

Student Employment at UNLV: Supervisor's Guide

Written by:

Financial Aid & Scholarships

Work Study Unit

Revised: 10/2012

Contents

1.0	Introduction	5
2.0	Responsibilities	7
2.1	Responsibilities of the Work Study Unit	7
2.2	Responsibilities of Employers	8
2.3	Responsibilities of Work-Study/Regular Student Employees	10
3.0	TYPES OF EMPLOYMENT	12
3.1	Federal/Nevada Work-Study Employment.....	12
3.2	Community Service	13
3.3	America Reads/America Counts	14
3.4	Regular Student Employment.....	14
3.5	Non-Student Employees (160/1,000 Hours)(Earnings Code CAS/THO).....	15
3.6	Regents Service Program	16
4.0	STUDENT ELIGIBILITY/ APPLICATION PROCESS.....	16
4.1	Federal Work-Study, America Reads, Regents Services & Community Service.....	16
4.2	LISTING OF POSITIONS ON CARRERLINK	18
4.3	Determining the Level & Salary	18
4.4	AFFIRMATIVE ACTION/ EQUAL OPPORTUNITY EMPLOYMENT	19
4.5	Compensation Schedule	20
4.5.1	Student Worker I.....	22
4.5.2	Student Worker II.....	23
4.5.3	Student Worker III.....	24
4.5.4	Student Worker IV	25

4.5.5	Student Worker V	25
5.0	Employment Hiring Process	26
5.1	Instructions for Students	27
5.2	Employer Interview/Selection	27
5.3	Employer Form Completion/Earnings Codes	29
5.4	New Employee Orientation.....	31
5.5	Timesheets	32
5.6	Paycheck Distribution	33
5.7	EQUUS and Direct Deposit Set Up	34
5.8	International Students	36
6.0	GENERAL EMPLOYMENT POLICIES.....	37
6.1	Absences	37
6.2	Breaks.....	37
6.3	Concurrent Employment.....	37
6.4	Employee Rights.....	38
6.5	Employee/Employer Conflicts.....	39
6.6	Overtime	40
6.7	Supervision Tips	40
6.8	Termination.....	41
6.9	Work Hour Limitations.....	42
6.10	Evaluation of Work Performance.....	42
6.11	Promoting a Student Employee	43
6.12	Allocation Revision.....	43
6.13	Summer Term/Periods of Non-Attendance	44
7.0	Appendix	45

7.1	Application for Employment	45
7.2	Human Resources/Payroll Action Form	45
7.3	I-9 Employment Eligibility Verification Form	45
7.4	W-4 Form (Example Only) Please contact Payroll for actual W-4 cards.	46
7.5	Personal Data Sheet	47
7.6	Department Daily Timesheet	48
7.8.1	HOW TO CALCULATE STUDENT WAGES.....	53
7.9	Calendar of Events	55
7.10	DATES TO REMEMBER	57

1.0 Introduction

Dear Student Employee Supervisors:

This manual is provided as a resource for you. Information within this manual relates to on-campus departments, off-campus agencies and organizations. You should acquaint yourself with the policies and procedures of:

- Regular Student Employment Eligibility (on-campus)
- Federal Work Study Programs (on or off-campus)
- Nevada Work Study Programs (on or off-campus)
- UNLV Institutional Work Study Programs (on-campus)

As a supervisor, you are an integral part of the employment process. In many instances, you will serve as a student's first contact with the working world, and will help develop a student's perception of an effective work environment and a sense of job fulfillment.

There are several offices and departments with responsibility for UNLV employment. These offices and departments, as well as their responsibilities are:

- Career Services: helps post available jobs online.
- Financial Aid and Scholarships, Work Study Unit: answers general questions about Work Study employment, hiring, eligibility, and coordinates the paperwork process necessary for students to be hired under Federal, Institutional or Nevada Work Study programs. It also monitors funding allocated for Federal, Institutional & Nevada work programs, and coordinates paperwork process necessary for departmental & agency (off campus) students employed under Federal, Institutional or Nevada Work Study programs.
- Human Resources: answers detailed questions regarding labor standards, coordinates the paperwork process necessary for students to be employed under the regular student work program and enters regular student employee hiring paperwork into the Advantage accounting system.

- Internal Audit: provides assistance with yearly NSHE audit of work programs.
- Payroll: helps deliver paychecks to students.

Your commitment and participation in the employment programs at the University of Nevada, Las Vegas is appreciated. We look forward to maintaining our partnership with you.

Please contact Brandon Hernandez within the Financial Aid and Scholarships Work Study Unit for questions. He may be reached at 702-895-3939, Brandon.hernandez@unlv.edu, or in the Reynolds Student Service Complex Building A (SSCA), Room 240, Mail Stop 2004.

2.0 Responsibilities

2.1 Responsibilities of the Work Study Unit

1. Notifies employers if a student loses his or her Federal, Institutional or Nevada Work Study eligibility.
2. Responsible to create accounts for Federal, Institutional and Nevada Work Study employment requests into the Advantage accounting system once a student has been hired.
3. Assists in monitoring Federal, Institutional and Nevada Work Study program requirements.
4. Provides updated information to employers regarding work study employment regulations and procedures as needed.
5. Ensures all paperwork associated with Federal, Institutional and Nevada Work Study programs have been received.
6. All Regents Services timesheets must be submitted to the Work Study Unit prior to 9:00 AM three days before the end of each month.
7. Verifies enrollment status with the Registrar's Office records for Federal, Institutional and Nevada Work Study employees. Discrepancies will be returned to the department for clarification and correction.

2.2 Responsibilities of Employers

1. A Work Study employee may not work more than 39 hours per week from one or more jobs according to the University policy, nor may he/she work more than 8 hours in one work day. All employment types are strongly advised to work only 20 hours per week, but may work up to 39 hours per week and 8 hours per day. Supervisors must inform student workers of this policy. Exceptions should be used infrequently.
2. Post positions on UNLV's Career Link with a complete job description.
3. Interview and hire student employees after providing equal employment opportunity.
4. Complete all the employment forms and submit to the Work Study Unit.
5. Inform the student employee of his or her employee rights and responsibilities.
6. Provide appropriate training and work space for each student employee.
7. Provide on-going feedback to the student employee on his or her job performance.
8. Notify Career Services when positions become open, closed or need to be updated.
9. Notify the Work Study Unit if you are aware that the student is enrolled in less than 6 credit hours (undergraduate) or 5 credit hours (graduate) per semester regardless of work program type.
10. Notify Human Resources if there is a disciplinary situation, which cannot be resolved, and the student must be terminated.

11. Notify the Work Study Unit when a work study student's employment is terminated (Federal, Institutional, or Nevada).

Notify Human Resources when a regular student's employment is terminated.

On the time sheet summary you will need to cross through the pay line, write "Terminate" at the end of the pay line, and note the last day worked by the student.

12. Report payroll information accurately and in a timely manner. Timesheets should be completed, signed by a supervisor and submitted prior to the payroll deadline dates.
13. Keep copies of the timesheets and all payroll documents for 7 years.
14. Help monitor Federal, Institutional and Nevada Work Study students' earnings in relation to the amount awarded by the Financial Aid & Scholarships Office when scheduling work hours for the semester.
15. Employers are not allowed to defer hours worked into future payment periods. If a student has only worked 5 minutes for the pay period, the student must still be compensated. It is a violation of federal employment laws to defer hours worked into future payment periods.
16. Federal, Institutional and Nevada Work Study timesheets must be submitted to the Payroll prior to 9:00 AM at the end of each payroll period. Employers who submit timesheets for Federal, Institutional or Nevada Work Study employees after the due date are subject to paying 100% of the student's salary from their departmental budget. The Director of Financial Aid and Scholarships will determine the situational merit before this action is considered.

