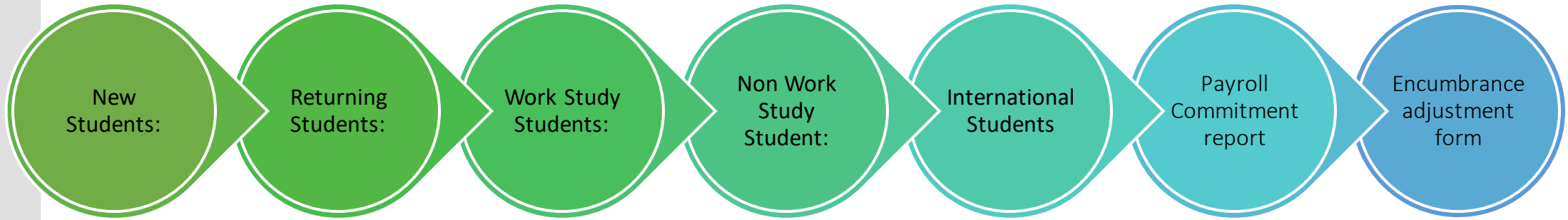
A nighttime photograph of a university campus. On the right, a tall, dark building is illuminated from within, showing a grid of windows. To the left, a church steeple is visible against the twilight sky. The foreground shows trees and a body of water reflecting the lights.

RAPID STUDENT
HIRE TRAINING
AUGUST 11, 2022

PRESENTED BY STUDENT EMPLOYMENT
& HUMAN RESOURCES



RAPID STUDENT HIRE (RSH)

A TEMPLATE FOR DEPARTMENTS TO HIRE UNDERGRADUATE STUDENTS

- RSH can only be used to hire undergraduates that are US Citizens with pay rates less than \$18.00
- The dates are defaulted for the academic year (9/4/22-5/27/23) Please make sure to change the start date when entering students into RSH throughout the academic year
- The system will generate a record number each time you hire a student in RSH (please note the sequence number in RSH is not the record number)
- Do not send a SPAF Student Personal Action Form if you have successfully entered the student in RSH only send the completed hire packet with the students Employee ID on the top right-hand corner of the checklist
- RSH is a snapshot at the time of entry of the student hire, you cannot update or change anything in RSH once you hit submit

New Students

- New (**domestic**) students that have never worked on campus before or students who have not worked on campus within the past year must complete an [Undergraduate hire packet](#) – before they can begin working and be entered into the RSH.
- The department is the Appointing Authority which is responsible for making sure all required forms are completed for each new student employee working in your department.
- The hiring department (appointing authority) is responsible for providing & receiving the entire new hire packet and is specifically responsible for completing page 2, Section 2, of the I-9 form, then sending the entire new hire packet, after Rapid Student Hire entry is successful, to HR, Room 325 Whitmore. (This includes making copies of the original verifying documents used to complete the I-9 form i.e: SSN card, Passport, etc.)
- Please write the new Employee ID on the top right-hand corner of the checklist.
- Yes, Direct deposit is mandatory for all University employees including students.

RSH Data Q | 1 of 1 | View All

SSN: Empl ID: **NEW** Seq Nbr: 1 + -

*Template: Q

Begin Date: 📅 Stop Date: 📅 Action / Reason: HIR / HIR

*Dept ID: Q

*Location: Q

Supervisor: Q

Reports To: Q

Tax Loc:

Federal Tax Data

EXEMPT

Withholding Allowances:

Additional Amount:

Tax Marital Status

Single

Married

State Tax Data

EXEMPT

Withholding Allowances:

Additional Amount:

New Student: do not enter the student in RSH until you have the completed hire packet from the student with the acceptable documents needed for you to sign off on the I-9 form

Returning Students: If a student was previously entered in the system with a SPAF, RSH will only show the students name and HR ID. Go to FERPA JOB to review the last time the student was active to determine if they will need to update their M4, W4 and direct deposit or need to complete an undergraduate hire packet before entering in RSH.

If they were previously hired in RSH you will see the previous records and can review the last time worked.

