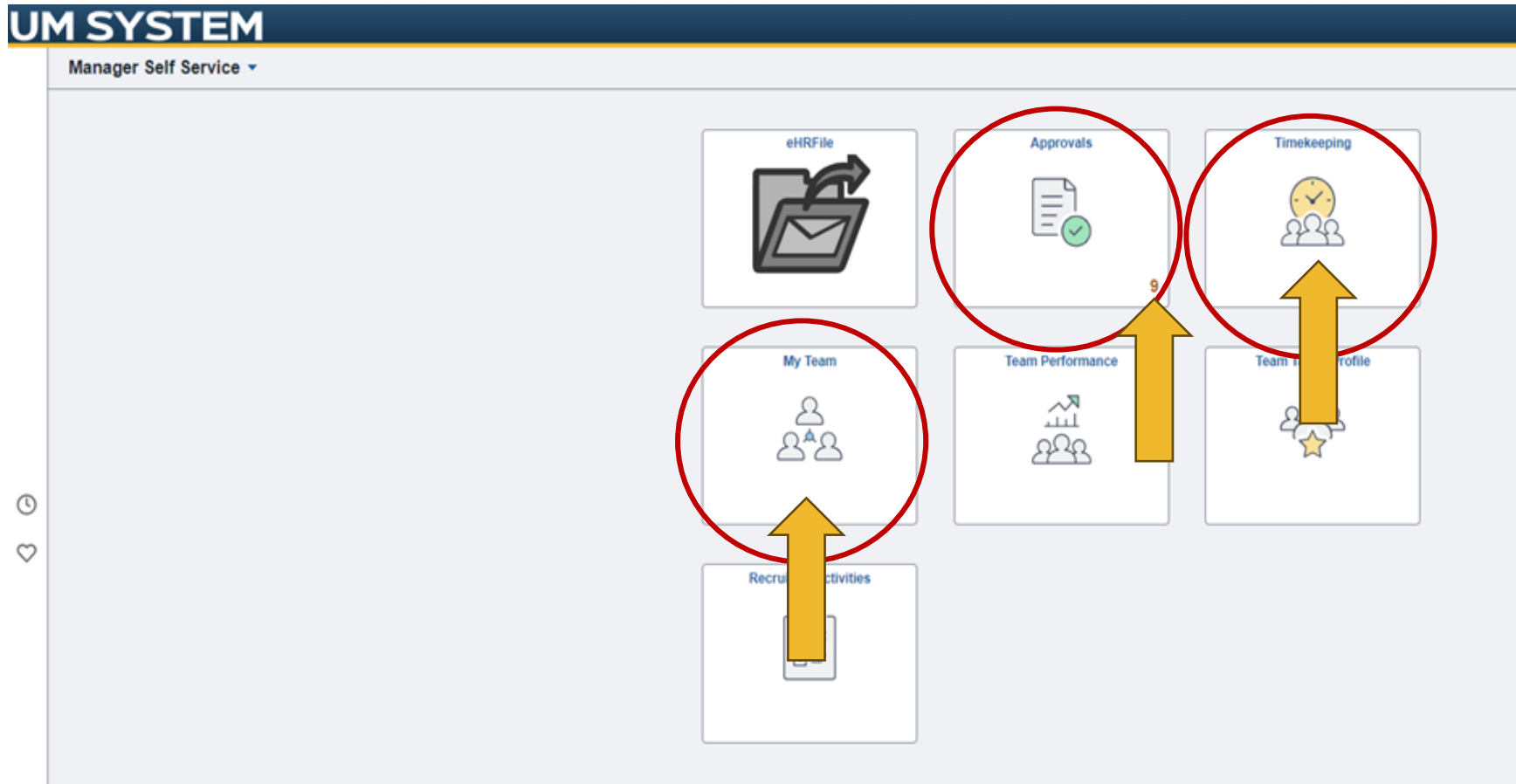
# Student's Recording Time

- An employee has access to their timesheet for the two-week period until 11:59pm on the last Saturday of the pay period
- Once the timesheet closes the timesheet can only be edited by a supervisor or timekeeper
  - If time is missed, it MUST be added to the correct day. It is NEVER added to a current pay period, that is falsifying a timesheet
  - Cannot work during class time including online classes.