All Regents Services timesheets must be submitted to the Work Study Unit prior to 9:00 AM three days before the end of each month. Employers who submit timesheets for Federal, Institutional or Nevada Work Study employees after the due date are subject to paying 100% of the student's salary from their departmental budget. The Director of Financial Aid and Scholarships will determine the situational merit before this action is considered.

17. Employers must notify the Payroll Office if the person responsible for signing payroll documents changes.
18. Ensure students take required schedule breaks in accordance with federal law.

2.3 Responsibilities of Work-Study/Regular Student Employees

Students have the right to select positions, resign from a position or to request a different position at any time. It is the student employee's responsibility to:

1. Begin employment only after all hiring paperwork is submitted and appropriate signatures are obtained.
2. Notify the Work Study Unit and your direct supervisor upon withdrawal from the University, or reduce class hours to less than half-time enrollment. Work must cease on the date of the official withdrawal.
3. Students may not work more than 39 hours per week or 8 hours in one work day unless approved by your supervisor. All workers are strongly advised to work only 20 hours, but may work up to 39 hours a week and 8 hours a day. Exceptions should be used infrequently.
4. Reporting time must be done accurately and timely each month. Federal, Institutional and Nevada Work Study timesheet summary report must be submitted to Payroll prior to 9:00 AM for each payroll deadline. Timesheet summary reports submitted after the deadline for Federal, Institutional and Nevada Work Study students may delay payment until the following pay date and may result in the department being charged 100% of the student's wages.
5. All hourly timesheet summary reports (FW, STU, CAS, and THO) must be submitted to Payroll prior to 9:00 AM for each payroll deadline.

6. Notify UNLV's Human Resources if the conditions in which you work are inappropriate and/or if you suspect a violation of Affirmative Action Laws.
7. Request advance approval for absences from your supervisor.
8. Have your performance evaluated by your supervisor and used as criterion for continued employment as a student employee.
9. Do not exceed the total dollars awarded by the Financial Aid & Scholarships Office for Federal, Institutional or Nevada Work Study programs. Unearned portions of a summer award may not be carried over into the academic year or vice versa. Unearned portions of a fall award may be added to the allocation for spring if the student requests it and continues eligibility for his/her program. It is the student's responsibility to keep a record of their own hours.
10. Maintain satisfactory academic progress as determined by the Financial Aid & Scholarships policy to be eligible for work study.

3.0 TYPES OF EMPLOYMENT

3.1 Federal/Nevada Work-Study Employment

Federal Work-Study (FWS) is designed to provide part-time employment to students who have established financial need as determined by the Free Application for Federal Student Aid (FAFSA). The percentage of the student's salary is paid 75%, in most cases, by the Federal government and the remainder 25% is paid by the employer. In Nevada Work Study or non-need Institutional Work Study programs, the percentage of the student's salary is paid 50% by the State and the remainder 50% is paid by the employer.

Off-campus employers are required to have sufficient funds deposited within the University Controller's Office to cover the 25% obligation before the distribution of payroll checks. For on-campus departments, 25% will be charged to the account number listed on the Personnel Action Form (PAF).

Off campus employers are assessed an additional 1.20% of the total gross earnings of its Work-Study students to cover the State Industrial Insurance Premium paid by the University for each student. Questions concerning deposit of funds or current balances should be directed to the Grants & Contracts Office,(702-895-3421).

Off-campus agencies must contact the Work Study Unit as potential work-study employers before students are allowed to work. A contract of agreement must be renewed each year.

FWS jobs range from basic services to highly technical computer operators, engineering assistants or program assistants. Every effort is made to match the student's interests, skills, and abilities to a FWS position best suited to his/her needs. The Work-Study program adheres to University affirmative action policies and practices.

A student's eligibility to participate within the Federal Work-Study Program is determined by the Financial Aid & Scholarships Office. A review is based upon information the student provided within his or her FAFSA application. Undergraduate Federal Work Study recipients must be registered for at least

six credits and graduate students must be registered for at least five credit hours each semester. Undergraduates must maintain a 2.0 GPA and graduate students a 3.0 GPA to be employed.

UNLV work-study students may be placed in off-campus positions with a private or public non-profit organization, or a local, state or federal agency. Job responsibilities must not promote religious doctrine or involve political lobbying. Students may not replace or fill a permanent staff position. Off-campus positions must involve work that is in the public interest. Employees must also be a United States Citizen, United States National, United States permanent resident or other eligible non-citizen with an I-94 arrival/departure record with an approved designation.

Any student who fails to maintain the required minimum registered credits hours (6 for undergraduates & 5 for graduates) during the semester must immediately be terminated as a student employee. If the job was on-campus and the department desires to have the student continue employment, the student may be placed on a 160 hour appointment (earnings code CAS).

The pay rate for the students who work off-campus may include the additional costs for transportation, but must be consistent with classification descriptions and pay ranges (See Student Job Classification System/Compensation Schedule).

Federal, Institutional & Nevada work study awards and Regular employment can be earned during semester breaks, if funds are available. If a student exceeds his or her Federal, Institutional or Nevada work study award (as found on the student's financial aid award notification), monies earned in excess of the work study award is the employer's full responsibility.

3.2 Community Service

The Community Service program allows Federal, Institutional or Nevada work study eligible students to participate in community service positions designed to improve the quality of life for community residents, particularly low-income individuals or to solve particular problems related to their needs. Positions may be on or off-campus.

3.3 America Reads/America Counts

The America Reads/America Counts program allows Federal, Institutional or Nevada work study eligible students to participate in family literacy programs by providing assistance in reading, math readiness, the use of computers and other areas pertaining to family literacy. The funding provides 100% of the student's wages. Awards are offered to departments with close affiliation to preschool age children. These positions may be on or off-campus.

3.4 Regular Student Employment

Regular student employment positions are available in several University departments and offices. Regular student employment differs from the Federal Work-Study Program. Departments are responsible for 100% percent of the cost of employing regular student employees. Earnings will be charged to the account number indicated on the Personnel Action Form (PAF). Students do not need to qualify on the basis of financial need and are not required to complete the Free Application for Federal Student Aid (FAFSA) form.

Undergraduate students must be registered for a minimum of six (6) credit hours and maintain a 2.0 GPA; graduates students must be registered for five (5) credit hours and maintain a 3.0 GPA to qualify for regular Student Employment positions on-campus (Earnings Code STU).

A regular student employee may not replace or fill a permanent staff position. The student employees must also be a United States citizen, United States National, United States permanent resident, or other eligible non-citizen with an I-94 arrival/departure record with an approved designation.

Any student who fails to maintain the required six credit hours during any semester must be terminated as a regular student employee immediately. If the department wishes to continue employment, the student may be placed on a 160 hour appointment (earnings code CAS).

Regular student employment jobs range from basic services to highly technical computer operators, engineering assistants, or program assistants. Every effort is made to match the student's interests, skills, and abilities to the employment position best suited to his or her needs. The regular student employment program adheres to University affirmative action policies and practices.

3.5 Non-Student (160/1,000 Hours) Employees (Earnings Code CAS/THO)

Individuals employed by the University who are enrolled in less than six credit hours (undergraduate) or less than five credit hours (graduate) per semester are classified as Non-Student (160 hour/ 1000 hour) employees by law (NRS 284.325), and are restricted to working a maximum of 160/1000 hours during any calendar year. This is a one-time, temporary appointment and successive temporary appointments to the same position are not allowed (NRS 284.325, section 6). Any questions regarding 160 hour or 1,000 hour employment should be directed to Human Resources, (702-895-3504).

