

## ACADEMIC 2018-2019 STUDENT EMPLOYMENT INFORMATION

The Rapid Student Hire templates for academic student employment will be available for data entry as of Wednesday, August 22, 2018.

On the "Hire Template", the default effective dates for academic appointments are Sunday, September 2, 2018 through Saturday, May 11, 2019. When you insert a new row (+), please be attentive to the effective dates of the appointment you are entering. Please change the begin date and/or end date of the appointment as necessary based on employment dates of the position.

### **Outstanding Summer Appointments**

The last day to process Rapid Student Hire entry for summer appointments will be Monday, August 20, 2018. After that date, any student appointments that are effective during the summer should be typed on a Student Personnel Action Form (SPAF) and forwarded to Student Payroll, Human Resources, 325 Whitmore Administration Building (Fax: 545-0483). All current summer appointments will end on Saturday, September 1, 2018.

## PROCESSING PROCEDURES

For the majority of students, you can use the Rapid Student Hire process to create academic student appointments, selecting either ANWS (Academic Student Non Work Study Hourly) or AWS3 (Academic Student Work Study) as the "Hire Template".

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

- If the hourly rate is more than **\$15.00** per hour. A brief description of the job duties is required. **All appointments with an hourly rate above \$15.00 must be forwarded to the Student Employment Office, 255 Whitmore Administration Building.** The Student Employment Office will review the job description and if approved forward the SPAF to Human Resources for processing.
- The individual being hired is a **graduate student** being paid on an hourly basis. (Contact the Graduate Assistantship Office for the appropriate form.) **All graduate hourly appointments must be forwarded to the Graduate Assistantship Office, 517 Goodell Building.** After they approve the form the Graduate Assistantship Office will forward it directly to Human Resources for processing.
- Student Academic Contract Appointments must be approved by Human Resources prior to initiating a SPAF.
- **Student is on an F-1 or J-1 visa.** The student should complete his/her paperwork at the Employee Service Center, room 325 Whitmore Administration Building to ensure proper employee work authorization, document verification and employee tax status determination prior to the start of employment. The department will need to complete the Student PAF and all forms should be submitted together for processing.

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. **F-1 students may work up to 20 hours per week during the academic year and 40 hours per week during Intersession, Spring Break and summers.**

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. **J-1 Students may work up to 20 hours per week during the academic year and up to 40 hours during Intersession, Spring Break and summers.**

#### **GLACIER Nonresident Alien Tax Compliance System**

GLACIER is the University's new secure online tax compliance system designed to allow Nonresident Aliens (NRA) to provide UMass Amherst with their immigrant and tax data efficiently and effectively. GLACIER helps determine tax residency, withholding rates, and income tax treaty eligibility. GLACIER also manages NRA's paperwork, maintains NRA's data and prepares tax forms and required statements.

International Student Employees who are NRA's will receive an e-mail from "support@online-tax.net" asking them to login to the website to complete the necessary forms via the internet. This will assist UMass Amherst in determining proper tax status for payroll, scholarships and fellowships.

Questions on Glacier processing can be directed to Linda Berry at 5- 0287, [ljb@umass.edu](mailto:ljb@umass.edu).

All Student PAF should be sent to Human Resources, Room 325, Whitmore Administration Building at least two (2) weeks 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.

**All paperwork must be in the Human Resources Office, Room 325, Whitmore Administration Building on a Pay Friday in order to ensure timely payment for the following pay cycle.**

**When completing a Student Personnel Action Form, please fill in all required information on the Student PAF to ensure correct processing and record number identification.**

## Documentation Required

**New Employee** – Students who have not previously worked on campus must complete the following forms. **All forms should be completed using only blue or black ink.** Forms filled out in pencil or other ink color will not be accepted and will be returned to the department to be redone.

- **I-9 Form** along with photocopies of acceptable documents.
- Please refer to the listing of acceptable documentation on the I-9.
- All International students must bring an unexpired foreign passport with an I-551 stamp (or printed/current I-94 form) and an I-20 (or DS2019) and complete this form at the Employee Service Center, room 325 Whitmore Administration Building.
- **Please make sure page 1 of the I-9 is filled out correctly by the employee and signed/dated. Note: The “Other Names (if any)” field on page 1 of the I-9 needs to be filled in by the employee. “N/A” should be entered in this field if there is no other name.**
- **You complete the certification “Section 2” of the I-9 as a representative of the University.**
- **Federal and State Tax Forms.** (International students must come to Human Resources, 325 Whitmore Administration Building to have a determination made regarding Tax Treaty status.)
- **Conditions of Employment Form**
- **Social Security Statement**
- **Direct Deposit Form:** This is mandatory, if a student is unable to provide direct deposit information, please contact Sandi White at 545-1650.

The employing department is responsible for forwarding these required forms to Human Resources right after processing the appointment on Rapid Student Hire or **stapling** them to the student PAF if a ‘hard-copy’ appointment form is required and forwarded to Human Resources. When sending the forms to Human Resources, please separate the forms as follows:

- **Federal and State tax forms and Direct Deposit forms** should be sent to Louise Siwy in the Payroll Department, 325 Whitmore.
- **I-9 form along with copies of the necessary documentation used to verify employees identification, conditions of employment, social security statement** and Student PAF (if required) should be sent to Student Payroll, 325 Whitmore.

**Incomplete paperwork will be returned to the department to be redone.** Also, please remember that you DO NOT need to send a copy of the SPAF used in processing the rapid student hire.

