Student

Employer's

Handbook

University of Florida
Student Financial Affairs
Student Employment Office

UF | UNIVERSITY *of* FLORIDA

INTRODUCTION

The University of Florida (UF) Student Employment Office assists students and departments with information regarding part-time employment for students. We assist departments with processing student employees and provide guidance as needed with the hiring process. Furthermore, we provide on-going training to keep you informed of changes and updates related to these processes.

In addition, our office provides guidance for students with their job search as needed. We encourage students to search for jobs that are related to their interests, talents, and intended vocations so they leave school with valuable work experience.

We expect both you, as the employer, and the students who work for you to consider student positions as regular jobs with normal duties and responsibilities. However, keep in mind that educational goals should be the student's first consideration, since their primary purpose at UF is the completion of their education. You should allow students flexibility in scheduling work hours and encourage them in their educational pursuits. Working with you is probably one of the first experiences the student will have as an employee. You have an obligation to teach them a work ethic that will carry them into the work force after completion of their education.

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EMPLOYMENT PROGRAMS

There are three student employment programs: Federal Work Study, Student OPS and Off Campus.

FEDERAL WORK STUDY:

The Federal Work Study Program (FWSP) was established by Congress as part of the Economic Opportunity Act of 1964. The primary mission of the FWSP it to:

- Help students who need part time employment income to help meet educational expenses.
- Assist the student in developing good work habits in preparation for entering the work force.
- Provide valuable employment opportunities that reflect educational goals of the student.
- Improve relations between the University and the community.

The Federal Work Study Program was authorized and funded by the United States Congress in 1965 for students with a documented need for help with college expenses. In addition to providing about 1,300 UF students with financial assistance, FWSP helps the university by enabling departments to employ undergraduate and graduate students at a cost of twenty five percent of the gross payroll. The federal government pays the remaining seventy five percent.

At UF, only the Office for Student Financial Affairs (SFA) may award Federal Work Study (FWS) funds to students. FWSP employment is part of a student's financial aid package and cannot be awarded unless the student has submitted a Free Application for Federal Student Aid (FAFSA).

➢ FEDERAL COMMUNITY SERVICE:

The Federal Community Service (FCS) program is a component of the Federal Work Study Program and encourages participation in community service activities by students who are receiving federal student assistance. For a listing of Community Service Employers, go to www.sfa.ufl.edu/programs/employment.

➢ AMERICA READS:

The America Reads program is also part of the FCS component of the FWSP program. America Reads is a tutoring program promoted by the federal government to help elementary school students improve their reading skills. If a student is interested in being a tutor for this program, they should contact the College of Education Program Coordinator at 352-273-4171.

➢ FLORIDA WORK EXPERIENCE PROGRAM:

The Florida Work Experience Program (FWEP) is a program created to introduce eligible students to work experience that will aid their educational and career goals and provide a self-help student aid program that reduces student loan indebtedness. The Student Employment office handles the distribution of this aid to students.

EMPLOYMENT PROGRAMS

STUDENT OPS:

Student Assistant Other Personnel Services (STAS) is funded entirely from regular state or grant accounts and is for students who want to work on campus but do NOT have a FWS award. Students must be UF admitted, degree-seeking and need to maintain a minimum 2.0 GPA and be registered at least half time in order to work as a student assistant.

OFF CAMPUS EMPLOYMENT:

Students who are not eligible for FWS or have been unable to find on campus employment can seek off-campus employment.   The Career Resource Center offers local employers the opportunity to post part-time positions for University of Florida students. Students can check the listings or get more information by using their Gator Careerlink Account at www.crc.ufl.edu/ employers/employerGCL.html. Gator Careerlink provides students access to various databases, including: statewide, national, and international internships, co-ops, volunteer and full-time experiences.

EMPLOYMENT PROGRAM: FEDERAL WORK STUDY

Applying For Federal Financial Aid

To be considered for Federal Financial Aid each academic year, students must complete the Free Application for Federal Student Aid (FAFSA). Due to limited funds, students are encouraged to apply online at www.fafsa.ed.gov as soon as possible after January 1 for the following academic year to be considered for Federal Work Study (FWS). To be eligible, students must show need using the federal need analysis formula. FWS awards are prepared for the following academic year based on FASFA information received by the on-time deadline of March 15 each year. A student's qualification of FWS for one academic year does not guarantee eligibility for the next academic year as parent and student income can change from year to year and/or students may miss the on-time application deadline of March 15th. To qualify, students must also maintain Satisfactory Academic Progress and be enrolled at least halftime each semester to continue to be eligible to work under the FWSP.

Federal Work Study Awards and Earnings

FWS awards are made for the following academic year beginning March 15th of each year prior to the start of the Fall term. *Traditional students* who are awarded FWS are typically given $1500.00 per semester (Fall and Spring) and are expected to keep their earnings within their awarded amount. *Innovation Academy students* who are awarded FWS are typically given $1500.00 for Spring and $1000.00 for Summer and are expected to keep their earnings within their awarded amount as well. Students can check the amount they have earned by signing into ISIS and going to Financial Aid Awards and Disbursements. They can view the amount of Federal Work Study "disbursed" which is the amount they have earned to date. If a student is getting close to earning their entire award, you or the student can contact Student Employment to see if the award can be increased. Increases to awards for students are contingent upon the student's unmet need eligibility as well as the total utilization of FWS money awarded. If a student earns more than their award for the semester, Student Employment will change the student's status from FWSP to STAS and will update the distribution to 100% from your department's account. You will then need to decide if the student can continue working as STAS. If you allow the student to continue, you will also need to make a decision about whether or not to update the distribution. If the student's FWS award is renewed the following semester, you will be responsible for switching them back to FWSP at that time.

Receipt of Additional Aid

FWSP is part of a student's Federal Financial Aid package and can be affected by late receipt of additional aid such as scholarships.   If one of your FWSP student employees receives money not reported which results in the loss of their FWSP award, Student Employment will change the status from FWSP to STAS and will update the distribution to 100% from your department account. Your department will need to decide if the student can continue working as STAS. If you allow the student to continue, you will also need to make a decision about whether or not to update the distribution.