SA
Emplid: [redacted] Business Unit: UMAMH

RSH student previously hired with a SPAF

RSH Data [Search] | [Navigation] | 1 of 1 | View All

SSN: [redacted] Empl ID: 1026 Seq Nbr: 1 [+ -]

*Template: [Search]

Begin Date: [Calendar] Stop Date: [Calendar] Action / Reason: HIR / HIR

*Dept ID: [Search]

*Location: [Search]

Supervisor: [Search]

Reports To: [Search]

Tax Loc:

Federal Tax Data

EXEMPT Withholding Allowances: 0 Tax Marital Status: Single Married

Additional Amount: [Input]

State Tax Data

EXEMPT Withholding Allowances: 0

Additional Amount: [Input]

Student hired in RSH previously

RSH Data [Search] | [Navigation] | 1 of 10 | View All

SSN: [redacted] Empl ID: 1024 Seq Nbr: 10 [+ -]

*Template: SNWS FY2022/23 Summer Non WorkStudy

Begin Date: 05/15/2022 Stop Date: 09/03/2022 Action / Reason: HIR / HIR

*Dept ID: A227000 Enrollment Management Ops

*Location: BLDG0118 Whitmore Admin Building

Supervisor: [redacted]

Reports To: [redacted]

Tax Loc: MA

FERPA Job: to verify the last time a student worked look at **all records** and the effective date

< FERPA Addresses FERPA Phones FERPA Email Adrs **FERPA Job** FERPA Photo

ID: 1024

Employee | Search | Navigation | 2 of 10 | View All

| | | | | | |
|-----------------------|----------------------------|-----------------------|------------|-------------|---|
| Payroll Status | Terminated | Effective Date | 08/23/2020 | Rcd# | 1 |
| Business Unit | UMAMH Univ of Mass Amherst | | | | |
| Business Title | Student Employee | | | | |
| Job Title | Student Employee | | | | |
| Position Title | | | | | |
| Department | Enrollment Management Ops | Telephone | | | |
| Location | Robsham Visitors Center | Mail Drop | B05D.F21 | | |

Campus | Search | Navigation | 1 of 2 | View All

| | | | |
|------------------|------------------|-------------------|--|
| Campus ID | Global Unique ID | Student ID | |
|------------------|------------------|-------------------|--|

FERPA Navigation:
Umass Custom, Workforce Administration,
Review FERPA Display, FERPA Job tab

Returning Students: verify last time worked
Review FERPA Display, FERPA Job tab before entering in RSH

If it has been less than 4 months since student has worked no paperwork needed.

If it has been more than 4 months since the student has worked, they need to complete the W4, M4 and direct deposit.

If it has been more than a year since the student has worked, they will need to complete another [undergraduate hire packet](#)

Work Study

STUDENTS MUST COMPLETE A FAFSA EVERY YEAR TO BE CONSIDERED FOR FEDERAL WORK STUDY WHICH IS A NEED-BASED AWARD.

STUDENTS MUST BE ENROLLED IN A DEGREE PROGRAM AND REGISTERED FOR AT LEAST 6 CREDITS (DURING THE ACADEMIC YEAR) AND MAINTAIN A GPA OF AT LEAST A 2.0