# Time & Labor:

- URL: [hrprd.umsystem.edu](http://hrprd.umsystem.edu)





Manager Self Service

UM SYSTEM

Timesheet

Manage Schedules

Timekeeper Tasks

Payable Time

Approve Payable Time

View Payable Time

Delegation

UM Timekeeping

Home Search Menu Settings

Change time in view

Start Date  End Date 08/05/2023

Employees For Benson,Craig A ?

Time Summary

Demographics

1-8 of 9 View All

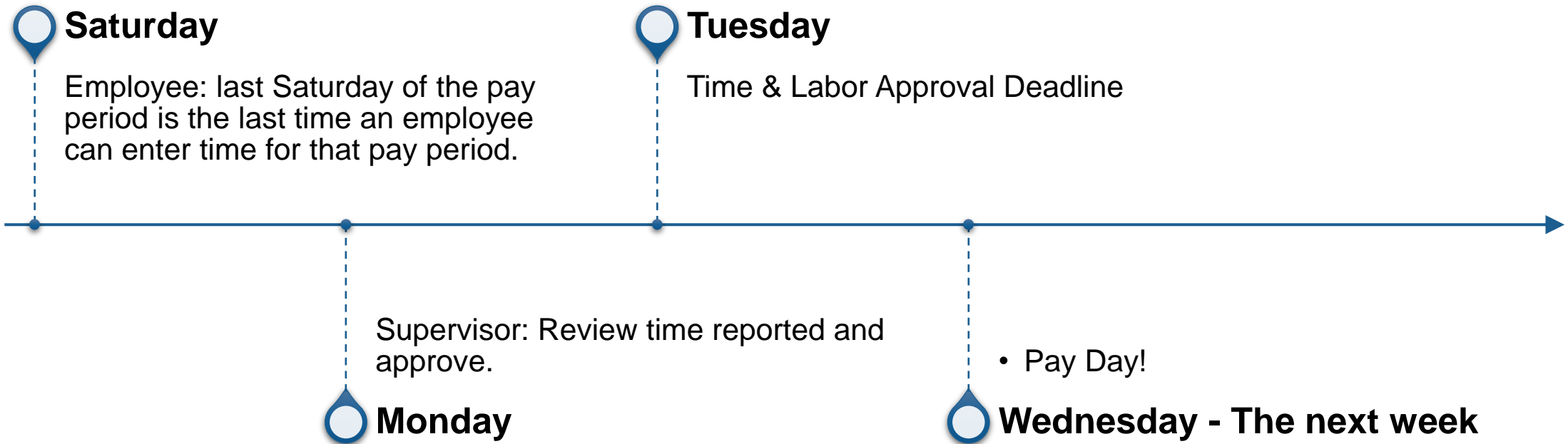
Select	Last Name	First Name	Employee ID	Empl Record	Supervisor or Reports To	Hourly Rate	Job Title	Total Payable Hours
<input type="checkbox"/>	Tiger	Truman	0000	0	Benson,Craig A	12.50	STUDENT ASSISTANT PARAPROF	90.000

Select All Deselect All

Approve

Manager Self Service  
Time Management

# Payroll Timeline



# Pay Calendar

Departmental Processing

**Payroll Processing**

HOME / DEPARTMENTAL PROCESSING / PAYROLL PROCESSING

Circumstances sometimes arise such that the normal payroll process needs to be adjusted or will not suffice to meet a particular need. There are procedures established for processing these cases to ensure accuracy and compliance with all policies and regulations.