There are two types of temporary casual labor appointments permitted under NRS 284.325 – 160-hour and 1000-hour.

160 Hour Temporary Appointment (earnings type CAS) - Any department on campus may appoint a person on a temporary basis without a recruitment or use of a certified list if the appointment is *less than 160 hours in any calendar year*.

1000 Hour Temporary Appointment (earning type THO) - *is only allowed in the following areas:*

- a. An events center
- b. A museum
- c. A NSHE research center
(UNLV/BOR approved centers can be found at <http://www.unlv.edu/research/active-centers>)
- d. A person employed to provide assistance to a student with a disability or to a student with an identified academic disadvantage, including a person employed as
 - i. tutor,
 - ii. note taker,
 - iii. reader,
 - iv. sign interpreter or
 - v. test proctor.

The limit for 1000-hour workers is on a fiscal year basis. It is the department's responsibility to ensure that the employee does not work above 1000-hours in a fiscal year.

If an employee's hours exceed that threshold, the position becomes a retirement eligible position under the NV Public Employees Retirement System (NVPERS), and the employee will need to be enrolled retro-active to the beginning of that fiscal year. The department will be responsible for the retirement contributions owed for both employee and employer as well as any interest that PERS charges on those contributions.

3.6 Regents Service Program

The Regents Services Program is a state funded program which provides paid internships and employment placement that emphasize service to the State of Nevada, the surrounding communities, or the University. Eligible students will have an opportunity to work in on or off-campus placements which are consistent with their academic major, area of interest, degree or career objectives or service interest. Placements may not be for college level instruction and may not supplant work-study positions.

4.0 STUDENT ELIGIBILITY/ APPLICATION PROCESS

4.1 Federal Work-Study, America Reads, Regents Services & Community Service

To be eligible for these programs, a student must:

1. Demonstrate financial need as determined by the Free Application for Federal Student Aid (FAFSA).

2. Students should complete his or her FAFSA application online form (www.fafsa.ed.gov) by the priority February 1st deadline, for the following academic year, to be considered for limited Federal, Institutional or Nevada Work Study funds.
3. Be admitted as a regular degree seeking student. Undergraduate students must be enrolled in a minimum of six credit hours (five for graduate students) per semester to be eligible.
4. Be a U.S. citizen, U.S. national, a U.S. permanent resident or other eligible non-citizen with an I-94 arrival/departure record with an approved designation.
5. Maintain Satisfactory Academic Progress (SAP) toward his or her degree objective as determined by the Financial Aid & Scholarships Office SAP policy. All financial aid recipients must meet minimum GPA requirements, credit hour requirements and graduate within a reasonable time frame as discussed within the SAP policy. Detailed information is available by contacting Financial Aid & Scholarships.
6. Not owe a repayment on any federal aid program, be in default on any Title IV loans received at any institution of higher education or have a UNLV hold on your record.
7. Have been awarded and accepted a written Notification of Award for Federal, Institutional or Nevada Work Study for the period of employment.
8. Students considered for the Regents Services Program must also meet one or more additional eligibility criteria: Be the Head of household, be a single parent, be at least age 22 or over and have never attended college or have had a break in enrollment of two or more years, be a 1st generation college student, receive no financial support from parents or family, and/or have unusual family or financial circumstances.

4.2 LISTING OF POSITIONS ON CAREERLINK

Career Link is an online recruiting system operated by Career Services. Career Link provides employers with the ability to post positions for free which can be viewed by all UNLV students. To post a job, go to the UNLV Career Services website at <http://hire.unlv.edu>. You must first create an account (your organization name with “UNLV” for students to find you easily).

The Work Study Unit will review each job description for completeness, determine the appropriate job classification and assure that the pay scale is commensurate with the job duties. After the level has been assigned and the request approved, the Job Description will be maintained in the hiring department. If the job responsibilities or salary change for a position, contact Career Services. You will be informed whether a new Job Description must be completed through UNLV’s Career Link.

Once the appropriate job classification and pay scale have been assigned by Career Services, you can advertise the job using Career Link. Create an account and then log in using your email address, issued password and click “Post Jobs”. Complete the form and submit. All jobs entered will take approximately 48 hours for Career Services to review. If you need assistance with registering or posting a job, please call Career Services, (702-895-3495).

Employers should make their jobs as interesting and rewarding for the student as possible. Experience shows that students prefer jobs which provide valuable work opportunities related to career goals. Clearly, a department’s ability to attract students increases as the level of job responsibilities increases.

4.3 Determining the Level & Salary

The pay scale is based on current federal minimum wage requirements along with the appropriate job description/classification. The maximum wage must not exceed the entrance level salary of classified personnel holding similar responsibilities.

When you complete the Job Description/Classification Request, keep in mind the qualifications and experience level you will be seeking in an employee. Indicate the job classification and wage which best suits the position. Your request will be evaluated and compared with similar positions on campus to arrive at an equitable classification and salary.

The level and salary should be a result of the job responsibilities and level of expertise required for the job. For example, the majority of positions on campus are for clerical assistants whose responsibilities include: typing, filing, answering phones, photocopying, making on-campus errands, etc. Using the classification system, this position would fall under the Student Assistant II classification with an entry level of \$8.50 per hour.

Positions requiring additional experience, knowledge, or skills would be assigned to a higher classification as described in the job classification. The examples listed within each job classification may or may not reflect the job responsibilities as it relates to your specific office. Examples in 4.5.1 through 4.5.5 are to be used as a guide only.

Departments needing assistance completing the Job Description/Classification Request and/or clarification of the level and pay scale can contact Career Services, (702-895-3495).

4.4 AFFIRMATIVE ACTION/ EQUAL OPPORTUNITY EMPLOYMENT

The University of Nevada, Las Vegas is committed to the policy that all persons shall have equal access to its programs, facilities, and employment without regards to race, religion, color, sex, national origin, handicap, age, or veteran status.

In all its procedures, UNLV upholds the principle of equal treatment and opportunity for all persons. In the event you need or seek assistance with issues of discrimination, please contact Human Resources, (702-895-3504).

4.5 Compensation Schedule

The intent of this classification system/compensation schedule is to establish consistent hiring and pay practices for all student employees throughout the university. As an equal opportunity employer, the University is obligated to establish a consistent policy whereby all employees are rewarded equally, i.e. equal pay for equal work. The compensation schedule and classification system are the result of our efforts to provide this equity.

STUDENT EMPLOYMENT CLASSIFICATION SYSTEM effective 11/1/11

COMPENSATION SCHEDULE: UNIVERSITY OF NEVADA, LAS VEGAS

JOB TITLE	HOURLY WAGE RANGE
STUDENT WORKER I	\$8.25
	\$8.50
	\$8.75
	\$9.00
	\$9.25
	\$9.50
	\$9.75
STUDENT WORKER II	\$8.50
	\$8.75
	\$9.00
	\$9.25
	\$9.50

	\$9.75
	\$10.00
	\$10.25
	\$10.50
	\$10.75
STUDENT WORKER III	\$9.25
	\$9.50
	\$9.75
	\$10.00
	\$10.25
	\$10.50
	\$10.75
	\$11.00
	\$11.25
	\$11.50
STUDENT WORKER IV	\$10.50
	\$10.75
	\$11.00
	\$11.25
	\$11.50
	\$11.75
	\$12.00
	\$12.25

\$12.50

\$12.75

STUDENT WORKER V

OPEN (See Job Classification Description)

4.5.1 Student Worker I

UNIVERSITY OF NEVADA, LAS VEGAS

STUDENT EMPLOYMENT

STUDENT ASSISTANT/WORK-STUDY JOB CLASSIFICATION

LEVEL 1: *STUDENT WORKER I (Entry level and basic skill level)*

JOB CLASSIFICATION: Duties are of a routine and simple nature. No specific skills or very basic skills required: limited responsibilities; minimum or no previous experience required; assumes considerable on-the-job training; direct supervision.