EMPLOYMENT PROGRAM: FEDERAL WORK STUDY

UF Work Permit

In order to verify that a student has Federal Work Study as part of their Federal Financial Aid package, the student will need sign into ISIS and select Financial Aid Awards and Disbursements. If the student was awarded Federal Work Study, they will be able to print a UF Work Permit directly from that site by clicking on the UF Work Permit link under Federal Work Study Award. You can use the Work Permit to verify how much FWS aid the student was awarded for each semester. In addition, this form can be used to track FWS balance.

Verification

Verification is a review process established by the U.S. Department of Education to verify the accuracy of information students and their families report on the FAFSA. Students who have been awarded FWS and also been selected for verification will not be allowed to print a UF Work Permit until their verification is complete. If a student you hired or are hiring is selected for verification, s/he will not be able to work as FWSP until that process has been completed. It is recommended for departments upon hiring FWSP students to inform them that they should notify you, the hiring department, that they have been selected for verification. Once the hiring department has been made aware, it is their responsibility to have the student(s) stop working immediately under FWSP. However, the student(s) may continue working under the STAS salary plan. Please note that If your student employee is selected for verification and they continue working under FWSP, Student Employment will change the student's status from FWSP to STAS and will update the distribution to 100% from your department's account without notice. The hiring department will then need to decide if the student can continue working as STAS. If you allow the student to continue, you will also need to make a decision about whether or not to update the distribution. When the verification process has been completed and If the student's FWS award is renewed, you will 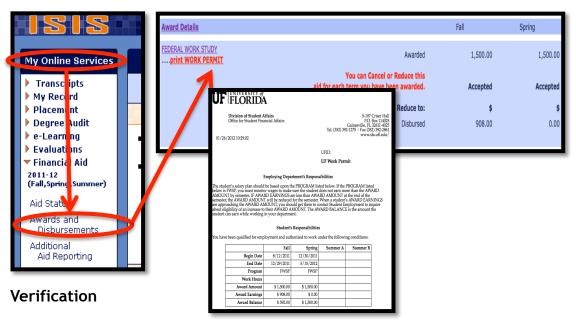be responsible for switching them back to FWSP at that time. The student(s) can sign into ISIS, navigate to Awards and Disbursements and print their UF Work Permit from the link under their Federal Work Study Award.

EMPLOYMENT PROGRAM: STUDENT OPS

If you are employing a student who does not have a Federal Work Study award you will need to decide whether to hire them Student OPS (STAS) or General OPS (OPSN). In order to determine the eligibility of the person you would like to hire, you will need to verify that they are UF admitted, degree-seeking, minimum 2.0 GPA and registered at least half-time for the term in which they will work. The following steps will walk you through this process:

STEP 1: Obtain a Class Schedule

You can verify eligibility for Student OPS employment by requesting the student provide you with a copy of their semester schedule for the term for which you need them to begin working. Students can do this by signing into myUFL and selecting the following links:

My Self Service > ISIS > Registration > My Schedule > Select Term (Fall, Spring, Summer) > Print > Look at total credits

EMPLOYMENT PROGRAM: STUDENT OPS

STEP 2: **Verify Halftime Enrollment**

Students must be registered at least half-time to be eligible to work as a STAS employee. Once you have the student's course schedule, you will use the following chart to determine if the student meets the half- time enrollment requirement:

	Total Credits To Be Considered Half-Time		
Classification	Fall*	Spring	Summer*
Undergraduate	6	6	6
Graduate	5	5	4
Law	5	5	3
Professional	1	1	1

*Please see ***Break Term Employment*** For Students on pages 19-22

NOTE: Santa Fe Community College and local high school students are processed as General OPS through Recruitment and Staffing. Non-degree students and those that are classified as 0LS cannot be employed as a student until they are officially admitted to the university.

STUDENT BIWEELY ADMIN PLAN (STBW):

This is the exempt salary plan that falls under the Student OPS program. This salary plan was created for student positions that are administered under contract due to the nature of the job. The utilization of this plan must be pre-approved by the Student Employment office as it only granted for limited positions and only under certain conditions.

POSTING STUDENT POSITIONS

GATORJOBS:

Departments may choose to post vacant student positions via GatorJobs. However, it is not a requirement to do so.   Once a posting request has been submitted, it will be reviewed by the Student Employment office after level two approval. The following details are reviewed:

- Classification Title: STU AST
- Working Title (if hiring a Federal Work Study student, please indicate so as part of the working title followed by the actual job title. For Example: Federal Work Study - Student Receptionist)
- Minimum Salary: Florida Minimum Wage.
- Pay Grade: Not applicable for student positions
- Job Type: Part-time
- Job Category: Student
- Posting Date (when the department wants the posting to be viewable by applicants)
- Posting Review Date (when the department will be able to view applicants)
- Closing Date – Cannot be open until filled.
- If Selecting "NO" to Online Applications: Contact information and instructions must be provided by the department.

To ensure that all applicants are given a fair opportunity to be considered for the job, hiring decisions cannot be made until after the job closing date. If your department needs a job posting to be extended, please contact Student Employment.

To learn more on how to post student jobs via GatorJobs, please attend the "Posting GatorJobs" (PST092) training.

STUDENT COMPENSATION:

By law, students must be paid at least Florida's minimum wage per hour. To view Florida's current minimum wage, please visit http://www.dol.gov/whd/minwage/america.htm.

It is the University's policy that the maximum a student can earn per hour is no more than double Florida's minimum wage. In the event that a student position should require an hourly rate greater than this, a Pay Rate Justification Form (http://www.sfa.ufl.edu/isis/PayRateJustification_1_13.pdf) must be attached to the New Hire ePAF of the candidate you have selected for hire.

> **TO LEARN MORE ABOUT PROCESSING NEW HIRE ePAFS, PLEASE ATTEND THE PST920 TRAINING AND/OR CLICK ON THE FOLLOWING LINK:**
> **http://www.hr.ufl.edu/training/myUFL/instructionguides/Hiring%20at%20UF.pdf**

EMPLOYMENT PROGRAM GUIDELINES

EXEMPT FROM FICA (Social Security and Medicare Taxes):

A key issue related to student employees is FICA exemption. FICA is Social Security payroll taxes collected under authority of the Federal Insurance Contributions Act (FICA). It is the policy of the University of Florida that students working under the Federal Work Study (FWSP) and Student OPS (STAS) programs are EXEMPT from FICA when they are UF admitted, degree-seeking, have a minimum 2.0 GPA/Satisfactory Academic Progress and registered at least halftime for the term in which they will work. In addition, they MUST be working less than 32 hours per week AND 64 hours biweekly. Students who do not meet the guidelines below must be appointed as General OPS through the University of Florida's Recruitment and Staffing Office. In addition, if the guidelines are not met, the student and the employing office(s)/department(s) are subject to all federal taxes, including FICA.