DURING THE ACADEMIC YEAR STUDENTS HAVE THE FIRST 8 WEEKS OF THE SEMESTER TO SECURE A JOB OR THE AWARD IS CANCELLED

DEPARTMENTS ARE CHARGED 30% OF THE STUDENT'S EARNINGS

STUDENTS ARE NOT ALLOWED TO WORK DURING SCHEDULED CLASSES OR MORE THAN 8 HOURS A DAY

YOU CANNOT CHARGE OVERTIME TO WORK STUDY

STUDENTS CAN USE THEIR WORK STUDY AT ONE OF OUR REGISTERED OFF CAMPUS AGENCIES

Work Study:
You can view on
the RSH Data 2
tab if the student
has work study

The screenshot displays a web application interface with three tabs: "RSH Data 1", "RSH Data 2" (selected), and "RSH Data 3". A red arrow points to the "RSH Data 2" tab. Below the tabs, there is a section for "HR/SA Student ID" with fields for "SA Emplid:" and "Business Unit: UMAMH". Below that is a "RSH Data" section with a search bar and navigation controls. The main data area includes fields for "SSN:", "Empl ID:", "Seq Nbr: 1" (with plus and minus buttons), "*Comp Rate:", "Department Earnings 100%:" (with a value of "4000.00" and a red arrow pointing to it), "*Mail Drop:", "*Account:" (with a search icon and a percentage sign), and "Work Study Match" (with a percentage sign). On the right side, there are two summary items: "Work Study Maximum Earnings" (with a value of "4000.00" highlighted in yellow and a red arrow pointing to it) and "Work Study Department Charge".

Work Study: you may receive this message when trying to hire a work study student either all the students work study is currently encumbered or the student has earned all their work-study award

RSH Data | 2 of 8

SSN: Empl ID: Seq Nbr: 8

*Template: SWS3 FY2022/23 Summer Work Study

Begin Date: Stop Date: Action / Reason: HIR / HIR

*Dept ID:

*Location:

Supervisor:

Reports To:

Tax Loc:

ERROR: Student has NO REMAINING Work Study money available.
The PeopleCode program executed an Error statement, which has produced this message.

OK

Non-Work Study

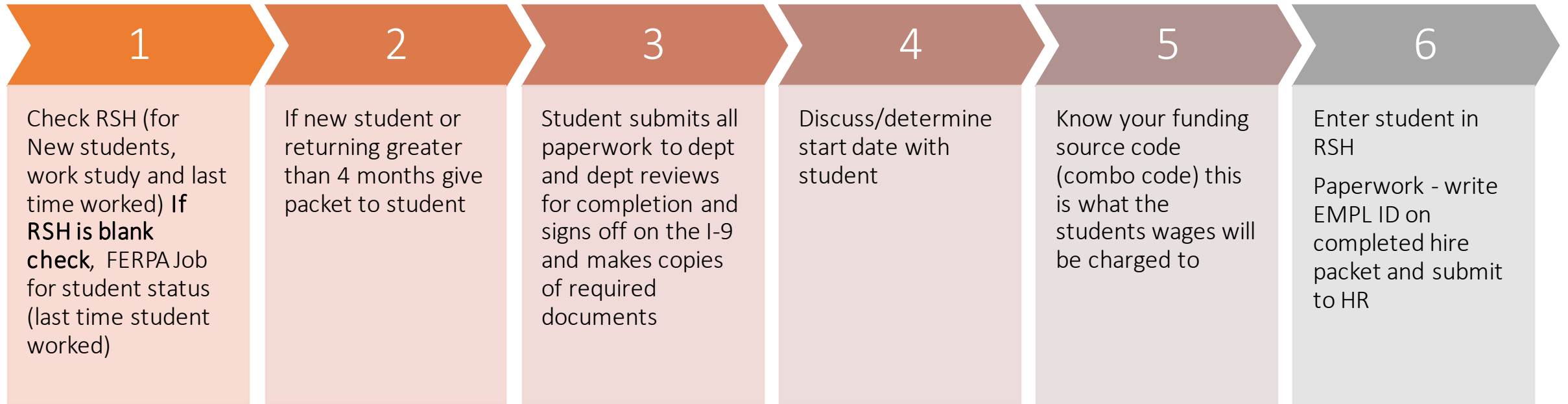
WHEN YOU CHOOSE TO HIRE A STUDENT AS NON-WORK STUDY, BUT THE STUDENT HAS WORK STUDY YOU WILL RECEIVE THE MESSAGE BELOW JUST HIT OK AND CONTINUE TO HIRE AS NON-WORK STUDY. IT IS JUST TO NOTIFY YOU THAT THE STUDENT QUALIFIES FOR WORK STUDY.

Warning -- WARNING: Student is qualified for Work Study financial aid. Work Study TEMPLATE needs to be selected.