EXAMPLES OF JOBS IN THIS CATEGORY: General office work, cafeteria aide, library trainee, receptionist, laboratory trainee, bookstore clerk, information aide, or other positions at an entry or basic skills level.

HOURLY WAGE RANGE \$8.25 TO \$9.75

4.5.2 Student Worker II

UNIVERSITY OF NEVADA, LAS VEGAS

STUDENT EMPLOYMENT

STUDENT ASSISTANT/WORK-STUDY JOB CLASSIFICATION

LEVEL 2: STUDENT WORKER II: (Skilled and/or experienced assistant level)

JOB CLASSIFICATION: Duties are generally of a routine nature and involve a degree of responsibility and judgment by the employee, adequate skills to perform specific tasks without detailed supervision; some job-related experience.

EXAMPLES OF JOBS IN THIS CATEGORY: Typist, clerical assistant, data entry operator, laboratory assistant, technical assistant, reader, stock clerk, accounting assistant, research assistant, cashier, tutor, switchboard operator, or other positions which require previous knowledge or acquired skills.

HOURLY WAGE RANGE: \$8.50 TO \$10.75

4.5.3 Student Worker III

UNIVERSITY OF NEVADA, LAS VEGAS

STUDENT EMPLOYMENT

STUDENT ASSISTANT/WORK-STUDY JOB CLASSIFICATION

LEVEL 3: STUDENT WORKER III: (Student Specialist)

JOB CLASSIFICATION: Duties are varied and moderately complex and involve a substantial degree or responsibility and judgment. Requires specific knowledge or skills, substantial technical competence, ability to perform complex tasks without detailed supervision; this sometimes involves supervision of other student workers, requires individual initiative and some problem-solving ability.

EXAMPLES OF JOBS IN THIS CATEGORY: Student technician, computer operator trainee, editorial assistant, graduate reader, laboratory research assistant, language specialist, tutor-counselor assistant, lifeguard, or other positions which require high skill levels and specific knowledge.

HOURLY WAGE RANGE: \$9.25 TO \$11.50

4.5.4 Student Worker IV

UNIVERSITY OF NEVADA, LAS VEGAS

STUDENT EMPLOYMENT

STUDENT ASSISTANT/WORK-STUDY JOB CLASSIFICATION

LEVEL 4: STUDENT WORKER IV: (Experienced Specialist)

JOB CLASSIFICATION: Duties are technical and complex and involve a high degree of responsibility and judgment. A specific amount of specialized training or experience is required. Unique, unusual, or particularly demanding skills requirements; job experience or technical background essential; often involves supervisory responsibility; personal and/or professional responsibility for performance of complex tasks.

EXAMPLES OF JOBS IN THIS CATEGORY: Program coordinator assistant, student technician, research assistant, editor, student administrative aid, student accounting specialist, student supervisor, peer advisor, or other positions which require specific experience or specialized training.

HOURLY WAGE RANGE \$10.50 TO \$12.75

4.5.5 Student Worker V

UNIVERSITY OF NEVADA, LAS VEGAS

STUDENT EMPLOYMENT

STUDENT ASSISTANT/WORK-STUDY JOB CLASSIFICATION

LEVEL 5: STUDENT WORKER V: (Technical Assistant/Student Instructor)

JOB CLASSIFICATION: Duties are highly technical and/or complex and involve a significant degree of responsibility and judgment. This requires specialized knowledge involving highly technical and diversified skills requiring independent judgment and analysis. Assignments are paraprofessional in nature and require analytical ability and analysis with some knowledge of basic concepts and principles of professional areas such as accounting, budgeting, computerization, biochemistry, etc.

EXAMPLES OF JOBS IN THIS CATEGORY: Student Instructors, Professional Writers, Grant Assistant, Teaching/Research Assistants or those positions requiring highly specialized skills and/or technical knowledge.

HOURLY WAGE RANGE

Open: Salary is at the discretion of the employer and would be at a range above that provided in the other four job classifications.

5.0 Employment Hiring Process

5.1 Instructions for Students

The University of Nevada, Las Vegas Career Services Office offers online recruiting for on and off-campus job searches. Just click on UNLV's Career Link on the Career Services homepage at <http://hire.unlv.edu> to get started. Use your Rebel ID# (NSHE) for your username and password and click Login.

The student will be able to access and apply for on-campus jobs listed. Do a search on the following Position Types to see all open positions:

1. Federal, Institutional or Nevada work-study: You must have a financial aid award in the Federal Work-Study program to be hired for these positions and have accepted your award through the Financial Aid & Scholarships Office online award activation.
2. Regular Student Employment: You must be enrolled for at least 6 credits, or were enrolled for at least 6 credits in the spring if applying for a summer position.

It is the student's responsibility to locate a job. UNLV's Career Link is only a tool to find an open position. Although a student may qualify for work study or regular employment, this does not guarantee that a job will be available or that a position will be offered.

The University of Nevada, Las Vegas adheres to a "free enterprise" placement policy. Career Services will make every effort to respond to assist departments through general hiring questions. Each student has the freedom to pursue any position of his or her choice. The submission of job requests by departments does not guarantee that the position will be filled.

5.2 Employer Interview/Selection

Selection procedures should be developed by a prospective employer before a student contacts the employer for an interview. Employers should consider the following items prior to interviewing a prospective employee:

1. Identify essential elements for successful performance of the job in the posting.
2. Students will apply through Career Link with their resume.
3. Provide the student an accurate description of the job. Encourage the student to ask questions about the job requirements. Evaluate the applicant in relation to the job requirements.
4. Attempt to predict how successfully the student will perform the job.
5. Inform the student of the pay rate, the estimated number of hours per week, and the days/hours proposed as the work schedule. Discuss FICA guidelines (Payroll Office can assist) and the importance of notifying you if there is a change in student status and/or if they accept additional employment on campus
6. If work-study, review the amount of the student's work-study award to ensure that the amount of the award is sufficient to cover the number of hours required.
7. Keep notes of your evaluation of the applicant's qualifications, which can be used when making the selection.

All selection criteria are established by the employer and must follow the guidelines of equal employment opportunity and affirmative action principles. If you have questions, contact UNLV's Human Resources, (702-895-3504).

5.3 Employer Form Completion/Earnings Codes

Students are not allowed to begin working until authorized by the Work Study Unit.

Employment packages must be completed for all new, returning and/or continuing student employees at the time of hire and at the beginning of each new referral period. Employment packages for all new employees include: Payroll action form, I-9 Employment Eligibility Form (should be prepared electronically), Personal Data Sheet, W-4 (Appendix 7.0), and Sexual Harassment Policy Acknowledgement (electronic form).

The following earnings codes are used to identify the type of employment:

FW1 = Fall On Campus Work-Study Student Employee

FW2 = Spring On Campus Work-Study Student Employee

FW3 = Summer On Campus Work-Study Student Employee

SW1 = Fall State Work-Study Student Employee

SW2 = Spring State Work-Study Student Employee

SN1 = Fall Non-Need State Student Employee

SN2 = Spring Non-Need State Student Employee

AR1 = Fall America Reads Work-Study Student Employee

AR2 = Spring America Reads Work-Study Student Employee

AR3 = Summer America Reads Work-Study Student Employee

RG1 = Fall Regents' Award Program Employee

RG2 = Spring Regents' Award Program Employee

RG3 = Summer Regents' Award Program Employee

NR1= Fall Access Employment Employee

NR2= Spring Access Employment Employee

NR3= Summer Access Employment Employee

STG = Student Government

SPW = Student Special Award

STU = Regular Student Employee (enrolled for minimum of 6 credit hours)

CAS = Non-Student/160 hour employee

THO = Non-Student/1,000 hour event employee

Departmental supervisors are responsible for completing all on-campus payroll action forms. Students obtaining off-campus work-study positions must report to the Work Study Unit (prior to beginning work) to complete the necessary payroll forms. These forms will ensure that the student is compensated for time worked.

