University of Nevada, Las Vegas
Student Employee Training
Student Employee Training

The purpose of this training:

Is **NOT** to introduce new concepts or processes
Is **NOT** Workday training
Is **NOT** to address students employed as Graduate Assistants

The purpose is to
1) remind and emphasize the UNLV’s standard for utilization of student employees and
2) ensure we don’t create liability under the Affordable Care Act (ACA)
Student Employees

Why are we here?

• Large number of student employment questions received during the 1,000 hour employee training

• You either supervise students or have some involvement in student employment
General Requirements for Student Employees

All students must meet the University’s minimum number of enrolled semester credits and cumulative grade point average to maintain employment status in a Work Study program or as a regular student.

Two student employee categories
  • Work Study
  • Regular Student

Plus a twist
  • International Students

Remember: we are not talking about GA’s
Work Study Student Employment & Eligibility

• Awarded work-study allocation as part of their financial aid package
• Allocation determines the max number of hours the student may work during the semester
• Work Study awards pay for 75% of the student’s wages. The remaining 25%, plus fringe benefits, is paid for by the department, school or unit.
• Work Study awards earned on a semester-by-semester basis

Eligibility Requirements

• Degree-seeking
• enrolled in at least 1 semester credit for the Fall or Spring semesters
• Undergrads: maintain at least a 2.0 cumulative GPA
• Grads: maintain at least a 3.0 cumulative GPA
• meet satisfactory academic progress
Work Study Student Employment & Eligibility

Employment must be terminated when
- total financial aid award is earned and no adjustment is possible to account for more hours worked
  unless
- the department, school, or unit continues the student’s employment under regular student status in which case all compensation paid and benefit costs incurred will be charged to the department, school or unit.
Regular Student Employment & Eligibility

• All compensation paid and fringe benefit costs incurred for regular student employment are charged to the departmental, school, or unit operating budget.

Eligibility Requirements
• Degree seeking
• Enrolled in at least 1 semester credit for the Fall or Spring semesters
• Undergrads: maintain at least a 2.0 cumulative GPA
• Grads: maintain at least a 3.0 cumulative GPA
International Student Employment & Eligibility

• Form I-20 (Certificate of Eligibility for Nonimmigrant (F-1) Student Status) issued by the University
• Valid Social Security number and prior authorization from OISS before beginning employment. (May apply for SSN upon receiving a valid offer of employment from the university.)

Eligibility Requirements
• Undergrads:
  • enrolled for 12 semester credits
  • maintain at least a 2.0 cumulative GPA
• Grads:
  • Enrolled for 9 semester credits
  • maintain at least a 3.0 cumulative GPA
Enrollment Status for Student Employees

• Determined as of the last scheduled day in the academic calendar for a semester to drop or withdraw from classes

• A student not meeting the minimum requirements must be immediately terminated from regular student employee status but may continue to work as a temporary hourly employee

• A Work Study student not meeting the minimum eligibility requirements will lose Work Study eligibility
Work Schedule for Student Employees

• Can vary by student and position

• UNLV has established the maximum number of weekly hours that a student is permitted to work as no more than 20 hours per workweek during the Spring term and Fall term

• May work up to 40 hours per workweek during the Summer term and winter and spring breaks.
  • For Summer must be enrolled in at least one credit hour or enrolled for the Fall term

• If a student works multiples jobs, then the combination of hours worked in all NSHE jobs (including non-work study) may not exceed the maximum hours per workweek as established by UNLV for that period

• Students are not to work more than 8 hours in a day unless approved by a supervisor
Work Schedule for Student Employees

For Work Study students:
• Any time worked beyond the Work Study allocation for the semester will be charged to the departmental, school, or units operating budget.
• Any hours a Work Study student works during the summer is a “draw” against their Fall work study award.

For International students:
• To qualify for employment during winter break and summer term, must maintain status and remain enrolled for the subsequent term.
ACA Eligibility for Student Employees

- Hours worked by a student employee must be recorded and tracked.

- If a regular student employee works an average of 130 hours per month over the Measurement or "lookback" period for all jobs combined, excluding work performed as a Work Study student, the employee becomes eligible for health insurance provided by Student Health Center under the Affordable Care Act (ACA).

- The department, school or unit will bear the costs for health insurance for the subsequent stability period.

