

STUDENT EMPLOYMENT HIRING PROCEDURES for SUPERVISORS to FOLLOW

A Request for Student Employment Form will be sent to all supervisors soliciting employment requests. This form must be returned by the date indicated to allow sufficient time to compile a list of jobs for the students. A list of jobs and instructions will be made available at the career development center on the first day of classes. If your department is listed, students will be referred to you for an interview.

If you intend to hire a referred student, indicate it on the Referral Letter and return it to the Office of Student Employment (OSE). The student may have additional forms to complete in the OSE before he/she can begin to work. No student will be allowed to begin work until all paperwork is complete. Once the student completes all paperwork, the OSE will prepare a SROA to be routed for approvals. The approval process is estimated to be completed in two weeks (10 business days). After the approved SROA is returned to the OSE, it has to be entered into the BANNER system by the Student Employment Coordinator. Therefore, requests for student workers should be submitted **not less than three weeks (15 business days)** prior to the proposed start date for a prospective student worker. Requests submitted for a student to begin working within a two-week or less time span will be prepared with a **tentative** start date.

The OTS (Organizational Time Sheet) accompanied by copies of the students' time sheets are due in payroll (Accounting Office) on the dates specified. The original yellow copies must be sent to the OSE. Yellow student timesheets can be obtained from the OSE upon request.

Checks are delivered to respective offices for students to pick-up on the dates listed on the University's pay schedule.

Students are allowed to work a maximum of 20 hours per week (40 per pay period) during the academic year. Note: Students hired through the Federal Work Study Program work a maximum of 15 hours per week during the academic year. During the summer months, all student employment categories may work a maximum of 35 hours per week (70 per pay period) pending budget authorization.

CLEARANCE TO COMMENCE WORK AUTHORIZATION

It is the OSE's responsibility to verify that one of the two following employment processes has been completed before the student begins working:

(1) Students New to the UVI Payroll System:

It is the OSE's responsibility to verify that its student employees have completed the initial hire procedures at the Career Center. The Clearance to Commence Work Authorization (Copy of completely signed contract) is issued to all hired students and must be given to the supervisor to indicate a completed SROA has been processed by

the OSE. Consequences for allowing a student to work before employment forms are completed at the OSE include the following:

- The student is not officially employed.
- The student is not covered by worker's compensation.
- The employing unit is responsible for processing a damage payment.
- The student's paycheck for hours worked before the receipt and processing of an approved SROA will be considerably delayed.

(2) Re-hired Students:

If the student is "Inactive" in the Employee Database, he/she must come to the OSE as "re-hire" to update any necessary employment forms after which the Clearance to Commence Work Authorization (copy of fully executed contract) will be issued.

NOTE:

1. Our busiest time is immediately before and at the beginning of a semester. You can help reduce possible confusion and delays by assessing your student employment needs during the summer. You may want to post student positions for the fall at the end of spring semester and during the summer. Students often look for fall jobs during the summer.
2. All on-campus student employment vacancies must be listed with the OSE. When you have a position opening, complete a **Request for Student Worker Form** which is available from the OSE and accessible online at www.uvi.edu under forms for Counseling & Placement. We use the information from these forms in posting vacancies, so please be specific. If the job requires specific physical or mental skills or abilities, they must be identified in the job description (for example, ability to answer telephones [would require hearing and speaking]; ability to place items on and retrieve them from a shelf five feet above the floor). As soon as the jobs are posted in our office, qualified students may be referred to you for interviews.
3. Eligible students looking for work must visit the OSE to complete employment applications and federal tax forms and to comply with the Immigration Reform and Control Act of 1986.
4. Qualified students are referred with Student Employment Referral Forms. The referral is a one-sheet printed form. The student will bring the form to you. The referral form includes information about the student as well as information about the position.
5. Call the OSE, x. 1088, or email mmyers@uvi.edu (St. Thomas campus) or x4180, Anyha Lord alord@uvi.edu (St. Croix Campus) when you have filled a vacancy. The job listing remains advertised until you call to remove it.

6. Notify the applicants whom you do not hire as soon as possible so that they may continue to look for positions. The OSE does not contact them.
7. Please be sure that time sheets are accurately completed. **It is the supervisor's responsibility to:**
 - a. Ensure that all required information including payroll beginning and end dates, department name, department supervisor and number of employees is provided on the time sheet in the designated spaces.
 - b. Verify the accuracy of the number of hours worked; please do not allow employees to work five hours or more without recording at least a half (1/2) hour lunch break! This is a federal violation!
 - c. Sign the time sheet and submit in a timely manner to Accounting (Payroll) and yellow original to (OSE).

Student Employee Procedure

Interested Students should sign-up & submit a resume, the student may receive a call or an e-mail or come in for a job referral, complete all required job Forms. A student is not allowed to work without a valid Student Record of Appointment (SROA).