The following is the University of Florida's policy, which can be found at:
http://www.fa.ufl.edu/directives-and-procedures/tax-services/

Please note that the Student Employment Office will not approve any hires or job changes that exceed a total of 31 hours per week AND 62 hours biweekly for all active job appointments combined. Students who exceed these hours will be considered career employees for the student FICA exemption and would be subject to FICA taxes. IRS Revenue Procedure 2005-11 defines the requirements for the student FICA exemption.

Additionally, nonresident aliens (NRA) that are currently on F-1 and J-1 visas are exempt from FICA taxes under IRC section 3121(b) (19). NRA students that fall out of status on their visas will be assessed FICA taxes retroactive to the beginning of the year.

As an FYI:

- J-2 and F-2 visa holders are subject to FICA taxes.
- H1B1 visa holders are subject to FICA taxes.
- Medical residents are also subject to FICA taxes

CLAIMING EXEMPT STATUS FROM FEDERAL WITHHOLDINGS:

Students claiming **EXEMPT** from **Federal Withholdings** need to complete a new W-4 by February 15 of each year. You may find this University Tax Services Policy at the following link: http://www.fa.ufl.edu/departments/payroll-tax-services/w-2s-and-payroll-tax .

EMPLOYMENT PROGRAM GUIDELINES

DIRECT DEPOSIT POLICY:

The University of Florida currently has a direct deposit policy that states, "All employees, including temporary hires and non Federal Work Study students, are required to participate in the Direct Deposit Program as a condition of employment, regardless of date of hire". By Federal Regulations, students enrolled in FWSP are not required to participate in the Direct Deposit Program, but they are encouraged by the University of Florida to participate. The form to enroll in the Direct Deposit Program or to make changes to your direct deposit information is available at http://www.fa.ufl.edu/wp-content/uploads/2012/03/fa-ps-dda.pdf.

Employees who are unable to establish an account at a financial institution must request to have their salary applied to a pay/debit card through Southern Commerce Bank that is located inside the Wal-Mart at 1800 NE 12th Avenue, Gainesville, FL.   This branch offers a free debit card program. A $1.00 deposit is required to open an account. The card may be used for the following:

- Withdraw cash from the account at a Southern Commerce Bank ATM (a small charge is incurred for withdrawing from other bank ATMs)
- Transfer funds between accounts
- Pay for purchases at merchants that have agreed to accept the Visa Debit Card
- Inquire for balances of account

After the pay/debit card has been established, the employee must complete and submit a Direct Deposit Authorization Form. The bank will be able to provide the correct banking information required on the form. Once the form is received and entered by the payroll department the payroll payment will be deposited electronically to the pay/debit card each payday.

If you require assistance or have any questions regarding this policy, please contact University Payroll Services at 352-392-1231.

ADDITIONAL PAY/LUMP SUM PAYMENTS:

As a general rule, student employees should be compensated on an hourly basis for work performed in your department. Hours worked must be monitored closely to determine eligibility to continue as EXEMPT from FICA. There are situations, however, in which students may be paid an additional pay/ lump sum payment. For example, a student's payment may be based on an amount of work completed, not on hours worked. If you have a situation that you believe to be an exception to the hourly payment rule, contact Student Employment to verify what documentation might be needed. Please refer to the University's Additional Payment Policy and Earnings Code Guide for further information.

Please refer to page 26 regarding additional pay/lump sum payments for international students.

EMPLOYMENT PROGRAM GUIDELINES

CONFIDENTIALITY:

Your department or division may have a policy regarding employee access to confidential records. This information should be made available to any student employee who will have access to confidential records. If your department does not have a policy, the following link might be helpful: www.privacy.ufl.edu/studentfaculty.html.

GRIEVANCE PROCEDURES:

Because UF encourages informal resolution of grievances and complaints, a student's immediate supervisor should be available to help with resolution of any work-related concerns or misunderstandings. Should this type of informal resolution be unsuccessful, you should advise students to talk with the next level superior to discuss a resolution. If the department is unable to resolve the problem, the student may choose to initiate a formal grievance or complaint. Please ask the student to contact Student Employment for assistance.

INJURIES:

If a student is injured during working hours, the immediate supervisor or departmental safety coordinator must contact UF Worker's Compensation Office before the student goes to an authorized medical provider, unless the injury requires emergency medical care. You may contact the Worker's Compensation Office at 352-392-4940 for assistance.

PERFORMANCE EVALUATIONS AND RAISES:

It is recommended that you evaluate your student's performance after three months, to enable you to provide feedback and, if necessary, suggestions for improvement. We also recommend considering extending raises to students employed longer than six months, if their job performance warrants it. If you need assistance in your evaluation you can use the Student Employee Evaluation template at the following link: http://www.sfa.ufl.edu/isis/empl-0003-07-08.pdf .

EMPLOYMENT PROGRAM GUIDELINES

SCHEDULING WORK HOURS:

You should work with students to establish a regular work schedule, making it clear you expect them to follow the agreed-upon hours. A good tool to use is the Class/Work Schedule that can be found at http://www.sfa.ufl.edu/isis/empl-0006-0103.pdf .   You should require students to give you adequate notice about planned absences or schedule changes. Frequent absences are a justifiable cause for dismissal.

Remember: your FWSP and STAS employees are students first, and employees second—they must conform to class schedule changes. If job schedule adjustments are not possible to accommodate the class schedule changes, you should inform the students of this before you hire them.

WORKING DURING SCHEDULED CLASSES:

The policy governing FWSP and STAS forbids a student from working during scheduled classes or exams. Failure to comply with this policy may result in dismissal of the student employee or ineligibility of the department/agency to participate in student employment programs. Students who would like to work during a scheduled class or exam must provide documentation from the instructor stating the name, date and the time of the cancelled class or exam.   The student can also use the Class Dismissal Form to document the cancellation. The form can be found at http://www.sfa.ufl.edu/isis/empl-0008-12_05.pdf.