- Definition of Lookback Period:
  - First 10 months of employment then
  - After this initial 10-month period, the lookback period is the fiscal year.
  - The initial period and the fiscal year lookback period may overlap.
ACA Eligibility for Student Employees

But...

• Hours worked as a Work Study student do not count towards the Measurement or "lookback" Period for determining eligibility for health insurance

• F-1 international students are exempt from the Affordable Care Act (ACA).
FICA Exemption for Student Employees

• Fall & Spring Terms
  • Undergrad: must be enrolled in at least six (6) semester credits during the semester in which they are working
  • Grad: must be enrolled in at least three (3) semester credits during the semester in which they are working

• Summer Term: both undergrad and grad must be enrolled in at least 1 semester credit

• Final Semester before Graduation: both undergrad and grad must be enrolled in at least 1 semester credit

• For International Students: Determined on an individual basis by the Nonresident Alien Tax Specialist
General Employment Terms & Conditions

Positions posted in UNLV CareerLink for student employees should be filled by students only.

Students enrolled at other NSHE institutions are eligible for student employment status with the University.

Work schedules must accommodate the student’s class and other academic activity schedules. Students may not work during their class or other academic activity time.

Students may work set schedules or on an intermittent basis if appropriate based on academic and work needs.

Student employees are paid on an hourly basis and must record all time worked each day.
General Employment Terms & Conditions

A student employee may not replace or fill a permanent staff position

• However, a student may also be employed under a Letter of Appointment (LOA) provided the work meets the definition of Professional Staff according to NSHE Code provisions.

  • An LOA voids the FICA exemption for all work performed including student employee work.

  • Hours worked as an LOA counts towards eligibility for health insurance provided under the Affordable Care Act (ACA).
General Employment Terms & Conditions

A student employed by the University who is no longer degree seeking will not qualify for, and must be terminated from, Work Study or regular student employment status.

Students who graduate from the University are no longer eligible for student employment after the month of graduation unless they are enrolled for the following semester.

Students who withdraw from the University must have employment terminated as of the date of withdrawal.
General Employment Terms & Conditions

A student who no longer qualifies for Work Study or regular student status may be employed as a temporary hourly employee on a temporary basis

- Must apply for a position and be hired as a temporary hourly employee
- Guidelines and processes contained in the UNLV Temporary Hourly Employee Directive apply.

Student employees are employed at-will and may be terminated at any time without cause or notice for lawful reasons.

Student employees are not eligible for participation in the Public Employees’ Retirement System (PERS) if the student is working in a position that may be filled only by a student.

NSHE Code provisions regarding nepotism apply to all employees.
Onboarding Student Employees

1. Post positions on UNLV CareerLink with a complete job description. The position must not replace or fill a regular staff position.

2. There must be sufficient funding available to pay the student employee’s compensation, whether it is a portion of the compensation along with Work Study aid, or the entire portion as with regular student status.

3. Receive student employee application(s) from candidate(s) and interview student candidate(s) for the position. If a specific student is desired to fill a posted position, the employing unit need only request that the student be referred for the position.

4. Enter student employees into Workday one week prior to their start date.
Onboarding Student Employees

5. Verify that the student meets the minimum semester credits and cumulative GPA requirements to be eligible for student employment.
   • The Work Study Coordinator from the Office of Financial Aid and Scholarships completes the verification for Work Study student employees.
   • The department, school or unit is responsible for the verification for regular students before the student starts working.

6. Conduct any necessary reference and/or background checks prior to an offer being made.

7. No later than the first day of work, candidate must complete the following:
   b. Federal tax withholding form
   c. Employee data forms
   d. Intent to Enroll form (required only for work study students who intend to be employed as work study employees during summer)
Orientation for Student Employees

Orientation should include:

• Ensure awareness of all University employment related policies (e.g., workplace safety policy, policy against discrimination and sexual harassment, alcohol and drug-free workplace policy, etc.)

• Explain office operations, reporting, and supervisor structure

• Clearly explain the student’s specific duties and responsibilities.
  • Include training and information to help the student understand the relationship between the job and other work in the department.
  • If appropriate, have the student observe other staff for a period.
  • Encourage the student to ask questions.
Orientation for Student Employees

• Assign an appropriate workstation. Show the student where/how to find work assignments.