Production Calendars

Off-Cycle Payments

Gross-Up Requests

Overpayments

Tax Processing for Nonresident Alien Employees

Departmental Processing

CAPS Center

Compensation and Classification

ePAF/PAF (Job Actions)

Leaves of Absence

Transfer and Transition Assistance

Production Calendars

Monthly Pay Cycle Calendars

- [May 2024](#)
- [June 2024](#)
- [July 2024](#)
- [August 2024](#)
- [September 2024](#)

Summary

- [Biweekly/Monthly summary 2024 \(Excel\)](#)

BIWEEKLY			
Pay Period	*Final* Approval	Payroll Confirmation	Pay Date
12/10-12/23	12/26/23	12/28/23	1/3/24
12/24-1/6	1/9/24	1/11/24	1/17/24
1/7-1/20	1/23/24	1/25/24	1/31/24
1/21-2/3	2/6/24	2/8/24	2/14/24
2/4-2/17	2/20/24	2/22/24	2/28/24
2/18-3/2	3/5/24	3/7/24	3/13/24
3/3-3/16	3/19/24	3/21/24	3/27/24
3/17-3/30	4/2/24	4/4/24	4/10/24
3/31-4/13	4/16/24	4/18/24	4/24/24
4/14-4/27	4/30/24	5/2/24	5/8/24
4/28-5/11	5/14/24	5/16/24	5/22/24
5/12-5/25	5/28/24	5/30/24	6/5/24
5/26-6/8	6/11/24	6/13/24	6/18/24
6/9-6/22	6/25/24	6/27/24	7/3/24
6/23-7/6	7/9/24	7/11/24	7/17/24
7/7-7/20	7/23/24	7/25/24	7/31/24
7/21-8/3	8/6/24	8/8/24	8/14/24
8/4-8/17	8/20/24	8/22/24	8/28/24
8/18-8/31	9/3/24	9/5/24	9/11/24
9/1-9/14	9/17/24	9/19/24	9/25/24
9/15-9/28	10/1/24	10/3/24	10/9/24
9/29-10/12	10/15/24	10/17/24	10/23/24
10/13-10/26	10/29/24	10/31/24	11/6/24
10/27-11/09	11/12/24	11/14/24	11/20/24
11/10-11/23	11/26/24	11/28/24	12/4/24
11/24-12/07	12/10/24	12/12/24	12/18/24
12/08-12/21	12/24/24	12/26/24	12/31/24

<https://hr.missouri.edu/departamental-processing/payroll-processing>

# Access to Earnings

## Work-Study Employment System

- Not what has been worked, what has been paid out
- Notification when less than \$500 available to earn (student notified also)

### Student Information

**TRUMAN TIGER ( truman )**  
00000000

#### Financial Aid for Year: Fall 2024/Spring 2025

<b>Fall:</b>	\$2,000.00	<b>Spring:</b>	\$3,500.00 *	<b>Total:</b>	\$4,000.00
<b>Fall Used:</b>	\$500.00	<b>Spring Used:</b>	\$0.00	<b>Total Used:</b>	\$500.00

\*Includes the unused balance from the Fall award.

**Eligible for Work Study.**

**Questions  
about  
timekeeping?**



# Next Steps for Supervisors

1. Create a schedule with your employee
  - Maintaining consistent hours weekly helps develop time management
2. Set expectations at the start of employment
3. Help students gain Career Readiness competencies; connect work to future goals
  - Training
  - Reflection
  - Provide feedback: early and often



# Additional Notes

- WS Contacts and Supervisors
  - Communicate accurate hiring needs
    - WS Contacts: reduce number of positions (workstudy.missouri.edu) to avoid students applying for jobs that don't exist
- Currently not a deadline to apply; notification from SFA if changes
- Financial Aid communicates changes in Work-Study eligibility and amounts to student
- **Check emails from [workstudy@missouri.edu](mailto:workstudy@missouri.edu) for updates about students and the program!**



# Supervisor Series

Registration:

[tinyurl.com/supervisorseries2425](https://tinyurl.com/supervisorseries2425)



**September 17, 2-3pm**

Accountability and Support: A Care Team approach to supervision

**October 8, 2-3pm**

Shake Hands with Handshake for Campus Employers

**November 12, 3-4pm**

Feedback Feeds Performance





# Contact Info

**Amanda Purchase Roberts**

[workstudy@missouri.edu](mailto:workstudy@missouri.edu)

573-884-5977



University of Missouri