**International students must come to Human Resources, 325 Whitmore Administration Building to fill out the following forms.**

- **I-9 Form** - International students should provide an unexpired foreign passport with an I-551 stamp (or current/printed I-94) and an I-20 (or DS2019) at the Employee Service Center, 325 Whitmore Administration Building.
- **Federal and State Tax Forms** - International students – once GLACIER is completed it will determine the individuals tax status.
- **Conditions of Employment Form**
- **Social Security Statement**
- **Direct Deposit Form:** If a student is unable to provide direct deposit information, please contact Sandi White at 545-1650.

**Bring completed Student Personnel Action Form to Human Resources (if possible)**

### Previous Employment

- Students who have been off payroll for more than 17 weeks but less than 1 year should complete a new Direct Deposit form
- Students who have been off payroll for more than 1 year should complete a complete new undergraduate student employee packet.
- New tax forms may be needed if the student wants to adjust their withholding allowances or if they claimed Student Exemption from federal taxes in 2017 and have not yet re-filed for that exemption in 2018.
- International students, who are non-resident aliens, should refer to INS publication 519 (U.S. Tax Guide for Aliens) to determine tax status eligibility. All tax exemption changes should be completed at the Employee Service Center, 325 Whitmore Administration Building.
- Students should also make Human Resources aware of any change in address or direct deposit information.
- **When you close a bank account, please notify the Payroll Department first so that we may inactive your direct deposit.**

### Student Payroll Transaction Information

- **Pay Rate Increases/Decreases** – Please submit a student PAF for all pay rate increases/decreases with appropriate effective date and all required information completed on the SPAF. If the hourly rate is above **\$15.00** per hour. A brief description of the job duties is required. **All appointments with an hourly rate above \$15.00 must be forwarded to the Student Employment Office, 255 Whitmore Administration Building.** The Student Employment Office will review the job description and if approved forward the SPAF to Human Resources. For all changes below \$15.00 not involving work study funds may be faxed to HR at 5-0483 directly.
- **Work Study Encumbrance Adjustments** – Please submit the following [Encumbrance Adjustment Form](#) to increase or decrease work study budgeted amounts. The completed form should be sent directly to the Student Employment Office, 255 Whitmore Administration Building for approval.
- **Funding Changes Involving Work Study** – Please submit a student PAF with appropriate effective date and all required information to the Student Employment Office. This includes transactions switching students from Non Work Study to Work Study or vice-versa. The Student Employment Office will process the financial aid information for the individual and forward to Human Resources for processing.
- **Funding Changes for Non-Work Study Appointments** – Please submit student PAF with appropriate effective date and all required information to Human Resources, Student Payroll, 325 Whitmore Administration Building (Fax 5-0483). If applicable, please include a budget amount for the specified funding source for the current fiscal year. No budget amount means there will be no open commitment calculated for the student and they will not appear on your “UMCA 801B Payroll Commitment Report 706.xlsx” report.

## ADDITIONAL INFORMATION

Please contact the Graduate Assistantship Office in Goodell, Room 517 to obtain the Graduate Student hourly appointment form. The template of the Undergraduate Student Personnel Action Form may be found at [www.umass.edu/humres](http://www.umass.edu/humres).

The Rapid Student Hire template for summer student appointments will no longer be available after Monday, August 20, 2018. If you need to process a summer appointment for a student after that, please submit a SPAF to Human Resources – Student Payroll, 325 Whitmore Administration Building.

All academic appointments must end by Saturday, May 11, 2019 (work-study and non-work study).

The minimum hourly wage is \$11.00 per hour.

### **Please remember to include the following information when submitting a student PAF:**

1. PeopleSoft Employee Identification Number (Emplid and Rcd#)
2. Student ID or Social Security Number (**only for NEW student employees**)
3. Begin and End Date
4. Department Information (Dept Name and HR Dept ID)  
**Please note the HR Dept ID format is A####00**  
**Do not use the Finance Dept ID associated to the HR Combo Code**
5. Appointment Type
6. HR Combo Code
7. Hourly Rate
8. Mail Drop ID (Check Distribution Code)  
**Please note the mail drop id is 8 characters**
9. Appropriate Signatures (Dept. Head, Appointing Authority, PI)
10. Contact Information of person preparing the form (Name, E-mail, Phone)

If you are submitting a student work-study SPAF, please forward the form to:

**Paula Wetherby**  
**Student Employment Services**  
**255 Whitmore Administration Building**  
**Fax (413) 545-1722**

The Financial Aid Office will approve the appointment and forward it to Human Resources, Student Payroll, 325 Whitmore Administration Building 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.

Questions regarding work-study may be directed to Paula Wetherby at 545-1953, [wetherby@finaid.umass.edu](mailto:wetherby@finaid.umass.edu).

Questions regarding student payroll processing may be directed to Laura Macsuga at 545-6120, [macsuga@admin.umass.edu](mailto:macsuga@admin.umass.edu).

Questions regarding student time reporting may be directed to Kathie McInerney at 545-0391, [kmcinerney@admin.umass.edu](mailto:kmcinerney@admin.umass.edu).

### **Advertising Student Jobs**

Please advise staff in your department if they need to advertise for student help they can go to the Student Employment website at: <https://www.umass.edu/umfa/seo/Employer Information/Post a Job> and fill out the job template to post a vacant position. All advertisements must include an hourly pay rate. Please be aware that all fields of the template must be completed before submitting your request. Currently minimum wage is \$11.00. Also note that you may cancel your advertisement once the position has been filled online at: <https://www.umass.edu/umfa/update-a-job>. If you have any other questions regarding job advertisements, please contact Odete Bernardo from the Student Employment Office at 413-545-3798.