Note: Payroll action forms for all work-study students, regular student employees, and 1,000 hour and 160 hour employees must be routed through the Work Study Unit for processing. All completed timesheets and timesheet summary reports for both on and off-campus work study student employees must be submitted to Payroll prior to 9:00 AM at the end of each payroll period.

5.4 New Employee Orientation

An often forgotten aspect of the employment process is the role of a supervisor as a mentor. Many students need instruction on how to be effective employees since UNLV may be their first exposure to working. A supervisor helps guide good working relationships to:

Establish good employment behaviors

Develop a sense of pride in their employment responsibilities

Develop confidence in his/her abilities

A student employee's sense of contribution to the department has a significant effect on job performance and satisfaction. The supervisor's impact may last long beyond the student's employment in the department.

Appropriate training can ensure that each student gets a positive start on the job, and may also be valuable when the student graduates and enters the job market. Prospective employers look for verifiable job experience in addition to academic achievement.

The following guidelines are suggested as you develop a student employee orientation program:

1. Explain to the new employee the office operations and the general reporting structure. Describe the goals and activities of the department.
2. Introduce the new employee to co-employees.
3. Describe the student's specific duties and responsibilities. Include information to help the student understand the relationship between his/her job and other activities. If appropriate, it may help to have the student observe other staff members for a brief period. Encourage the student to ask questions.

4. Discuss supervisor expectations of the student's work performance, including quality and quantity standards.
5. Assign a work station. Show the student where to find work assignments, messages and where to secure personal belongings.
6. Agree on a specific work schedule. A written schedule may preclude future misunderstandings. Once a work schedule is established, the employee should arrive on time or notify the supervisor in advance of a delay or absence. Time expectations should be clearly communicated.
7. Prepare written Student Work Performance Standards which will summarize mutual goals and objectives.
8. Update the student employee regularly on policy or procedure changes or other information that may affect his/her employment

5.5 Timesheets

The amount of a student's payroll check is based on the hours listed on the timesheet summary report and the student timesheet. Timesheet summary reports for all work-study, America Reads, Regents Service Program, and regular student employment as well as timesheet summary reports for all hourly, non-Work-Study student employees (earnings codes STU, CAS, THO) are processed directly through the Payroll Office and must be submitted prior to 1:00PM on payroll cutoff dates. All timesheet summary reports are mailed by the University Payroll Office to all departments semi-monthly. (Off-campus Work-

Study students must pick up new Summary Reports at the WSU, SSC 234B). If the student is newly hired, the department will need to contact the Payroll Department for a Summary Report.

On the last working day of the payroll period, the student submits the signed timesheet to their supervisor. The timesheet must be an accurate listing of the actual time worked and the specific days dated, and must be verified and signed by the supervisor. Federal employment regulations require students to be paid for all hours worked during the current payment period.

The deadline for submitting timesheet summary reports to Payroll is 1:00PM on payroll cutoff dates. Please pay close attention to payroll cutoff dates and adjust your schedule accordingly. Timesheets submitted after the deadline will delay payment until the following pay date and, in the case of federal or state work-study employees, the department may be charged 100% of the student's wages.

Departments and off-campus agencies must retain copies of all payroll documents for a period of seven years. Off-campus agencies should photocopy the timesheet for their records prior to submitting it to the Work Study Unit for processing.

Printouts that record hours from a time clock (must be signed by both the student and supervisor) are an acceptable form of recording a student's hours worked for departmental timekeeping purposes. However, a timesheet summary is the only acceptable form of submission that will be accepted by the Payroll department.

5.6 Paycheck Distribution

As of January 2009, payroll checks will no longer be delivered to departments. Employees will need to pick them up in the Payroll department.

Students are paid semi-monthly. Payroll checks are available for pick up on the 10th and 25th of each month. Identification is required for all employees. If the 10th or 25th of each month falls on a weekend, payroll checks will be ready the Friday before the weekend or the last working day before a holiday. Visit the Payroll website at <http://payroll.unlv.edu/> or contact them directly at (702) 895-3825 for more details.

Wages paid to student employees through the Work-Study Programs and Regular Student Employment are subject to federal/state taxes, and must be reported. Questions on exemptions or withholdings of taxes may be directed to the Payroll Office, 702-895-3825.

Paychecks for students whose timesheet summary reports were delayed and not submitted by the payroll deadline will be released on the next scheduled following pay date when the timesheet is processed.

5.7 EQUUS and Direct Deposit Set Up

The employee query and update system (EQUUS) enables employees to review and update information in the human resources database. To get started with EQUUS you will need your employee ID and PIN number. If you have misplaced your employee ID or PIN number, please call Payroll at 702-895-3825.

Once you have your employee ID and PIN number log on to <http://hr.unlv.edu/new/equus.html>

Click on EQUUS (under Other Services)

Click on [Employee Query and Update System \(EQUUS\) Logon Screen](#)

You will need to register for EQUUS. As you register you will create your own unique password (If you receive a message that your birth date or zip code is incorrect please call Human Resources to make the correction).

Once you have completed the initial set up you can log on anytime with your employee ID number and your password.

With your EQUUS login you will now be able to sign up for direct deposit, you may split your direct deposit between more than one account, print previous/ current advices (pay stubs), print previous/current W-2's, change your address and much more

Now you can get started on setting up your direct deposit information.

Look at the top of the page for the Payroll tab, click on Payroll Tab and you will see the orange link that says Direct Deposit.

After you have entered/ updated your direct deposit information click the enter button twice. You will receive confirmation that your change has been accepted.

If you experience any technical problems or receive an error message while viewing your paycheck stub or W-2, please call System Computing Service at 702-895-4585.

5.8 International Students

If a student is not a U.S. citizen or if they do not have a valid Permanent Resident Alien Card (Green Card), they are subject to different tax withholding. Nonresident Aliens must meet with Debbie Honrath (Nonresident Alien Tax Specialist) in the Cashiering and Student Accounts Office (SSC-133) to complete their IRS W-4 Form. Check the website for current walk-in hours (no appointments necessary). The international students should bring in their passport, visa, I-94 arrival/departure record, and a record of their previous visits to the U.S. when they meet with Debbie.

Contact information:

Debbie Honrath

702-895-0872 phone

Email: nraassistance@unlv.edu

Website: <http://controller.unlv.edu/NRA/>

All International Students must have prior authorization from International Student Services before beginning employment. Questions regarding an international student should be directed to the Office of International Students & Scholars, (702-895-0143).

Website: <http://studentlife.unlv.edu/international/>

How Many Hours Can A F1 International Student Work Per Week/Day?

An F1 international student may not work more than 20 hours per week and no more than eight hours per day while attending school. It is against Federal Department of Homeland Security regulations to exceed 20 hours per week. A student who does so risks their immigration status being revoked and academic dismissal from UNLV. An F1 international student may work 39 hours per week during those

periods when school is not in session or during the student's annual break and as long as the student is enrolling full-time credit hours during the next semester.

6.0 GENERAL EMPLOYMENT POLICIES

6.1 Absences

Student employees must notify the supervisor no later than the beginning of the scheduled work period when he or she is unable to work. In the case of an extended absence, the anticipated duration should be reported to the supervisor as soon as possible. The supervisor is responsible for authorizing all absences.

