

ACADEMIC YEAR STUDENT EMPLOYMENT

The Rapid Hire panels for academic year student employment will be available for update as of Wednesday, August 25, 2004.

On the “Hire Template”, the default effective dates for academic year appointments are Sunday, August 29, 2004 through Saturday, May 28, 2005. When you insert a new row, please be attentive to the effective dates of the appointment you are entering. When saving your record, you may see an information message that reads: “Warning – Benefit Record Number is not equal to Employment Record Number.” You may click “OK at this message.

PROCESSING PROCEDURES

For the majority of students, you can use the Rapid Hire panels to process their academic year student appointments, selecting either ASH (Academic Year Student Hourly) or ASW (Academic Year Student Workstudy) at the “Hire Template”.

The Rapid Hire panels cannot be used to process appointments under the following circumstances and you must complete a hardcopy Student Personnel Action Form (PAF):

- Student will be paid on a contract (stipend) basis instead of an hourly basis. A brief description of the job duties is required.
- The individual being hired is a graduate student being paid on an hourly basis. (Contact the Graduate School for the appropriate form.) *All graduate hourly appointments must be forwarded to the Graduate School prior to processing by Human Resources.*
- The hourly rate is \$12.00 per hour or more. A brief description of the job duties is required. *All appointments with an hourly rate of \$12.00 or more must be forwarded to the Student Employment Office prior to processing by Human Resources.*
- Student is on an F-1 or J-1 visa. (Please verify work authorization for all F-1 or J-1 visa students **prior** to having them begin work.)

A student on an F1 visa has INS document I-20. An I-20 indicates the period allowed for attendance and study at the University of Massachusetts Amherst. A student’s employment must fall within these dates. In addition, an F-1 student may work no more than 20 hours per week during each academic semester.

A student on a J-1 visa has INS document DS2019. The DS2019 document functions in the same manner as an I-20. It indicates the period allowed for attendance and study at the University. Similarly, a student’s employment must fall within the dates indicated on the DS2019. A J-1 student may work no more than 20 hours per week during each academic semester.

A PAF should be sent to Human Resources, Room 325, Whitmore Building at least one (1) week prior to the date the student is scheduled to start working. Contact the

Personnel Officer in your department, Dean's Office or executive area concerning approvals and procedures.

Documentation Required

New Employee – Students who have not previously worked on campus must complete the following forms

- **I9 Form** along with photocopies of acceptable documents. Please refer to the reverse side of the form for listings of acceptable documentation. (International students should provide an unexpired foreign passport with an I-551 stamp or attached I-94 and an I-20 (or DS2019))
- **Federal and State Tax Forms.** (International students should come to Human Resources, 325 Whitmore Administration Building to have a determination made regarding Tax Treaty status.)
- **Conditions of Employment Form.** This form may be found on the Human Resources web site at www.umass.edu/humres/.

The employing department is responsible for forwarding these forms to Human Resources within one (1) week after processing the appointment on the Rapid Hire panel or **stapling** them to the student PAF if a 'hard-copy' appointment form is being completed and forwarded to Human Resources.

Previous Employee - Students who have previously worked on campus do not generally need to fill out any forms. New tax forms are needed only if the student wants to adjust their withholding allowances or if they claimed Student Exemption from federal taxes in 2003 and have not yet re-filed for that exemption in 2004. International students, who are non-resident aliens, should refer to INS publication 519 (U.S. Tax Guide for Aliens) to determine tax status eligibility. Students should also make Human Resources aware of any change in address or direct deposit information.

SUMMER STUDENT APPOINTMENTS

The Rapid Hire template for summer student appointments will no longer be available as of Friday, August 20, 2004. If, after that date, you need to process a summer appointment for a student, please submit a PAF to Human Resources, 325 Whitmore Administration Building.

All **summer work-study** appointments must end as of Saturday, August 28, 2004. To continue employment for a student on work-study funds, please enter a new appointment (effective August 29, 2004) using the Rapid Hire panels. Note: **summer non-work-study** appointments may continue through Saturday, September 4, 2004.

Questions regarding work-study should be directed to the Student Employment Office at 545-1530. Questions regarding the processing of a student appointment may be directed to Barbara Stahelski (545-0244 or stahelsk@admin.umass.edu) or me (545-6106 or daggett@admin.umass.edu).