Info for hiring Work Study Students

Academic Work Study:

- Students must complete a FAFSA every academic year, work study is a need based award.
- Students must be enrolled in a degree program and be taking at least 6 credits
- Students have the first 8 weeks of the academic year to secure a job or the award is cancelled
- Academic award can only be earned during Academic award period
- Standard award is $2000.00 (this is based on funding)
- Departments are charged 30% of the students total earnings
- International students are not eligible for work study

Summer Work Study:

- The academic year FAFSA is used to award summer work study
- Students also need to submit a Summer Financial Aid application, which is available on the Financial Aid website every year after spring break
- Students do not need to be enrolled in summer classes to receive a summer work study award
- Students must have been enrolled in the spring and returning in the fall in same career
- Summer award can only be earned during summer award period
- Standard summer award is $3900.00 (this is based on funding)

New students:

- Students who have never worked on campus before need to complete a new hire packet (see link below)
  Undergraduate new hire packet
- The hiring department must sign off on the completed I-9 Form included in the new hire packet then submit the entire completed hire packet along with the copies of required ID’s to HR 325 Whitmore Admin. Bldg.
- Direct deposit is mandatory for all University employees including students

Rapid Student Hire Panel:

- **Navigation in HR: UMass Custom, Workforce Administration, Rapid Student Hire Data**
- Used to hire undergraduate hourly students
- Please check in with the student before encumbering the student’s full work study award to make sure they do not want to split their award between multiple jobs
- When hiring work study students please hire for the entire academic year, unless student is graduating in December
- If the student is being paid on a grant that will be expiring during the academic year estimate how many hours the student will work in that time frame and only encumber that amount
- Each time you hire a student the system will generate a record number (the sequence number on rapid student hire is not the record number)
- To find the student’s record number after you hire them in rapid student hire, go to Workforce Administration, job information, job data, (it does not tell you on this page if the student is a work study student.)
- If you are trying to hire a student as non-work study but the student has work study, the system will give you a message notifying you of this. You can still hire the student as non-work study, it is just an informational message.
Personal Action Form (PAF): Undergraduate Personal Action Form PAF

- If pay rate is more than $15.00 per hour send to Student Employment Office (SEO) with job description for approval
- If hiring a student with an HR account code never used for student payroll
- If you receive an error message when trying to hire in rapid student hire (please make a note on PAF in regards to what the error message is)
- Use PAF’s for increases in hourly rates, funding changes, and terminations prior to the appointment end date
- When terminating a work study student that hasn’t earned their encumbered work study send PAF to Paula Wetherby in SEO (255 Whitmore), so that the unearned work study can be released prior to student being terminated
- Do not process a paper PAF if you have entered the student in rapid student hire, please write the EmplID on the top of the new hire packet you send to HR
- Submit work study PAF’s to Paula Wetherby in SEO (255 Whitmore)
- Submit non work study PAF’s to Human Resources (325 Whitmore)

Encumbrance adjustment form:

- **Navigation to:** Student Employment Office website, employer information, under On-Campus employers (click on the links below)
- Use to increase or decrease encumbrances for active students
- Use to release unused work study if student is still working for you
- Shows on rapid student hire the same day released in HR
- **Student Employment Office**
- encumbrance adjustment form

Payroll Commitment Report

- **Navigation in HR: Reporting Tools, Report Manager,** (on the Fridays we are paid)

![If you run the payroll commitment report on the Fridays we are paid this is where it will be. You have the option to run it as an Excel file or a PDF.](image)
Navigation in HR: Reporting tools, report manager, explorer tab, Commitment Acctg-A folder (non-pay days)

- There will be 2 reports for each pay period one is an Excel file and the other a PDF
- This report is driven by encumbrances for active hourly positions (work study & non-work study)
- This report tells you the pay rate, the account number, the record number, the total amount encumbered, the total earned, the total hours remaining, the last time the student was paid
- Departments should run this report every pay period to monitor students remaining hours.
- The report uses a 40 hour threshold, an H will appear when the student is below 40 hours, at this point you should make sure you monitor that the student does not earn more than their encumbered amount, a $ will appear if the account has overspent
Contact Info:

**Student Employment Office (SEO)**
255 Whitmore Administration Building
413-545-1530
413-545-1722 (fax)

Paula Wetherby
wetherby@finaid.umass.edu
413-545-1953
Encumbrance adjustment forms, work study PAF’s, payrate approvals greater than $15.00

Odete Bernardo
obernardo@finaid.umass.edu
413-545-3798
Job board advertising, updates and cancellations

**Human Resources (HR)**
325 Whitmore Administration Building
413-545-0483 (fax)

Laura Macsuga
macsuga@admin.umass.edu
413-545-6120
Undergraduate & graduate hourly PAF’s