6.2 Breaks

A student working a consecutive four-hour work period is entitled to a 15-minute break with pay. A student working a full eight-hour day is entitled to two 15-minute breaks with pay and no less than a 30-minute lunch break without pay. A student working a six-hour day is entitled to no less than a 30-minute lunch break without pay. Paid breaks may not be taken at the beginning or end of a work period and are not cumulative. The breaks should be taken when they will not place an undue burden on the department.

6.3 Concurrent Employment

It is suggested that Federal, Institutional/Nevada work-study or regular employees do not work at two or more UNLV jobs concurrently. If a work-study student should be employed concurrently, it is imperative that each supervisor be aware of the other and that hours are monitored closely. Supervisors should periodically talk with their employees to monitor this process. The balance of hours remaining to work reflects the total number of hours the student has remaining rather than the number of hours the student has remaining for each specific department.

If a student has more than one job at UNLV, Work Study supervisors must inform student workers they cannot work more than 39 hours per week or 8 hours per work day combined. All employment types are strongly advised to work only 20 hours, but may work up to 39 hours per week and 8 hours per day. Exceptions must be documented by employers and used infrequently.

6.4 Employee Rights

Every student employee is covered during his/her working hours under workers compensation policies against work-related injury or illness. The coverage provides an incapacitated student employee the means of support and medical care when unable to work because of a job related disability. An employee must report immediately any job-related accident or illness to his or her supervisor and to the on-campus Student Health Center. Additional information regarding workers compensation is available from the Human Resources Department.

All registered students with current student identification can be treated in the Student Health Center free of charge.

A student employee is not eligible to receive other employment benefits such as shift differential, paid holidays, vacation leave, sick leave, insurance or permanent status.

The Family and Medical Leave Act of 1993 (FMLA) applies to student employees who meet the eligibility criteria. If a student has worked for the university or another State of Nevada entity for a total of 12 months and has worked at least 1,250 hours for a State of Nevada entity within the 12 months prior to the leave, they are entitled to job protection and restoration rights.

All student employees are covered by worker compensation insurance. If a work related injury occurs, the student employee must be referred to an approved health care provider.

All injuries, no matter how minor, must be reported. The supervisor must contact Employee Benefits at 702-895-3886 within 24 hours of the accident.

All student employees who lift and/or carry items over 40 pounds, work in laboratories, studios or any area where hazardous materials (chemicals, paints, inks, solvents, etc.) are used or stored, or operate electrical equipment or fork lifts must receive training from UNLV's Department of Risk Management. Please call at 702-895-4226 for information or to arrange for training. Supervisors are responsible for ensuring that all student employees receive the necessary training.

6.5 Employee/Employer Conflicts

Both the employee and employer share the responsibility of addressing problems which may occur during the course of the student's employment. There should be realistic expectations of both the employer as supervisor and the student as employee.

The following guidelines have been successful in dealing with employee/employer conflicts.

1. Address problems as they arise, not after they accumulate. Deal with minor concerns before they become major problems.
2. Review job responsibilities, duties, and expectations openly.
3. Avoid personalizing critical comments. Discussion regarding performance should occur in privacy.

6.6 Overtime

Overtime is defined as work in excess of 40 hours per week or 8 hours in a day. Student employment positions are temporary, part-time positions that offer students an opportunity for work experience. Hours worked are flexible and variable. Due to the nature and purpose of these positions, overtime should not be incurred. However, in unusual situations (i.e., during summer employment or special events) a student may work overtime. For hours worked in excess of eight hours per day and/or 40 hours per week, overtime must be paid at one and one-half times the normal hourly rate. All overtime for students must have authorization from the supervisor.

6.7 Supervision Tips

The supervisor/employer is responsible for providing advice and direction to the student employee. Remember, this is a learning experience for the employee. Supervisor's objectives should include working toward a mutually beneficial work relationship. If obstacles occur:

1. Be fair, but firm. Close supervision may be required at first. Retain objectivity in assessing the situation. Assume a positive approach in handling employment problems.
2. Be a good listener. It may help to hear the situation explained from the employee's perspective.
3. Don't make assumptions. Discuss the matter with the student employee to accurately identify and assess the problem.

4. Exercise restraint. The supervisor's purpose is to educate and assist in forming acceptable work behavior and habits. Keep in mind this may be the student's first career-related work experience.
5. Establish a specified time period for improvement in areas of weak performance. After completing the written evaluation, discuss the situation and identify a target date at which time the student's performance will be reevaluated. Two weeks is a reasonable length of time.
6. Follow up. If the student's performance improves, an evaluation indicating the improvement can be a morale booster. For the student who fails to improve, termination from the position may be the only solution.

6.8 Termination

1. If the student is a work-study employee, employment must be terminated when the student's total award is earned (and an increase in the award is not possible). The department may transfer the employee to regular student status (STU) or in the case of off-campus work-study employers; the employer may choose to place the student employee on their internal payroll.
2. A student's employment may be terminated at any time. When hiring a new student employee, the following statement should be included in the remarks: "Hourly employees are temporarily appointed; therefore, termination of employment may be given at any time."
3. A student's employment may be terminated by the student employee.

4. If a student drops below the 6 credit hour minimum requirement for student status, their employment under student status must be terminated immediately. If the department wishes to continue employment, they may do so under the Temporary Appointment provisions (NRS 284.325) for a period not to exceed 160 hours. (See NRS 284.325, subsections 3, 4D, 4E, and 6)
5. A graduating student may retain his or her student status until the end of the payroll term of graduation. If the student does not plan to enroll in the minimum credit hours for the next term, they must be placed on a 160 hour appointment (earnings code CAS) in order to continue working in the next payroll term.

At the time of termination the department needs to make a notation on time sheet summary. The department will need to cross thru the pay line and write "Terminate" at the end of the pay line. In the case of off-campus employment, the supervisor must notify the Work Study Unit. The employer is responsible for ensuring that the student has completed his or her timesheet, including signature, for the hours worked during the pay period.

6.9 Work Hour Limitations

All student employment types are advised to work only 20 hours but may work up to 39 hours a week and no more than 8 hours in a work day. Exceptions must be used infrequently.

When classes are not in session (due to final exam week, semester break, etc), a student employee may work up to a maximum of 39 hours per week assuming funds are available. Attention should be given to the student's academic workload and ability when developing the student's work schedule.

6.10 Evaluation of Work Performance

Routine, periodic appraisals should be made of the student employee's performance. These should be conducted on both an informal and formal basis. The evaluation process is a means to identify the student's employment strengths and weakness, to establish objective goals and to review performance expectations. An evaluation form is provided in this handbook for your use. It is suggested that all new employees be evaluated at the end of three months and at least annually thereafter. More frequent evaluations may be made at the employer's discretion. A sample Employment Evaluation is provided for your departmental use in the Appendix.

Evaluations benefit both the hiring department/agency and the student. A signed copy of the evaluation form should be given to the student and the original placed in the student's internal personnel file. After the initial probation salary increase, promotion reviews should occur annually at the beginning of the new semester.

6.11 Promoting a Student Employee

Annual evaluations and salary increases can occur at the time new contracts are due. Evaluations are a valuable tool in assessing the student's progress, providing positive reinforcement for good performance or an opportunity to discuss areas that need improvement.

There are various ways to promote students within the classification. Frequency and manner of promotions are determined by the hiring department. If the evaluation is satisfactory and you wish to reward the student financially, a suggested salary increase of .25 cents per hour should take the student to the next salary step within the compensation schedule.

If you wish to "upgrade" your position or the job description has changed substantially, you must complete a new payroll action form indicating the appropriate salary range to the work study unit.