TIME WORKED:

Supervisors are responsible for approving time worked and monitoring students to ensure compliance with the agreed-upon schedule. Employees must be compensated for all time worked. You cannot elect to withhold payment from a student because it was not time scheduled. If students do not follow the agreed upon work schedule, you should handle this via disciplinary action by issuing a written or verbal warning for noncompliance. If the behavior persists, you should consider termination. Employees who falsely report time worked shall be subject to dismissal.

WORK HOUR RESTRICTIONS:

Students are limited to working 20 hours per week if they are registered full-time. If a student is not registered full time, the maximum number of hours they may work is based on the total credits registered for the semester.

Any student wanting to work more than the maximum hours permitted, can submit the completed Hours Extension Petition Form to the Student Employment Office. If approved, this form will allow the student to work up to 31 hours per week. You may find the form at the following link:

http://www.sfa.ufl.edu/isis/HoursExtension.pdf.

TRADITIONAL UNDERGRADUATE		
TERM	**TOTAL CREDITS REGISTERED BY TERM**	**MAXIMUM HOURS ELIGIBLE TO WORK WITHOUT HOURS EXTENSION FORM**
FALL & SPRING	12+	20
	9-11	25
	6-8	31
	Below 6	Must be OPSN
SUMMER	12+	20
	9-11	25
	6-8	31
	Below 6	31 (if student was enrolled in the spring and will be enrolled in the upcoming fall term. *NOTE: Please leave under the appropriate STUDENT salary plan. Do NOT switch to OPSN.)
		Must be OPSN if the student was not a UF student in the spring and/or is not returning as a student in the upcoming fall term.
INNOVATION ACADEMY UNDERGRADUATE		
TERM	**TOTAL CREDITS REGISTERED BY TERM**	**MAXIMUM HOURS ELIGIBLE TO WORK WITHOUT HOURS EXTENSION FORM**
SPRING & SUMMER	12+	20
	9-11	25
	6-8	31
	Below 6	Must be OPSN
FALL	12+	20
	9-11	25
	6-8	31
	Below 6	31 (if student was enrolled in the summer and will be enrolled in the upcoming spring term. *NOTE: Please leave under the appropriate STUDENT salary plan. Do NOT switch to OPSN.)
		Must be OPSN if the student was not a UF student in the summer and/or is not returning as a student in the upcoming spring term.
GRADUATE		
TERM	**TOTAL CREDITS REGISTERED BY TERM**	**MAXIMUM HOURS ELIGIBLE TO WORK WITHOUT HOURS EXTENSION FORM**
FALL & SPRING	9+	20
	7-8	25
	5-6	31
	Below 5	Must be OPSN
SUMMER	7-8	20
	6-7	25
	4-5	31
	Below 4	31 (if student was enrolled in the spring and will be enrolled in the upcoming fall term. *NOTE: Please leave under the appropriate STUDENT salary plan. Do NOT switch to OPSN.)
		Must be OPSN if the student was not a UF student in the spring and/or is not returning as a student in the upcoming fall term.
NOTE:	*A.) F-1 and J-1 students are limited to 20 hours during the Fall and Spring terms and are not eligible to submit an Hours Extension Petition form. During the Summer term, they are allowed to work 40 hours per week.*	
	B.) Students wanting to work more than the maximum hours permitted, will have to complete and submit an approved Hours Extension Form. Note: 31 hours is the maximum hours allowed to work per week.	

EMPLOYMENT PROGRAM GUIDELINES

GPA REQUIREMENTS :

Students employed under STAS must maintain a minimum 2.0 GPA to work on campus. If a student's GPA falls below a 2.0, the student must submit GPA Petition to the Student Employment Office to be considered eligible to work. The form may be found at the following link: http://www.sfa.ufl.edu/isis/empl-0011-10-08.pdf.

MAINTAINING WORK ELIGIBILITY:

For both FWSP and STAS, students must be registered half-time to continue to be eligible to be employed through Student Employment. It is recommended for departments upon hiring student employees to inform them that they should notify you, the hiring department, if they have dropped below half-time enrollment. Once you are notified, you will need to input a job change to General OPS (OPSN) through Recruitment and Staffing immediately. However, there are instances when the Student Employment Office will make the change without notice and/or contact your department and request that you change the job to OPSN through Recruitment and Staffing.

It is recommended for departments upon hiring FWSP students to inform them that they should notify their supervisor and/or department administrator, once they are reaching their FWS award limit and/or if they have a financial aid hold (e.g. verification). It is also the responsibility of the department and the student to track Federal Work Study award utilization and to ensure that employment under the FWS salary plan does not continue once a student has exhausted their FWS award and/or has a financial aid hold that directly impacts FWS utilization. Once informed, the department must change the salary plan from FWSP to STAS and update the budget table to 100% to their department's account. The department also has the option to decide if the student should continue working as STAS. Please keep in mind that there are also instances when the Student Employment Office will make the change without notice and/or contact your department and request that the required changes be made.

UF APPOINTMENT REVIEW FILE:

Students may have a change of work eligibility and will need to be terminated or moved to OPSN. The UF Appointment Review File will allow you to view active STAS and FWSP student employees in your department to aid in making decisions about changes to their employment and salary plan status.

Status changes are:

➢ **Terminate** – A termination will need to be processed if the student will not be working in your department during the current term **AND** will not be returning in the following term. This can be done by placing a check in the terminate box on the file.

➢ **Change to OPSN** - If a student has graduated and is no longer a UF degree-seeking student.

➢ **Leave Student as STAS/FWSP –** If they meet the criteria as explained in this handbook.

Please note that FWSP student employees without FWS award for the break term will need to be switched to the STAS Salary Plan.

EMPLOYMENT PROGRAM GUIDELINES

BUDGET TABLE:

Federal Work Study

When hiring a student to work as FWSP, your department will be funding 25% of the student's salary. The other 75 % will be funded from the US Department of Education's FWS program. Employing FWSP students can result in substantial savings to your department. Once your hire has been approved via an ePAF, you need to enter the budget table for 100% from the department account from which you want the student to be paid. Student Employment runs a daily report to identify FWSP employees with the 100% budget table and changes your 100% to 25% and adds the FWSP account code with the other 75%.