The PeopleCode program executed a Warning statement, which has produced this message.

OK

Checklist for entering students into RSH



International Students

In RSH you will receive an error message for any VISA type.
Please go to FERPA job to verify EMPL ID number before completing the **SPAF**



Visa Type of F1 NOT allowed in this STUDENT Hire process. NOTIFY Central Payroll.

The PeopleCode program executed an Error statement, which has produced this message.

OK

ACTION / Reason: PIR PIR

International students: Cannot be hired in RSH. Please note that the system has generated a generic number in RSH for International students.
Do not use this number on the SPAF to verify if the student has worked on campus previously to get the correct EMPL ID go to FERPA job panel

RSH Panel

HR/SA Student ID

SA Emplid: **3215** Business Unit: UMAMH

RSH Data

SSN: Empl ID: **10039843** Seq Nbr: 1 + -

*Template: | Q

Begin Date: | Stop Date: | Action / Reason: HIR / HIR

*Dept ID: | Q

*Location: | Q

Supervisor: | Q

Reports To: | Q

Tax Loc:

Note: A blue arrow points from the text "GENERIC ID" to the Empl ID field "10039843".

FERPA job panel

ID: **1026**

Employee

Payroll Status: Terminated Effective Date: 05/15/2022 Rcd#: 0

Business Unit: UMAMH Univ of Mass Amherst

Business Title: Student Employee

Job Title: Student Employee

Position Title:

Department: Enrollment Management Ops Telephone:

Location: Whitmore Admin Building Mail Drop: M50..JB3

Campus

Campus ID: Amherst SA System Student ID: **3215**

International Students





When hiring NEW International students complete a SPAF and attach it to the new student hiring packet for the student to complete




send the student to HR with the SPAF and new hire packet International student employees generally need to show the following documents for the I-9 form to be completed in HR original unexpired passport, original I-20 for F1 Visa or DS2019 for J1 Visa holders or I-94 form (I-94 is their official arrival record and can be printed from this webpage <https://i94.cbp.dhs.gov/I94/#/home>)




When completing the SPAF email Laura Macsuga with the students SPIRE ID so she can enter them into the Glacier system which is required for tax compliance email Laura with any questions regarding this process



When to use A Student Personal Action Form (SPAF)



- For hiring International students
 - If pay rate is more than \$18.00 per hour send to SPAF to **Student Employment Office (SEO)** with job description for approval
 - For increases in hourly rates, funding changes, and terminations prior to the appointment end date
 - When receiving an error message when hiring in RSH (please make a note on SPAF regarding what the error message is).
 - If the error message is a Budget Error - Call Tami @ ext. 5-6120 with new HR Account Code for her to try to activate it for you before completing/submitting an SPAF
 - When terminating a work study student that hasn't earned their encumbered work study send SPAF to Paula Wetherby in SEO, so that the unearned work study can be released prior to student being terminated
 - Email work study SPAF's to Paula Wetherby wetherby@umass.edu
 - Submit non work study SPAF's to Tami O'Malley, upload your forms here: [Upload Undergraduate PAF's here](#)
- 

When submitting changes on SPAF

RSH Data **Rapid student hire panel** | 1 of 1 | View All

SSN: [redacted] Empl ID: [redacted] **Seq Nbr: 1** + -

*Template: ANWS **Do not use** ↑

Begin Date: 08/29/2021 Stop Date: 05/14/2022 Action / Reason: HIR / HIR

*Dept ID: A090700 Polymer Science & Engineering

*Location: BLDG0027 Conte Polymer Research Center

Supervisor: [redacted] [redacted]

Reports To: [redacted]

Tax Loc: MA

Federal Tax Data State Tax Data

Employee **FERPA screen** | 1 of 1 | View All

Payroll Status: Terminated Effective Date: 05/15/2022 **Rcd# 0**

Business Unit: UMAMH Univ of Mass Amherst

Business Title: Student Employee

Job Title: Student Employee

Position Title:

Department: Polymer Science & Engineering

Location: Conte Polymer Research Center

Telephone:

Mail Drop: M50..JB6

Use ↑

Use record # not sequence

to view the record # go to FERPA job, job data or your timesheet
the record number is required when submitting changes on SPAF, encumbrance adjustment form,
and late pays.

