Amanda Purchase Roberts, MEd

Sr. Manager Student Employment, MU Career Center

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

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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

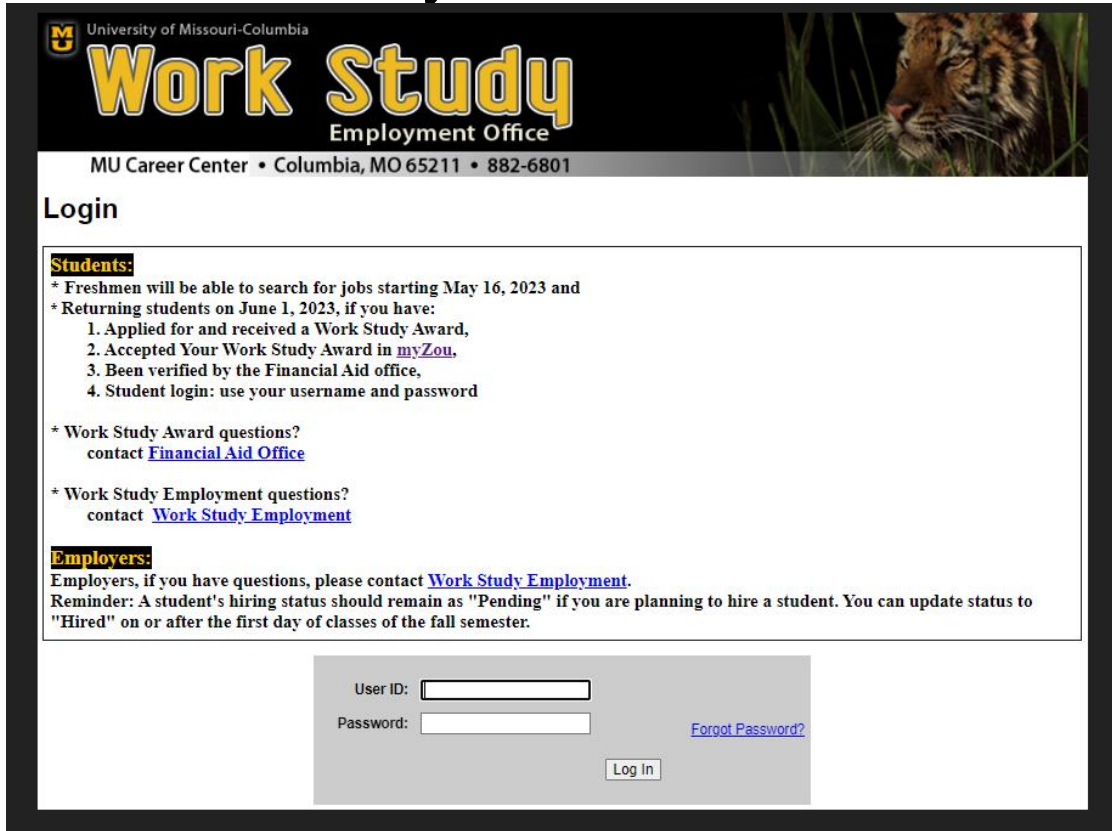Submit information to HR to begin pre-onboarding

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

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Engagement with Work-Study Employment System

workstudy.missouri.edu

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.