Student OPS

Student OPS employees are funded 100% from your department account. However, since they qualify as EXEMPT from FICA, employment of Student OPS employees can result in substantial savings to your department as well. Once your hire has been approved via an ePAF, you can proceed to entering the budget table as 100% from your department account

PAYROLL SCHEDULE:

UF uses the myUFL Time & Labor module to collect time and pay employees. All student employees are required to input their time in Time & Labor for payroll processing. However, depending on the method selected by your department, the student employee will enter his/her time using Web Clock or Weekly Punch Time, which are time reporting options in the Time & Labor module for non-exempt employees.

All employees are paid on a bi-weekly schedule. This schedule and other useful payroll information are located on the following link: http://www.fa.ufl.edu/payroll .

Furthermore, other useful and relevant information can also be found on the UF Human Resources website at http://www.hr.ufl.edu/.

EMPLOYMENT PROGRAM GUIDELINES

MULTIPLE JOBS:

As previously mentioned, students are limited to working 20 hours per week (in combination of all jobs) if they are registered full-time. If a student is not registered full time, the maximum number of hours they may work is based on the total credits registered for the semester (See Work Hour Restrictions on page 15). Any student restricted to working less than 31 hours per week can submit an Hours Extension Form (http://www.sfa.ufl.edu/isis/HoursExtension.pdf) to be considered to work up to a maximum of 31 hours per week.

Students are EXEMPT from FICA because they are registered halftime AND they work less than 31 hours per week or 62 hours biweekly, which equates to an FTE of .78. Due to the fact that multiple departments may employ a student, it is imperative when hiring a student that you check the FTE before you complete the hire. Use the following example for reference:

MyUFL RESOURCES:

The Training and Organizational Development department has toolkits designed to provide resources you may need to successfully navigate the myUFL system. Most toolkits contain web simulations, instruction guides and training materials. These resources are located at the following link: http://www.hr.ufl.edu/training/myUFL/toolkits/default.asp

BREAK TERM EMPLOYMENT

DETERMINING SUMMER WORK ELIGIBILITY FOR TRADITIONAL STUDENTS:

Summer term presents unique challenges in determining the appropriate Salary Administration Plan to use. If you have students who are working Spring and will continue working Summer, you will have to decide whether they need to be Student OPS (STAS), Federal Work Study (FWSP) or General OPS (OPSN). The following section will assist you in making this decision.

Current Students

➢ If you have students employed during the Spring term who will **NOT** be working Summer, but will be working in the Fall term, you do **NOT** need to terminate them

➢ If you have students employed during the Spring term who **are** planning to work in the Summer, but will not be enrolled, you do not have to switch to OPSN if they are planning to enroll in the Fall term

➢ If you have students employed during the Spring term who are planning to work in the Summer, and **will be** enrolled, you may leave on appropriate salary plan (Please note that if a student had FWS for the Spring term and is not eligible for FWS for the Summer term, you will need to switch the salary plan to STAS for the Summer term)

➢ If you have students who did not work and were enrolled in the Spring term and are planning to work and be enrolled in the Summer, you may hire as STAS or FWSP

Incoming Freshmen

➢ Incoming freshmen must be hired as General OPS (OPSN) during the Summer and switched to STAS/FWSP for the Fall term

International Students

➢ International students may work full-time during the Summer term if they are enrolled or not enrolled as it is considered an official school break

BREAK TERM EMPLOYMENT

DETERMINING FALL WORK ELIGIBILITY FOR INNOVATION ACADEMY STUDENTS:

Fall term presents unique challenges in determining the appropriate Salary Administration Plan to use. If you have students who are working Summer and will continue working Fall. you will have to decide whether they need to be Student OPS (STAS), Federal Work Study (FWSP) or General OPS (OPSN). The following section will assist you in making this decision.

Current Students

➤ If you have students employed during the Summer term who will **NOT** be working Fall, but will be working in the Spring term, you do **NOT** need to terminate them

➤ If you have students employed during the Summer term who **are** planning to work in the Fall, but will not be enrolled, you do not have to switch to OPSN if they are planning to enroll in the Spring term

➤ If you have students employed during the Summer term who are planning to work in the Fall, and **will be** enrolled, you may leave on appropriate salary plan (Please note that if a student had FWS for the Summer term and is not eligible for FWS for the Fall term, you will need to switch the salary plan to STAS for the Fall term)

➤ If you have students who did not work and were enrolled in the Summer term and are planning to work and be enrolled in the Fall, you may hire as STAS or FWSP

Incoming Freshmen

➤ Incoming freshmen must be hired as General OPS (OPSN) during the Fall and switched to STAS/FWSP for the Spring term

International Students

➤ International students are currently not being admitted to the Innovation Academy cohort.

BREAK EMPLOYMENT REVIEW: Besides the difference in term pattern, the conditions of Innovation Academy Fall appointments are the same as the Summer appointments for traditional students

Traditional Student

Fall → Spring → Summer (Break)

Innovation Academy Student

Spring → Summer → Fall (Break)

BREAK TERM EMPLOYMENT

FEDERAL WORK STUDY ELIGIBILITY:

Federal Work Study funding for students during their break term is dependent upon on-time (March 15) completion of the FAFSA application, utilization of awards during the present academic year and it varies from year to year. Students are not awarded FWS for the break term as part of their initial Federal Financial Aid award package as they are originally awarded FWS for their non-break terms only.

Our office begins granting FWS awards for the Summer for traditional students during the month of April prior to the start of the Summer term. For Innovation Academy, our office begins to grant FWS awards during the month of July prior to the start of the Fall term.

To inquire about FWS eligibility during their break term, students should contact their Financial Aid Advisor.

FEDERAL WORK STUDY AND ENROLLMENT:

Students must be registered halftime during their break term to work as FWSP.