6.12 Allocation Revision

Occasionally, a student's work-study allocation may increase or decrease due to changes in the student's financial need amount. This is determined by his or her FAFSA application. These changes are referred to as revisions. When a revision occurs, the student is notified of any changes. It is imperative that the student notify the employer of the change in allocation and that the employer makes appropriate adjustments to the student's working hours. The Work Study Unit also attempts to contact the student's employer if the student is no longer eligible to work.

Retroactive pay increases will also affect the student's balance of earnings as will concurrent employment (work-study students employed in two or more work-study positions). This would require the FWS supervisor to recalculate the total remaining work hours for the student to ensure that the amount of the award does not exceed the student's assigned Federal Work Study allocation.

6.13 Summer Term/Periods of Non-Attendance

Federal Work Study: During the summer sessions, students not planning to enroll summer semester may fill out a *Notice of Intent Form* if the requirements are met for the previous spring semester as described in section 2.0. This form is available at the front desk of Financial Aid & Scholarships.

Regular Employment: If the student was enrolled for the required 6 credits hours (or 5 graduate hours) during the spring semester and/or is enrolled for summer classes, he/she is classified as a "Summer Worker"; earnings code= STU. If an individual is enrolled for 6 credits (undergraduate) & 5 credits (graduate) for summer you must use earnings code = STU.

If a student graduates in the spring and wants to continue employment through the summer months, the student would fall under the "SUMMER WORKER" category for the period June 1 through Aug 31. If the student does not enroll for the fall semester, they would revert to a 160 or 1,000 hour employee. If a student graduates in December and does not enroll for spring classes, he/she would revert to 160 or 1,000 hour employment effective with the spring semester (January 1).

7.0 Appendix

7.1 Application for Employment

Students may apply for employment through Career Services at

<https://unlv-csm.symplicity.com/students/>

7.2 Human Resources/Payroll Action Form

One of the most important responsibilities of a supervisor is to ensure that student payroll information is accurate, complete, and timely. Departments must coordinate and inform all supervisors within their areas of responsibility regarding payroll dates and procedures. Departments must notify the Payroll Office and the Work Study Unit if the person responsible for signing payroll documents changes.

You will need to contact Human Resources at 702-895-3504 for the next class on “Web Contract Training”.

7.3 I-9 Employment Eligibility Verification Form

As of May 1, 2011, UNLV will use the TALX I-9 express online application to complete and submit I-9s. Paper copies of the I-9 form will no longer be accepted.

To complete this form you will need to use the following link and follow the directions accordingly:

<http://hr.unlv.edu/forms/I-9/index.html>

Section One

To complete section one in the TALX I-9 express system, [log in](#) and follow the directions.

Section Two

To complete section two in the TALX I-9 express system, [log in](#) and follow the directions.

Please note:

Authorized Users Login ID = your Employee ID — the 9-digit employee number on your paycheck (not your SSN)

Password/PIN default = Employee ID minus one leading zero. Example: Employee ID = 000066516.

Password / PIN = 00066516. (You will be asked to change this after logging in. Your new PIN must be between 4-16 numbers.)

7.4 W-4 Form

IRS Form W4 determines how much tax should be withheld from your Federal income tax. The amount to withhold should match the amount you will be required to pay.

Form Instructions

Go to Payroll in CSB 245 to get a copy of this form.

You will be asked to provide the following:

- Employee Name
- Social Security Number
- Home Address
- Filing Status

Indicate if your name differs from that on your Social Security Card

Complete the following:

- Number of allowances claimed
- Additional amount to withhold
- "Exempt" if you are claiming an exemption

Sign and Date the Form

The remaining fields will be completed by the UNLV Payroll office.

You may use the IRS Withholding Calculator to assist you in completing this form. It can be found on the [IRS Website](#).

7.5 Personal Data Sheet

PERSONAL DATA FORM – University of Nevada, Las Vegas			
Action	<input type="checkbox"/> New Employee <input type="checkbox"/> Address Change* <input type="checkbox"/> Name Change** <input type="checkbox"/> Other Effective Date _____		
Employee Type	<div> <input type="checkbox"/> Classified <input type="checkbox"/> Postdoctoral Scholar <input type="checkbox"/> Student <input type="checkbox"/> Employee ID # (if assigned) </div> <div> <input type="checkbox"/> Academic Faculty <input type="checkbox"/> Letter of Appointment <input type="checkbox"/> Other Hourly </div> <div> <input type="checkbox"/> Administrative/Professional <input type="checkbox"/> Graduate Assistant <input type="checkbox"/> Volunteer/Adjunct </div>		
* This form is for human resources and payroll records only. **For name changes a copy of a new Social Security Card, W-4 and I-9 are required.			
EMPLOYEE PERSONAL CONTACT INFORMATION			
Employee Name	Last	First	MI
Preferred Name	If changing name, indicate former name here		
Mailing Address*	Street	City, State	Zip
Home Phone and Email	Phone	Personal Email	
Emergency Contact	Name	Relationship	Phone
*Mailing address is confidential with the exception that home address of all new or rehired employees is reported to the State of Nevada Department of Employment, Training and Rehabilitation in accordance within accordance with NRS 606.120)			
AFFIRMATIVE ACTION INFORMATION By Federal mandate this institution collects and maintains the data below.			
NEW EMPLOYEE ONLY	Gender <input type="checkbox"/> Female <input type="checkbox"/> Male		Disability Status <input type="checkbox"/> Not Disabled (F) <input type="checkbox"/> Disabled Individual (T)
	Date of Birth (mm/dd/yyyy) ____/____/____		Military Discharge Date: (mm/dd/yyyy) ____/____/____
	Are you Hispanic or Latino? A person of Cuban, Mexican, Puerto Rican, South or Central American or other Spanish culture or origin, regardless of race. <input type="checkbox"/> Yes <input type="checkbox"/> No		Military Status: check as many as apply or none. <input type="checkbox"/> Disable Veteran <input type="checkbox"/> Other Protected Veteran (Campaign badge list) See <input type="checkbox"/> Armed Forces Service Medal veteran
	Racial Category or Categories: Please select the category(ies) with which you most closely identify (check as many as apply or none): <input type="checkbox"/> American Indian or Alaska Native <input type="checkbox"/> Asian <input type="checkbox"/> Black or African American <input type="checkbox"/> Native Hawaiian or Other Pacific Islander <input type="checkbox"/> White		
	See http://www.shero.org/ipeds/race-eth-home.htm for info.		
Visa Status: Expiration Date (mm/dd/yyyy) ____/____/____ Type _____ (F-1/J-1/H-1) Country of Citizenship _____			
EDUCATION Enter highest degree earned first. My signature authorizes UNLV to verify all of my educational records, either prior to or following employment, with the understanding that facsimiles or photocopies of this authorization shall be deemed as valid as the original. Name in which degree(s) issued (if different): _____			
Degree	Month/Year	Major	Institution

I, _____, AUTHORIZE THE UNLV BENEFITS DEPARTMENT TO NOTIFY AND UPDATE MY ADDRESS AS INDICATED ABOVE WITH ALL BENEFIT PROGRAM VENDORS WITH WHOM I AM ENROLLED.