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Hiring

Requesting Students to Return
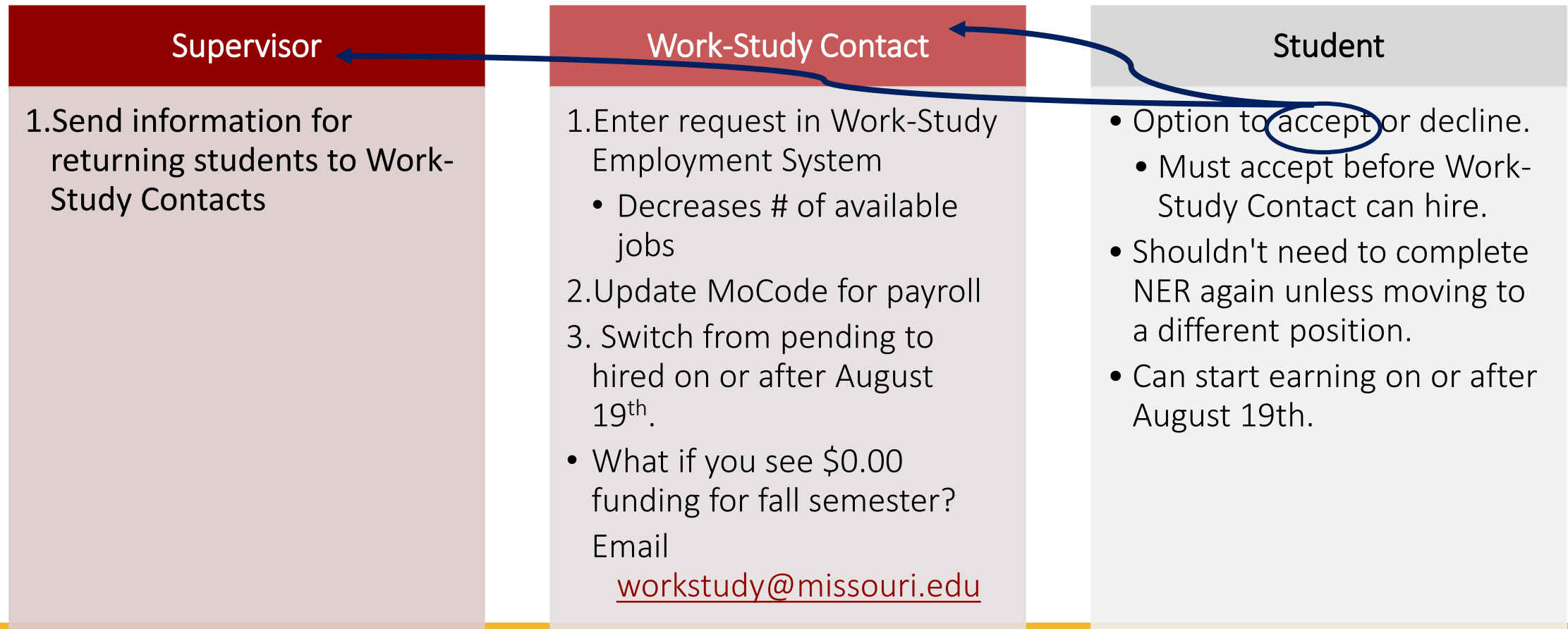
Supervisor	Work-Study Contact	Student
1. Send information for returning students to Work-Study Contacts	1. Enter request in Work-Study Employment System • Decreases # of available jobs 2. Update MoCode for payroll 3. Switch from pending to hired on or after August 19th. • What if you see $0.00 funding for fall semester? Email workstudy@missouri.edu	• Option to accept or decline. • Must accept before Work-Study Contact can hire. • Shouldn't need to complete NER again unless moving to a different position. • Can start earning on or after August 19th.

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Request Student

New Applicants

Work-Study Contact	Supervisor	Student
• Application notification • Maintain communication with supervisor	• Application notification • Contact student for interview (depending on your process) • Determine if match and tell WS Contact	• Receives copy of application • Follow application instructions

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Not a Match

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

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Position Offer

AMOUNT OF PAY

AVERAGE HOURS PER WEEK

ANTICIPATED START DATE

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.

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MoCode

MoCode on Referral Form.

- Click "Print Referral."
- Keep the referral form for department's records.

Reminder:

Hiring in the Work-Study System

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HR hiring or termination process

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Questions about hiring?

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Pre-Onboarding

Pre-Onboarding

Supervisor	Work-Study Contact
• Communicate hire to Work-Study Contact	• Submit ePAF if you have access • No ePAF access: communicate with HR Partner

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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.

Field	Description
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 (University titles only)
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

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Student's Steps:

After ePAF submission

Email from HR

STEP 1:
- four required pre-employment forms, or "preboarding" forms, on MyHR.
- This includes setting up direct deposit.