For traditional students, halftime is determined by using Summer A and Summer B, Summer C or various combinations of enrollment for all of those terms. Determining enrollment eligibility for Summer is based on pre-registered hours and can change if the student withdraws or drops below half time before Summer B begins. The following are examples of what constitutes half time enrollment for traditional students working under FWSP:

TRADITIONAL STUDENTS			
UNDERGRADUATE SUMMER ENROLLMENT			WORK ELIGIBILITY BASED ON ENROLLMENT
SUMMER A	SUMMER B	SUMMER C	
		6	STUDENT CAN WORK THE ENTIRE SUMMER AS FWSP
3	3		STUDENT CAN WORK THE ENTIRE SUMMER AS FWSP
3	2	3	STUDENT CAN WORK THE ENTIRE SUMMER AS FWSP
3		3	STUDENT CAN WORK THE ENTIRE SUMMER AS FWSP
5		1	STUDENT CAN WORK THE ENTIRE SUMMER AS FWSP
6			STUDENT CAN ONLY WORK SUMMER A AS FWSP
	6		STUDENT CAN ONLY WORK SUMMER B AS FWSP
GRADUATE SUMMER ENROLLMENT			WORK ELIGIBILITY BASED ON ENROLLMENT
SUMMER A	SUMMER B	SUMMER C	
		Greater than or equal to 4	STUDENT CAN WORK THE ENTIRE SUMMER AS FWSP
Greater than or equal to 2	Greater than or equal to 2		STUDENT CAN WORK THE ENTIRE SUMMER AS FWSP
Greater than or equal to 4			STUDENT CAN ONLY WORK SUMMER A AS FWSP
	Greater than or equal to 4		STUDENT CAN ONLY WORK SUMMER B AS FWSP

BREAK TERM EMPLOYMENT

FEDERAL WORK STUDY AND ENROLLMENT (CONTINUED):

Students must be registered halftime during their break term to work as FWSP.

The following table constitutes halftime enrollment for Innovation Academy students working under FWSP:

INNOVATION ACADEMY		
UNDERGRADUATE FALL ENROLLMENT		
TERM	TOTAL CREDITS REGISTERED BY TERM	WORK ELIGIBILITY BASED ON ENROLLMENT
FALL	12+	STUDENT CAN WORK AS FWSP
	9-11	
	6-8	
	Below 6	STUDENT CAN WORK AS STAS ONLY

HIRING STUDENT EMPLOYEES
Non-International Population

GATORSTART:

DEPARTMENT

| OPTIONAL: COMPLETE NEW HIRE DEMOGRAPHIC FORM *(NOT NECESSARY FOR STUDENT EMPLOYEES AS THE INFORMATION IS ALREADY IN THE DIRECTORY)* | → | OPTIONAL: BACKGROUND CHECK *(RECOMMENDATION: RECEIVE RESULTS BEFORE INPUTTING THE EPAF)* | → | LOG IN TO MYUFL & COMPLETE HIRE AN EMPLOYEE EPAF *(ENSURE PERSONAL & IDENTITY INFORMATION IS CORRECT & IF APPLICABLE, SELECTIVE SERVICE REGISTRATION)* | → | FAX ANY ADDITIONAL FORMS TO EPAF DOCUMENT IMAGING *(FOR EX: NOTARIZED 2-IN-1 FORM, OPS APPLICATION, BACKGROUND CHECK)* | → | FIRST DAY OF HIRE: COMPLETE SECTION 2 OF THE FORM I-9 VIA GATORSTART *(BY LAW, MUST BE COMPLETED BY 3RD DAY OF HIRE DATE)* |

APPLICANT RECEIVES AUTOMATIC EMAIL AFTER ORIGINATOR COMPLETES THE EPAF

APPLICANT

| CHECK EMAIL FOR GATORSTART LINK | → | COMPLETE & SUBMIT NEW HIRE PAPERWORK ONLINE | → | FIRST DAY OF HIRE: BRING ORIGINAL DOCUMENTS TO PRESENT FOR THE FORM I-9 |

STUDENT EMPLOYMENT

| REVIEW EPAF *(IF APPLICABLE, RECYCLE TO DEPARTMEN IF CHANGES/ CORRECTIONS ARE NEEDED)* | → | APPROVE EPAF |

Please refer to the http://www.hr.ufl.edu/training/myUFL/toolkits/addpay.asp site for additional information on:

- Hiring at UF: GatorStart and Hire an Employee ePAF
- GatorStart: Employee Hire Packet
- GatorStart: Section 2 of I-9 for Departments

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HIRING STUDENT EMPLOYEES
Non-International Population

FREQUENTLY ASKED QUESTIONS

QUESTION	ANSWER
When creating a new hire ePAF, how soon will the applicant receive the email to complete the new hire forms?	If the ePAF was created by the originator before 12pm, the student will receive the email between 12pm-5pm. If the ePAF was created by the originator after 12pm and before 6pm, then the applicant will receive the email after 6pm. Any ePAFs created by the originator after 6pm, the applicant will receive the email between 12pm-5pm on the following day. However, emails do not run on Friday evenings due to payroll processing. As a result, applicants can expect to receive emails between Sunday to Monday (before 5pm).
My applicant completed and submitted the new hire forms via GatorStart, when will the completion be posted in PeopleSoft?	The new hire paperwork submission will be posted in PeopleSoft at 6am on a daily basis. For example, if an applicant completed and submitted the new hire forms at 3pm, the completion will be posted in PeopleSoft at 6am the following day.
I want to fax forms that need to be included in the personnel file (e.g. 2-in1 Form), but I can't locate the ePAF Fax Cover sheet, what do I do?	If you don't have the ePAF Fax Coversheet, please forward any documents that may need to be included in the employee personnel file directly to HRS Scanning via fax at 352-846-0667 or mail at PO BOX 115002 or you may drop it off at HR Services, 903 W. University Avenue (secure night drop-off box available).
Some students say that they haven't received the link to complete the new hire forms via GatorStart. How can we assist?	In the PeopleSoft directory, students' email addresses are already prepopulated with their ufl email address. Please ensure that the student is checking that account. If the student still cannot locate the email with the GatorStart link, you may resend it accessing the GatorStart Onboarding Webmanager and I-9 Management website. You may locate the site in MyUFL by clicking the following : Main Menu > UF Departmental Administration> GatorStart.
Do we still have to ePAF image the documents used on the Form I-9? How about the Social Security Card for the W-4?	No, you do not need to attach copies of the documents presented for the Form I-9 or the Social Security Card for the W-4.
Is Selective Service registration a requirement for employment?	Yes, it is, all U.S. male citizens over 18 must be registered with Selective Service. To ensure that an applicant is registered, please check the following website: http://www.sss.gov/default.htm. Non-registered applicants can register through this website as well.