Alerts/Error Messages in RSH

Graduate Students: Students not allowed in the Rapid Student Hire Process

Invalid Value (budget): the value entered in the field does not match one of the allowable values, then you will receive a 2nd message when you hit OK

Error Changing Value: (UM_CI_DEPT_BUDGETDEPT_BUDGET(1)DEPT_BUDGET_ERN(1)ACCT_(D) An error occurred while changing the value of the field

Non-Work Study template: WARNING student is qualified for work study financial aid work study template needs to be selected

Work Study template: Student has no more remaining work study available

International Students: Visa type of F1, J1 etc. Not allowed in the Rapid Student Hire Process



Payroll Commitment Report

Reporting tools/Report Manager:

A new report is available every payday in report manager any other day click on Explorer tab, Commitment Acctg-A this report is available as a PDF or an Excel File

Shows you on a biweekly basis the amount encumbered, earned and remaining amount in budget (in hours) for active students.

Payroll Commitment Report:

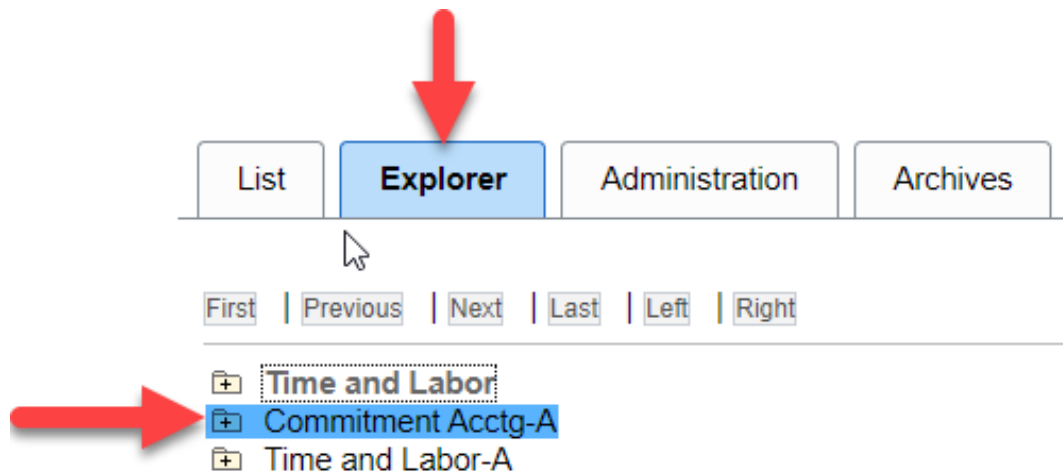
Reporting tools, report manager
(on Fridays we are paid)



Reports

| | Report | Report Description | Folder Name | Completion Date/Time |
|---|--|--|--------------------|----------------------|
| 1 | UMTL679 | DELETE BLANK TRC/0 HRS | Time and Labor | 08/05/22 |
| 2 | UMCA801 [3023] - UMCA801B Payroll Commitment Report 706.xlsx | UMCA801 [3023] - UMCA801B PAYROLL COMMITMENT REPORT 706.XLSX | Commitment Acctg-A | 08/04/22 |
| 3 | UMCA801 [3023] - UMCA801B Payroll Commitment Report 706.pdf | UMCA801 [3023] - UMCA801B PAYROLL COMMITMENT REPORT 706.PDF | Commitment Acctg-A | 08/04/22 |
| 4 | UMTL702A [2] - UMTL702A T&L Schedules Needed.xlsx | UMTL702A [2] - UMTL702A T&L SCHEDULES NEEDED.XLSX | Time and Labor | 08/04/22 |
| 5 | UMTL702A [2] - UMTL702A T&L Schedules Needed.pdf | UMTL702A [2] - UMTL702A T&L SCHEDULES NEEDED.PDF | Time and Labor | 08/04/22 |