EMPLOYEE SIGNATURE: _____

DATE: _____

rev 06/01/10

7.6 Department Daily Timesheet

UNIVERSITY OF NEVADA, LAS VEGAS

HAND WRITTEN TIMESHEET

ACCOUNT NUMBER: _____

ACCOUNT DESCRIPTION: _____

PAY PERIOD: FROM: MO ____ DAY ____ YR ____ TO: MO ____ DAY ____ YR ____

EMPLOYEE ID# _____ NAME: _____ TOTAL HRS: _____ TOTAL RATE: _____

DAY	FROM	TO	TOTAL	DAY	FROM	TO	TOTAL
1				17			
2				18			
3				19			
4				20			
5				21			
6				22			
7				23			
8				24			

9				25			
10				26			
11				27			
12				28			
13				29			
14				30			
15				31			
16							
TOTAL HOURS THIS PERIOD:				TOTAL HOURS THIS PERIOD:			

EMPLOYEE'S SIGNATURE

DATE

I certify: 1) the above named employee worked the hours shown and that the work was performed in a satisfactory manner, 2) the student has not exceeded 20 hours per week at all UNLV employment combined unless documented as an exception within the employees record for audit tracking purposes.

SUPERVISOR'S SIGNATURE DATE

AUTHORIZING SIGNATURE

DATE

7.7 Student Evaluation Form

Student Evaluation Form

Name: _____ Date: _____

Address: _____

Phone Number: _____ NSHE/EID _____

Duties: _____

Employment Dates: From _____ To _____

Beginning Salary: _____ Present Salary: _____

Comments on related factors of job performance: _____

Punctuality:	Excellent	Good	Fair	Poor
Attendance:	Excellent	Good	Fair	Poor
Dependability:	Excellent	Good	Fair	Poor
Cooperation:	Excellent	Good	Fair	Poor
Job Attitude:	Excellent	Good	Fair	Poor
Initiative:	Excellent	Good	Fair	Poor
Maturity:	Excellent	Good	Fair	Poor
Job Knowledge:	Excellent	Good	Fair	Poor
Accuracy:	Excellent	Good	Fair	Poor
Timeliness:	Excellent	Good	Fair	Poor

Supervisor's Signature _____ Date: _____

Employee Comments: _____

Student Employee Signature: _____ Date: _____

7.8 CALCULATION OF WORK HOURS FOR WORK-STUDY EMPLOYEES

The following schedule will assist you in determining the number of hours a student can work per week based in their work-study award and hourly rate of pay. This schedule is based in 20 work weeks.

PER SEMESTER AWARD

Rate of Pay	\$1000.00	\$1250.00	\$1500.00	\$2000.00	\$2500.00	\$3000.00
\$8.25	6	7.5	9	12	15	18
\$8.50	5.75	7.25	8.75	11.75	14.5	17.5
\$8.75	5.5	7	8.5	11.25	14.25	17
\$9.00	5.5	7	8.25	11	13.75	16.5
\$9.25	5.25	6.75	8	10.75	13.5	16.25
\$9.50	5.25	6.5	7.75	10.5	13	15.75
\$9.75	5	6.25	7.5	10.25	12.75	15.5
\$10.00	5	5	7.5	10	12.5	15
\$10.25	4.75	6	7.5	9.75	12	14.5

\$10.50	4.75	6	7	9.5	12	14.25
\$10.75	4.5	5.75	7	9.25	11.5	14
\$11.00	4.5	5.5	6.75	9	11.25	13.5
\$11.25	4.25	5.5	6.5	8.75	11	13.25
\$11.50	4.25	5.25	6.5	8.75	10.75	13
\$11.75	4.25	5.25	6.25	8.5	10.5	12.75
\$12.00	4	5.25	6.25	8.25	10.5	12.5

If you have received a different work award than those listed above, you may calculate your hours per week based on the following:

Total award amount divided by hourly rate of pay = total allowable work hours per semester.

Allowable hours per semester divided by 20 weeks maximum work hours per week

SAMPLE: \$1500.00 / \$8.25 = 181 hours

181 / 20 = 9 (hours to work per week)

If a student is working in more than one position, the hours per week must be divided appropriately.

7.8.1 HOW TO CALCULATE STUDENT WAGES

Hourly salary x hours worked = Gross Pay

Gross Pay x 1.45% = Medicare deduction (Only charge if below minimum credits)

Gross Pay x 7.50% = FICA Alt (Only charge if below minimum credits)

Fall & Spring semesters average 19 weeks each

Summer semester averages 13 weeks

To calculate Fall/Spring semester wages for regular student:

\$ Gross per week x 19 + 1.5% = cost to department for that semester

To calculate summer wages for regular student:

\$Gross per week x 13 + 1.5% = cost to department for summer.

Federal Work-Study Student Wages (75/25)

Hourly Salary x hours per week = Gross Pay

Gross Pay x 1.45% (if applicable) = Medicare deduction (summer semester only)

Gross Pay x 7.50% (if applicable) = FICA Alt. deduction (summer semester only)

25% of Gross = net charge to department

Add net to FICA amounts for total charge to department per week.

To calculate Fall/Spring semester wages for federal work-study:

\$ Total of Net per week x 19 weeks

To calculate summer wages for federal work-study student:

\$ Total of Net per week x 13 weeks

(FICA not deducted. Students are enrolled in credit hours for Fall/Spring semesters)

State Work-Study Student Wages (50/50)

Hourly Salary x hours per week = Gross per week

Gross Pay x 1.45% (if applicable) = Medicare deduction (summer semester only)

Gross Pay x 7.50% (if applicable) = FICA Alt. deduction (summer semester only)

50% of Gross = Net charge to department

Add Net + FICA for total charge to department per week

To calculate Fall/Spring semester wages for state work-study

\$ Total of Net per week x 19 weeks

To calculate Summer wages for state work-study student

\$ Total of Net per week x 13 weeks

(FICA not deducted. Students are enrolled in credit hours for Fall/Spring semesters)

7.9 Calendar of Events

MONTHS/DATES TO REMEMBER

FALL SEMESTER

AUGUST

Post your job listings on UNLV Career Link – at least three weeks before school begins.

Contact the Work Study Unit for the first day students may work as an employee. Be sure all documents are completed and routed before students begin working.

SEPTEMBER

If your open jobs are still available, keep your posting current. You can edit or deactivate your position(s) anytime online.

OCTOBER

Work-Study Award recipients must secure employment by October 1st. Reminders will be sent to students instructing them to find employment.

NOVEMBER

Let your staff know how they are doing on the job. An example of a student evaluation can be found in this manual.

DECEMBER

Students are allowed to work during the semester break. It is recommended a student employee not work more than 20 hours per week to prevent running out of their work-study allocation.

SPRING SEMESTER

JANUARY

Post your job listings on UNLV Career Link – at least three weeks before school begins. Contact the Work Study Unit for the first day students may work as a work-study employee. Be sure all documents are completed and routed to the Work Study Unit.

The Free Application for Federal Student Aid (FAFSA) form is available for the next school year.

Priority date for submission of the FAFSA form is February 1.

MARCH

This would be the time for your office to take names of students who are interested in working over the summer. Work-study student employees must complete a Summer Supplement Application in which is available on the Financial Aid web site at: <http://finaid.unlv.edu/resources/forms.html#summer>

APRIL

Time for feedback: this is a good time to re-evaluate your employees and ask once again if they are interested in returning for the summer or fall.

MAY

Post your open jobs on UNLV Career Link – at least three weeks before the beginning of summer semester. Contact the Work Study Unit for the first day students may work as a work-study employee.

7.10 DATES TO REMEMBER

DATES TO REMEMBER

Pay Dates: 10th and 25th of each month

Work study student, Regular student, Casual and Thousand hours

Timesheet summaries due to Payroll Dept (CSB 244) Designated by the Payroll Dept

PAF dates for Work Study Students

Fall – Sep. 1 – Dec. 31

Spring – Jan. 1 – May 31

Summer – Jun 1 – Aug. 31

All hourly workers PAF dates: Stop date of employment to Dec 31, 2050

(STU, CAS, and THO)