HIRING INTERNATIONAL STUDENTS

EMPLOYMENT LETTER REQUIREMENT FOR SOCIAL SECURITY CARD:

In order to be hired at the University of Florida, international students must have a Social Security Number (SSN). If they do not already have one, they will need a letter from you, their employer, on company letterhead, to take to the International Center and the Social Security Office in order to submit an application for an SSN card.

SSN REQUIREMENTS FOR EMPLOYMENT OF FOREIGN NATIONALS :

Nonresident Aliens must have either a U.S. Social Security Number (SSN) or an IRS Individual Taxpayer Identification Number (ITIN). Visit the Human Resource Services website at www.hr.ufl.edu/academic/foreign.asp for more information on the process for employment of foreign nationals awaiting their assigned social security numbers.

PAPERWORK REQUIREMENTS:

Once the international student receives their Social Security card, you can hire them as a STAS. When you start the paperwork process for an international student, you and the student must complete a Foreign National Tax Information Form that can be found at http://www.fa.ufl.edu/wp-content/uploads/2012/03/fa-uts-fninfo.pdf (Please note that this form also requires supplemental documentation). After completion, send it to University Tax Services, P.O. Box 113201. After Tax Services processes the paperwork, they will return the following forms to you: *PeopleSoft Tax Withholding Information Form (PTWIF), Treaty Analysis Log (Windstar), W-4 and, if applicable, the W-9 and/or Tax Treaty.* You will need to attach copies of all documents, including the student's I-20 or DS-2019, visa, passport, I-94, social security card, and the additional required hiring forms (See below for further information) to the new hire ePAF.
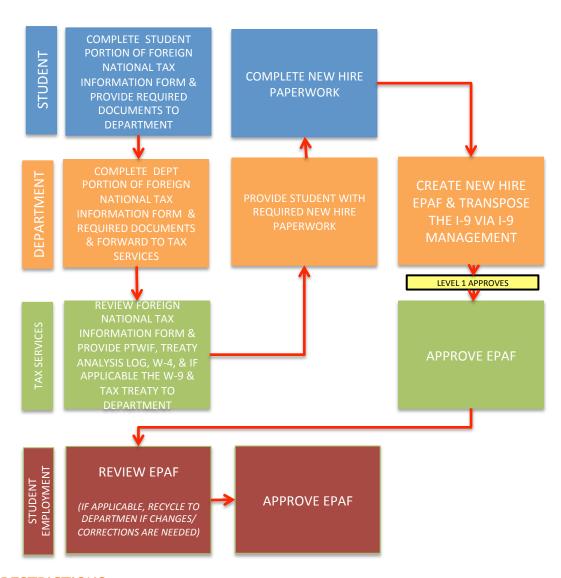
REQUIRED PAPERWORK FOR NEW HIRE ePAFS:

Via ePAF imaging, you must include copies of the following documents.

- PeopleSoft Tax Withholding Information Form (PTWIF)
- Treaty Analysis Log (Windstar)
- Form W-4
- Form W-9 (if applicable)
- Tax Treaty (if applicable)

PROVIDED BY TAX SERVICES

- OPS Application
- Direct Deposit Authorization Form (along with supporting document)
- 4-in-1 Form (needs to be notarized)
- Form I-9 (must also be transposed electronically via I-9 Management)
- Passport
- Visa
- I-94
- Social Security Card
- Form I-20 (for F-1 visa students only)
- DS-2019 (for J-1 visa students only)

HIRING INTERNATIONAL STUDENTS

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STUDENT:
  [COMPLETE STUDENT PORTION OF FOREIGN NATIONAL TAX INFORMATION FORM & PROVIDE REQUIRED DOCUMENTS TO DEPARTMENT]
  [COMPLETE NEW HIRE PAPERWORK]

DEPARTMENT:
  [COMPLETE DEPT PORTION OF FOREIGN NATIONAL TAX INFORMATION FORM & REQUIRED DOCUMENTS & FORWARD TO TAX SERVICES]
  [PROVIDE STUDENT WITH REQUIRED NEW HIRE PAPERWORK]
  [CREATE NEW HIRE EPAF & TRANSPOSE THE I-9 VIA I-9 MANAGEMENT]

TAX SERVICES:
  [REVIEW FOREIGN NATIONAL TAX INFORMATION FORM & PROVIDE PTWIF, TREATY ANALYSIS LOG, W-4, & IF APPLICABLE THE W-9 & TAX TREATY TO DEPARTMENT]
  [LEVEL 1 APPROVES]
  [APPROVE EPAF]

STUDENT EMPLOYMENT:
  [REVIEW EPAF (IF APPLICABLE, RECYCLE TO DEPARTMEN IF CHANGES/ CORRECTIONS ARE NEEDED)]
  [APPROVE EPAF]
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HOURS RESTRICTIONS:

According to Immigration and Naturalization Service regulation 8 CFR 214.2(f)9(I): "…employment authorized under this paragraph must not exceed twenty hours a week while school is in session" (Fall and Spring terms).   However, during the Summer term and on official school breaks, international students may work on campus full-time.

ADDITIONAL PAY/LUMP SUM PAYMENTS:

Nonresident Aliens are not allowed to receive Additional Pay/Lump Sum Payments since their VISA status limits them to working 20 hours per week during the Fall and Spring terms and a maximum of 40 hours per week during Summer. The hours worked per week must be monitored closely to ensure compliance. Additional Pay/Lump Sum payments do not have an FTE thus making it difficult to account for the hours worked for receipt of the Additional Pay/Lump Sum payment.

If you are considering an Additional Pay/Lump Sum Payment to an NRA, you should contact Tax Services and Student Employment before any commitment of payment is made.

STUDENT WORKPLACE POLICIES

ABSENCES

If a student will be late or absent from work, it is their responsibility to notify their supervisor. If they have something unexpected happen that will cause them miss to work or be late, the student must contact their supervisor to inform them when s/he can expect their return. Always inform your student employees regarding any specific attendance policy(ies) of your department.

APPEARANCE

Although UF has no specific dress code, student employees are expected to dress appropriately and in a manner consistent with UF's public interests. Please speak to your student employees regarding acceptable attire in your work area.