STEP 2:
- attend New Employee Registration (NER) to provide physical documentation of employment eligibility.

hr.missouri.edu/new-employees/information-new-employees

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Sample Email Students Receive

- 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 | New Employee Preboarding |
| Logging into myHR | FAQs | more ... | 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 positi
MO-System. We are pleased to offer employment opportunities to students like yourself
while pursing your academic goals.
**Please note: After completion of your preboarding forms (which includes presenti
few days that you won't have access to log back in to myHR. Full employee access i
loaded and you are within 30 days of your start date.**
The initial step in the preboarding process includes completing pre-employment forms i
recommend using a Windows platform desktop or laptop and the Chrome or Firefox wel
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 pag
    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 you. Please note: If a form requires an electronic signature, enter only [USERNAME your password. Contact PeopleSoft HR Support for preboarding assistance.

Additional Information:

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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
- 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
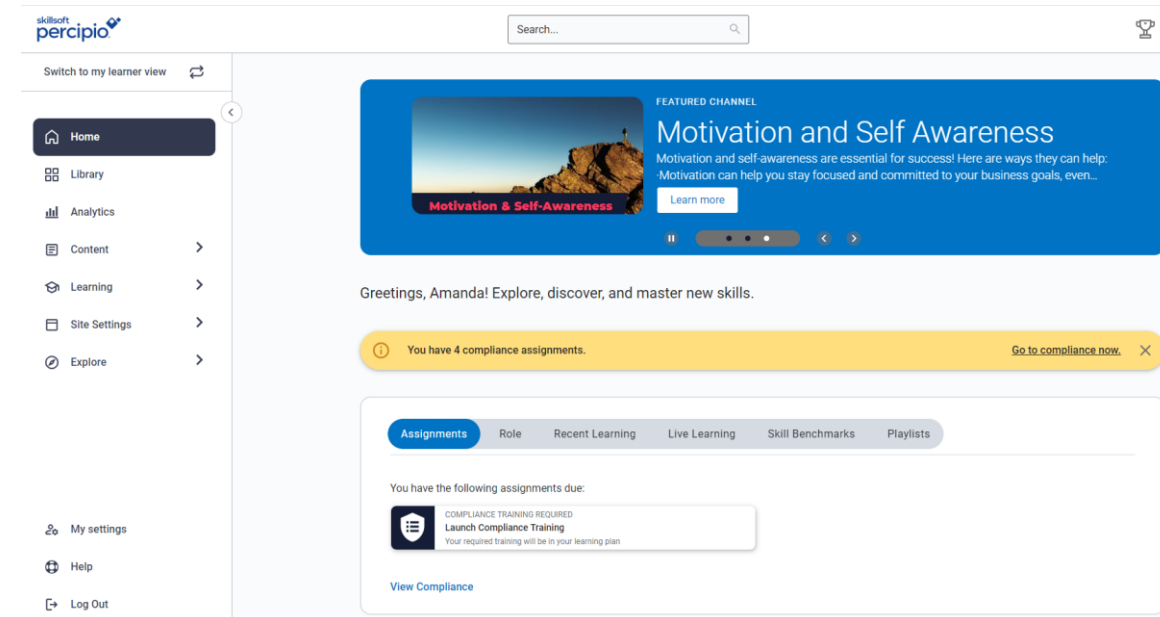
Timekeeping

Student Hours and Pay

When can students work?:

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

How many hours can a student work a week?:

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

Unused amounts:

Any unused fall amount rolls over to spring semester

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.

Can't increase pay to exhaust funds

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.

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Instructions for Timekeeping and Reporting

- 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

General Guides for Everyone

Quick Reference

- Accessing myHR in Time and Labor
- Leave and Comp Time FAQs
- Troubleshooting Browser Issues

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Time and Labor

- Student access: MyHR>'My Time' tile>Timesheet
  - Student resource: <u>Hourly Time Reporter Training Guide</u>

