## UNDERGRADUATE STUDENT EMPLOYMENT INFORMATION

### ACADEMIC YEAR 2022-2023 STUDENT EMPLOYMENT INFORMATION

(09/04/22 to 05/27/23)

The Rapid Student Hire (RSH) templates for academic year will be available for data entry on **Wednesday, August 17, 2022**.

The “Hire Template” will default in the academic year appointment dates.

*When you insert a new row (+), please change the begin date and/or end date of each appointment as necessary based on each specific position.*

All academic year appointments must end by Saturday, May 27, 2023 (work-study and non-work study).

The minimum hourly wage is currently $14.25 and will increase to $15.00, effective 1/1/23.

### PROCESSING PROCEDURES

**Important:** Student PAF Forms should be delivered to Tami O’Malley at HR-325 Whitmore, or uploaded here: [Upload UGrad Forms here](#) for HR

After you have the hire packet in your possession, use Rapid Student Hire (RSH) to create academic year appointments, selecting either **ANWS** (Academic Student Non Work Study) or **AWS3** (Academic Work Study) as the “Hire Template”.

For all new student hires (never worked on campus before) you must have their completed **Fall 22-23 Undergraduate Hire Packet** in hand (including original I-9 form) before processing their hire.

The RSH process cannot be used to create appointments under any of the following circumstances:

- If the hourly rate is more than **$18.00** per hour. A brief description of the job duties is required on the bottom of the SPAF or attached. All appointments with an hourly rate more than **$18.00** should be scanned and emailed directly to: Paula Wetherby (email: wetherby@finaid.umass.edu). The SEO will review the job description and if approved forward the SPAF to HR for processing.

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**OUTSTANDING SUMMER APPOINTMENTS (05/15/22 to 09/03/22)**

The Rapid Student Hire templates for summer student appointments will no longer be available after Monday, August 15, 2022. **August 15, 2022 is your last day to data enter these appointments.**

After **8/15/22**, if you still have to appoint a student for work performed from 5/15/22 to 9/03/22, you must complete a **Student PAF (SPAF)** and upload it here: [Upload Undergraduate PAF's here](#) or deliver to Tami O’Malley at HR-325 Whitmore. (If student never worked on campus before see “Hiring a Brand-New UGrad Student Employee” document)

All current summer appointments will end on Saturday, September 3, 2022.
• If the individual shows on “Review FERPA Display” with an EmpID, but “Employee” is not checked, this means they have never had a job at UMA (may be a Contingent Worker or Person of Interest, but never employee).
• The individual being hired is a **graduate student**, Contact the Graduate Assistantship Office (GAO) for their forms. All graduate hourly appointments must go directly to the GAO, 517 Goodell Building. GAO will send to HR if approved for processing.
• Academic Student Contract (ASC)
• Student is not a U.S. Citizen: If RSH gives you any type of a **VISA** error message, this person was not a U.S. citizen when they applied to the University. Please review the International Employee Information also included with this email.

If you are **unable** to hire your new domestic student employee using RSH; complete a Student PAF staple it to the top of the entire New Student Hire Packet (forms only) **REMEMBER** you still need to send the **original I-9 Form** (page 1 (completed by student, page 2 completed by you, and copies of the document(s) used to complete page 2) to Student Payroll, Tami O’Malley, 325 Whitmore. We are unable to process the hire until we have all the documents in our possession including the original I-9 form.

**Required Documentation**

If employee is brand new or has been terminated for more than 1 year see UG Student Hire a Brand New Employee Instruction.

The employing department is responsible for receiving, reviewing and forwarding the completed new employment forms for all U.S. citizens to HR within 7 days **after processing the appointment on RSH**.

The department will be notified if any documents are missing or incomplete and they will be responsible for having them redone and resubmitting them to HR, 325 Whitmore.

All paperwork must be in to HR by the Pay Friday before an employee’s start date in order to ensure timely payment (sooner is always appreciated).

**Previous Employment**

- Students who have been off payroll for more than 17 weeks should complete a new Direct Deposit form. (Note: Summer break is 16 weeks so if they worked through the end of spring and are returning for first part of fall if they have not changed their bank, no new forms should be needed.)
- Students who are planning on or have changed banks should notify HR immediately (before closing their bank account) by updating their direct deposit information online (while active employee) or completing a new Direct Deposit form.
- Students may choose to adjust their withholding allowances if they claimed Student Exemption from Federal Taxes in 2021 and have not yet re-filed for that exemption in 2022, they may update the information in HR Direct once they are an active employee or submit new tax forms to HR.
- Students need to notify HR of any change in address, while active employees they may update the information in HR Direct themselves. Updates made in SPIRE or Glacier do not update HR Direct.
Additional Information

Please remember to include the following information when submitting a SPAF:

1. HR Direct EmpID if never worked on campus and you are unable to hire via RSH please enter the Student ID # (to make sure we hire the correct student for you)
2. Rec # enter this for changes to an existing employee record, i.e. change of funding or pay rate change) (leave empty for brand new employees, or new to your department). This is not the same as Seq # from the RSH panel. Rec # for active student employees can be found on active Timesheets, Job Data or Review FERPA Display panels.
3. Begin and End Date of appointment
4. Department Information (Dept Name and HR Dept ID)
   Please note the HR Dept ID format is A#####00
5. HR DeptID may be different from the DeptID connected to the chart string of who is paying the wages. HR DeptID tells us what HR department will be reporting the hours it may not be the same as who pays the wages
6. Appointment Type (Non-Work Study / Work Study or Student Contract)
7. HR Account Code (aka HR Combo Code, who is paying the wages)
8. Hourly Rate (or Biweekly rate for contracts only)
9. Mail Drop ID , 8 characters long (AKA Check Distribution Code, and is still required)
10. Appropriate Signatures (Dept. Head, Appointing Authority, PI)
11. Contact Information of person preparing the form (Name, E-mail, Phone)

Work Study Information

If you are submitting a student work-study SPAF, email it directly to Paula Wetherby (email: wetherby@finaid.umass.edu). The Student Employment Office once approved she will forward it to HR for processing.

Please keep in mind that it is a Federal regulation to maintain accurate weekly timesheets of all hours performed using work-study awards. Weekly timesheets must be signed by both the student employee and supervisor.

LINKS

HR Direct Job Aids (How active employees can change direct deposit, taxes, address, etc.)
HR Forms webpage (Scroll down alphabetically to find these most recent documents)
Student Personnel Action Form
Fall 22-23 Undergraduate Hire Packet

Find the last Work Study/Rapid Student Hire on this SEO Office webpage “On-Campus Employer Training Session Notes” under “Other resources”

Frequently Used Acronyms

ASC – Academic Student Contract
GAO – Graduate Assistantship Office
HR – Human Resources
RSH – Rapid Student Hire
SEO – Student Employment Office
SPAF - Student Personnel Action Form (SPAF)

Last reviewed 08-09-2022
Contacts by Topic:

**Student payroll processing**  
Tami O'Malley  
Phone: 413-545-6120  
Email: tomalley@umass.edu

**Student time reporting**  
Time and Labor  
Phone: 413-545-0391  
Email: timeandlabor@umass.edu

**Work-study**  
Paula Wetherby (Will be working remotely for the fall semester)  
Email: wetherby@finaid.umass.edu

**Glacier (International Employees)**  
Laura Macsuga  
Phone: 413-545-6211  
Email: macsuga@admin.umass.edu

**Graduate Student Hourly forms** (should be acquired from and completed forms returned to):  
Assistantship and Fellowships Office  
517 Goodell Building  
Phone: (413)-545-5287  
Email: gradappt@grad.umass.edu