• Confirm the student’s work schedule. Explain to the student how to report all time worked and who must be contacted if the student is unable to report for work.

• Ensure the student understands they must meet UNLV’s minimum enrollment requirements to remain eligible for the position.
Management of Student Employees

• Supervisor should provide regular feedback regarding job performance.
  • Address performance related issues as they occur, including fully communicating job responsibilities and expectations with the student.

• Ensure that the student does not work more than the maximum hours permitted for the period or more than 8 hours in a day unless there is advance supervisor approval.
  • A student employed with more than one department needs to coordinate their schedule with each area they are employed with to not exceed work hour maximums.

• For Work Study employees, review the student’s earnings to help manage the work-study allocation amount. Notify the Work Study Coordinator from the OFAS upon learning that the student is no longer enrolled.
Management of Student Employees

• When employment is terminated:
  
  • For Work Study student employees notify the Work Study Coordinator from the Office of Financial Aid and Scholarships and initiate the end job/terminate employee action in Workday.

  • For regular student employees initiate the end job/terminate employee action in Workday.
<table>
<thead>
<tr>
<th>STUDENT EMPLOYEE CATEGORY</th>
<th>PERIOD</th>
<th>ENROLLMENT REQUIREMENT</th>
<th>GPA REQUIREMENT</th>
<th>MAXIMUM # OF WEEKLY WORK HOURS PERMITTED</th>
<th>AFFORDABLE CARE ACT (ACA) ELIGIBILITY</th>
<th>MINIMUM # OF SEMESTER CREDITS FOR FICA EXEMPTION*</th>
</tr>
</thead>
<tbody>
<tr>
<td>Work Study</td>
<td>Fall/Spring (incl graduated semester)</td>
<td>1 credit</td>
<td>Undergraduate: 2.0 GPA + satisfactory academic progress</td>
<td>20 hours per workweek for all jobs combined &amp; no more than 8 hrs/day unless approved in writing by supv</td>
<td>not applicable</td>
<td>Undergraduate: 6 Graduate: 3</td>
</tr>
<tr>
<td></td>
<td>Winter/Spring Break</td>
<td>not applicable</td>
<td>not applicable</td>
<td>20 hours per workweek for all jobs combined &amp; no more than 8 hrs/day w/o supv approval</td>
<td>not applicable</td>
<td>Winter: must be enrolled for Spring term</td>
</tr>
<tr>
<td></td>
<td>Summer</td>
<td>1 credit or enrolled in previous spring &amp; upcoming Fall term</td>
<td>Same as Fall/Spring</td>
<td>40 hours per workweek for all jobs combined</td>
<td>not applicable</td>
<td>Undergraduate: 1 Graduate: 1</td>
</tr>
<tr>
<td>Regular</td>
<td>Fall/Spring (incl graduating semester)</td>
<td>1 credit + degree seeking</td>
<td>Undergraduate: 2.0 GPA</td>
<td>20 hours per workweek for all jobs combined &amp; no more than 8 hrs/day w/o supv approval</td>
<td>Yes, if work an avg of 130+ hrs/month over “look back” period</td>
<td>Undergraduate: 6 Graduate: 3</td>
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<td></td>
</tr>
<tr>
<td>F-1 International</td>
<td>Fall/Spring</td>
<td>Undergraduate: 12 credits</td>
<td>Undergraduate: 2.0 GPA</td>
<td>20 hours per workweek for all jobs combined &amp; no more than 8 hrs/day w/o supv approval</td>
<td>not eligible</td>
<td>Determined by Nonresident Alien Tax Specialist (<a href="mailto:nrat@unlv.edu">nrat@unlv.edu</a>)</td>
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* In all cases, employment under a Letter of Appointment (LOA) voids FICA exemption for all pay earned by the student.
Resources

Regular Student Employment
UNLV Human Resources - Salary Administration
ext. 5-3504
Connie Nolan, Supervisor

Work Study Student Employment
Office of Financial Aid and Scholarships
ext. 5-0793
Johntay Mooney, Community Service/Work Study Coordinator

International Student Employment
Office of International Students And Scholars
702-774-OISS (6477)

Graduate Assistant Employment
Graduate College
Ext. 5-1233
Brianne Heinle, Executive Director of Graduate Financial Services & Business Operations
QUESTIONS?