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

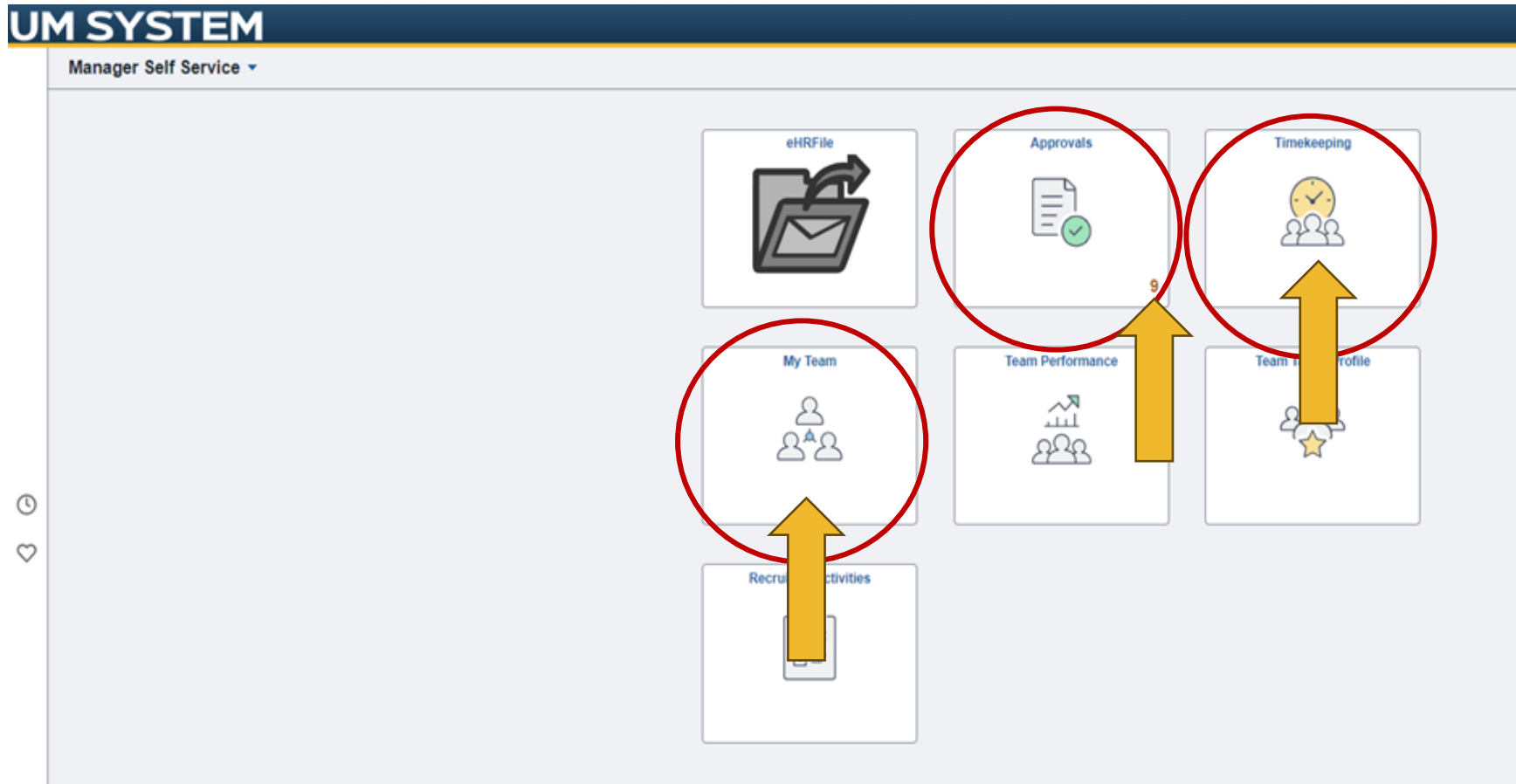| Day Summary		In	Lunch	In	Out	Time Reporting Code
09 Aug	**Sunday** Reported 0.000 /Scheduled OFF	8:00:00AM			12:00:00PM	

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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

Payroll Timeline

Saturday

Employee: last Saturday of the pay period is the last time an employee can enter time for that pay period.

Tuesday

Time & Labor Approval Deadline

Supervisor: Review time reported and approve.

Monday

- Pay Day!

Wednesday - The next week

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Pay Calendar

https://hr.missouri.edu/departmental-processing/payroll-processing

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

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)
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Financial Aid for Year: Fall 2024/Spring 2025					
Fall:	$2,000.00	Spring:	$3,500.00 *	Total:	$4,000.00
Fall Used:	$500.00	Spring Used:	$0.00	Total Used:	$500.00

*Includes the unused balance from the Fall award.

Eligible for Work Study.

Questions about timekeeping?

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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

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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 for updates about students and the program!**

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Supervisor Series

Registration:

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

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Contact Info

Amanda Purchase Roberts

workstudy@missouri.edu

573-884-5977