BREAKS/REST PERIODS

Student employees who work four consecutive hours are entitled to and should take a 15-minute rest period whenever possible. Rest periods may not be accumulated to extend a lunch break, arrive late, or leave early. The lunch break is set by the supervisor. Employees at the University work a variety of schedules and are permitted varying amounts of time for lunch depending upon their regular working schedule.

INJURIES

If a student employee is injured during working hours, the employee, the immediate supervisor, and the departmental safety coordinator must contact the UF Worker's Compensation Office before the employee goes to an authorized medical provider, unless the employee's injury requires emergency medical care. The Worker's Compensation telephone number is (352) 392-4940; TDD 1-800-955-8771; FAX (352) 392-8329.

DRUG-FREE WORKPLACE POLICY

The following are required of the University of Florida and its employees:

1. An employee shall notify his or her supervisor or other appropriate management representative of any criminal drug statute conviction for a violation occurring in the workplace no later than five days after such conviction.

2. The university shall notify any federal contracting agency within ten days of having received notice that an employee engaged in the performance of such contract or grant has had a criminal drug statute conviction for a violation in the workplace.

3. The university will take appropriate action against any employee who is convicted for a violation occurring in the workplace or will require the employee's satisfactory participation in a drug abuse assistance or rehabilitation program.

GRIEVANCE PROCEDURES

Because UF encourages informal resolution of grievances and complaints, the employee should contact their immediate supervisor for help with resolution of any work-related concerns or misunderstandings. Should this type of informal resolution be unsuccessful, the employee should speak with the next level superior to discuss resolution. If the department is unable to resolve the problem, the employee may choose to initiate a formal grievance or complaint. Please contact the Student Employment Office for assistance.

RESIGNING

Should an employee plan to voluntarily resign from their position, they should give their supervisor at least two weeks notice. However, this practice is not mandatory.

STUDENT WORKPLACE POLICIES

SEXUAL HARASSMENT POLICY

The University of Florida is committed to maintaining a safe and comfortable workplace and academic environment. The Sexual Harassment Policy is available in the Office of Human Resource Services and its website at www.hr.ufl.edu/eeo. Sexual harassment of employees, students, or visitors will not be tolerated by the university.

Sexual harassment occurs in a variety of situations that tend to share a commonality: the inappropriate introduction of sexual activities or comments in a situation where sex would otherwise be irrelevant. Sexual harassment is a form of sex discrimination and a violation of state and federal laws as well as of the policies and regulations of the university.

The university's policy is to protect all members of the community from sexual harassment. As a result, the responsibility for reporting incidents of sexual harassment also must rest with all members of the university community. Any employee or student who has knowledge of sexual harassment is encouraged to report it to the director of Institutional Equity and Diversity. Employees with supervisory responsibility who have knowledge of sexual harassment are required to report the matter directly to a university official. Any co-worker or student who has knowledge of sexual harassment is strongly encouraged to report it promptly. It is the university's goal to process complaints of harassment in a prompt and responsive manner to enable appropriate corrective action.

Call the Institutional Equity and Diversity Office at (352) 392-1075 with your questions or concerns about sexual harassment, including information about reporting procedures. For information about training related to sexual harassment prevention, please visit www.hr.ufl.edu/eeo/training.htm.

ADDITIONAL RESOURCES

NEW HIRE FORMS

New Hire Demographic Form:
http://hr.ufl.edu/recruitment/forms/demographic%20form.pdf

Form I-9:
http://www.hr.ufl.edu/recruitment/forms/i-9_2012expire.pdf

W-4 Form: http://www.irs.gov/pub/irs-pdf/fw4.pdf

HR-50 "Four-In-One" Form:
http://www.hr.ufl.edu/recruitment/forms/fourinone.pdf

OPS Application:
http://www.hr.ufl.edu/recruitment/forms/opsapplication.pdf

Direct Deposit Form:
http://fa.ufl.edu/forms/pdf/fa-ps-dda.pdf

OTHER FORMS

Class Dismissal Form:
http://www.sfa.ufl.edu/isis/empl-0008-12_05.pdf

Class/Work Schedule:
http://www.sfa.ufl.edu/isis/empl-0006-0103.pdf

GPA Petition:
http://www.sfa.ufl.edu/isis/empl-0011-10-08.pdf

Hours Extension Form:
http://www.sfa.ufl.edu/isis/HoursExtension.pdf

Pay Rate Justification Form:
http://www.sfa.ufl.edu/isis/PayRateJustification_1_1_12.pdf

Timecard:
http://hr.ufl.edu/leave/forms/timecard.pdf

Transposing the Paper Form I-9 via I-9 Management:
http://www.sfa.ufl.edu/isis/NRA_Electronic_I9Guide.pdf

GatorStart Student Employee Hiring Process:
http://www.sfa.ufl.edu/publications/forms/

International Student Employee Hiring Process:
http://www.sfa.ufl.edu/publications/forms/

WEB RESOURCES

Career Resources Center:
http://www.crc.ufl.edu/

Institutional Equity and Diversity Office:
http://www.hr.ufl.edu/eeo/

International Center: http://www.ufic.ufl.edu

ISIS: http://www.isis.ufl.edu/

MyUFL: https://my.ufl.edu/ps/signon.html

Office of Human Resource Services:
http://hr.ufl.edu/

Student Financial Affairs:
http://www.sfa.ufl.edu/

University Payroll Services:
http://fa.ufl.edu/payroll/

Tax Services on Hiring International Students:
http://www.fa.ufl.edu/departments/payroll-tax-services/nonresident-alien-information/

MyUFL Toolkits:
http://www.hr.ufl.edu/training/myUFL/toolkits/default.asp

GatorJobs:
http://www.hr.ufl.edu/training/myUFL/toolkits/GatorJobs.asp

GatorStart:
http://www.hr.ufl.edu/training/myUFL/instructionguides/Hiring%20at%20UF.pdf

For more information, please contact:

University of Florida's Student Employment Office
Student Financial Affairs
Division of Enrollment Management

S-107 Criser Hall
P.O. Box 114025
Gainesville, FL 32611-4025
Telephone: (352) 392-0296
Fax: (352) 392-2861
Email: Student_Employment@sfa.ufl.edu