First | Previous | Next | Last | Left | Right

+ Time and Labor

+ Commitment Acctg-A

- [UMCA801 [3011] - UMCA801B PAYR - 2022-07-07-19.47.40.381821]
- [UMCA801 [3011] - UMCA801B PAYR - 2022-07-07-19.48.50.914572]
- [UMCA801 [3012] - UMCA801B PAYR - 2022-06-23-18.48.58.986910]
- [UMCA801 [3012] - UMCA801B PAYR - 2022-06-23-18.49.58.931546]
- [UMCA801 [3015] - UMCA801B PAYR - 2022-06-09-18.36.41.233578]
- [UMCA801 [3015] - UMCA801B PAYR - 2022-06-09-18.37.28.100261]
- [UMCA801 [3018] - UMCA801B PAYR - 2022-05-12-19.21.05.193321]
- [UMCA801 [3018] - UMCA801B PAYR - 2022-05-12-19.27.58.871391]
- [UMCA801 [3019] - UMCA801B PAYR - 2022-07-21-19.14.30.570681]
- [UMCA801 [3019] - UMCA801B PAYR - 2022-07-21-19.15.25.142781]
- [UMCA801 [3023] - UMCA801B PAYR - 2022-08-04-19.05.44.264662]
- [UMCA801 [3023] - UMCA801B PAYR - 2022-05-26-19.19.10.522357]
- [UMCA801 [3023] - UMCA801B PAYR - 2022-08-04-19.06.47.301942]
- [UMCA801 [3023] - UMCA801B PAYR - 2022-05-26-19.20.32.388854]

Payroll Commitment Report: Reporting tools, report manager then click on the Explorer Tab, then Commitment Acctg A

| RptID | BU | Deptid | PayEndDt | MinOT | Emplid | RcdNo | Name | Erncd | AcctCd | HrlyRt | PCT | BudgetA | GrsYtd | AmtRO | HrRem | Desc | PaidDt |
|----------|-------|---------|------------|-------|----------|-------|----------------------|-------|---------|--------|--------|----------|--------|----------|--------|------|------------|
| UMCA801B | UMAMH | A555100 | 2022-06-04 | 40 | 12345678 | 4 | Boston Red Sox | SSW | A149385 | 14.25 | 70.00 | 2,800.00 | 0.00 | 2,800.00 | 280.70 | | |
| UMCA801B | UMAMH | A555100 | 2022-06-04 | 40 | 12345678 | 4 | Boston Red Sox | SSW | A178745 | 14.25 | 30.00 | 1,200.00 | 0.00 | 1,200.00 | 280.70 | | |
| UMCA801B | UMAMH | A555100 | 2022-06-04 | 40 | 23456789 | 0 | New England Patriots | SSW | A134506 | 14.25 | 30.00 | 120.00 | 34.20 | 85.80 | 20.07 | *H | 2022-06-04 |
| UMCA801B | UMAMH | A555100 | 2022-06-04 | 40 | 23456789 | 0 | New England Patriots | SSW | A149385 | 14.25 | 70.00 | 280.00 | 79.80 | 200.20 | 20.07 | *H | 2022-06-04 |
| UMCA801B | UMAMH | A555100 | 2022-07-30 | 40 | 32165498 | 0 | Boston Celtics | SSW | A134506 | 14.25 | 30.00 | 40.91 | 146.79 | -105.88 | -7.43 | *\$ | 2022-07-30 |
| UMCA801B | UMAMH | A555100 | 2022-07-30 | 40 | 32165498 | 0 | Boston Celtics | SSW | A149385 | 14.25 | 70.00 | 95.46 | 95.46 | 0.00 | -7.43 | | 2022-07-30 |
| UMCA801B | UMAMH | A555100 | 2022-06-04 | 40 | 98765432 | 3 | Boston Bruins | | A126621 | 14.25 | 100.00 | 100.00 | 114.00 | -14.00 | -0.98 | *\$ | |

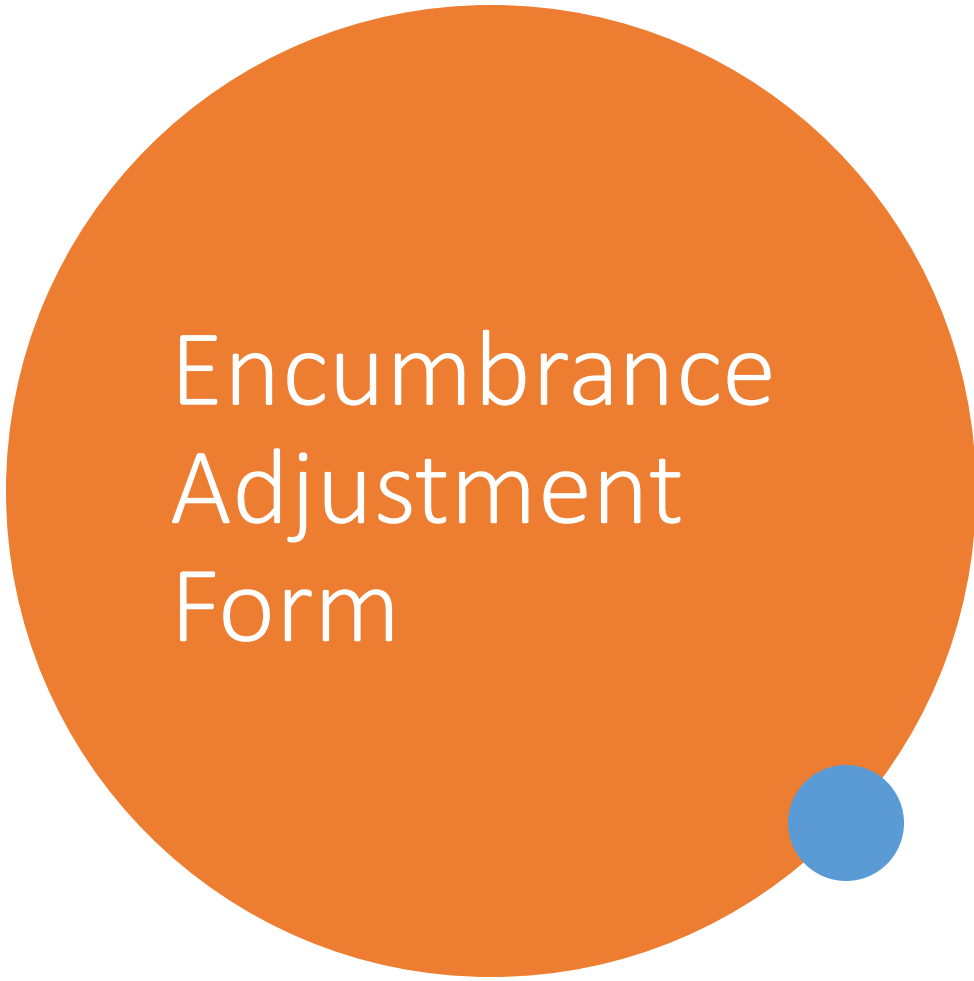
The payroll commitment report keeps track of the total amount earned, the number of hours remaining based on the amount encumbered on a bi-weekly basis there is also an hour threshold of 40 hours you will see an (H) once it is below 40 hours remaining and a (\$) if you have gone over the amount encumbered



- [Encumbrance Adjustment Form](#)

- Navigation: Student Employment Office website, For Employers, under On-Campus employers

- Use to increase or decrease work study encumbrances
- The released money will show in rapid student hire the same day it is released in Human Resources
- Email a SPAF to Paula if terminating the student not an encumbrance adjustment form



Encumbrance Adjustment Form

Advertising Student jobs

Advertise available student positions by using the following link: <https://www.umass.edu/umfa/seo>

(enter generated code it will bring you to the hiring template)

Please keep note of your job number for future use, of posting, updating and cancelling your positions

All positions will stay listed for 45 days unless you go into system to cancel.

Please answer the questions when cancelling the position this information is required for our yearly federal reporting.

Departments must keep on file a copy of all job descriptions for each work study student they hire as part of federal work study requirements

Tips

- Use this wording to email staff in your department: Please email me with the names and student ID's you would like to hire this academic year before you allow students to begin working so I can verify if they need to complete any hire paperwork. The academic year employment dates are Sept 4, 2022-May 27, 2023.
- Do not encumber the full work study award if hiring students on grants with end dates throughout the semester, calculate how many hours the student works weekly related to the grant end date to determine the amount of the encumbrance.
- Communicate with the student prior to encumbering the students work study award to verify they can return to work for your department this academic year.
- Please note if you hire work study students for one semester the record will automatically terminate on that date and the unearned work study will be sitting in that account. Hire them for the whole year.
- Monitor the payroll commitment report on a biweekly basis to know when to create a non-work study record in RSH and terminate the work study record with a SPAF.
- Submit an encumbrance form for active students needing increase / decrease of their work study award and a SPAF for terminations of unearned work study.

Student hire packet:(1-61 pages) student needs to complete the following 6 forms included in the first 14 pages of the hire packet, although the student should review the remaining pages in the packet .

I-9 Form: student completes section 1 and signs and dates, department signs/certifies section 2 with the acceptable photocopies of the documentation from student

Not covered by Social Security: student completes top and signs the bottom

Conditions of Employment: student completes bottom

W4 Federal withholding Certificate: student completes and signs

M4 Massachusetts withholding Certificate: student completes and signs

Direct Deposit Authorization: student completes and signs

Acronyms

- ANWS= Academic Non-work study
- AWS3= Academic work study
- ESC=Employee Service Center
- FAFSA= Free Application for Federal Student Aid
- I-9= Employment Eligibility Verification Form
- M4= Massachusetts withholding Tax Form
- RSH= Rapid Student Hire
- SEO= Student Employment Office
- SPAF= Student Personal Action Form
- STASH= Student Academic Student Hourly
- STAWS= Student Academic Work Study
- SWS3= Summer work study
- W4= Federal withholding Tax Form
- WS= Work Study



Links

&

Navigation in HR

- HR Direct: www.umass.edu/humres/
- Academic Hire Packet: [Hire Package for Undergraduate Student Employees](#)
- SPAF: [Student Personnel Action Form 08-08-2022.pdf](#)
- [FORM I-9 Instructions for Employees and Notaries Public](#)
- DUO Multi-Factor: <https://www.umass.edu/it/support/authentication/duomultifactorauthenticationenrollmentanduse>
- [Student Employment | UMass Amherst](#)
- Post a job: [UMass Amherst Student Job Posting](#)
- [Encumbrance Form](#)
- FAFSA: <https://studentaid.gov/h/apply-for-aid/fafsa>

- **Rapid Student Hire:** UMass Custom, Workforce Administration, Rapid Student Hire
- **FERPA:** UMass Custom, Workforce Administration, Review FERPA Display, FERPA Job tab
- **To find Record #:** Workforce Administration, job information, job data or FERPA or you can see it on timesheet
- **Payroll Commitment Report:** Reporting tools, reporting manager (on Fridays we are paid)
- **Payroll Commitment Report:** Reporting tools, reporting manager, click on explorer tab, then commitment Acctg A (after pay day Fridays)

Student Employment & Human Resources

- **Student Employment Office**
- seo@finaid.umass.edu
- **Paula Wetherby**
- wetherby@finaid.umass.edu
- Encumbrance adjustment forms, work study SPAF's payrate approvals greater than \$18.00
- **Odete Bernardo**
- obernardo@finaid.umass.edu
- Job board advertising, updates and cancellations
- **Tami O'Malley**
- tomalley@admin.umass.edu
- Undergraduate appointments
Send SPAF"s to (link)
- (Examples: change of funding, rehire International, change in hourly rate, etc)
- Laura Macsuga
- macsuga@admin.umass.edu
- Glacier – for international employees
- **Jessica Guernsey**
- guernsey@umass.edu
- Graduate appointments