

### Outstanding Summer Appointments (05/12/19 to 08/31/19)

The Rapid Student Hire template for summer student appointments will no longer be available after Monday, August 19, 2019. This is your last day to data enter summer appointments.

After 08/19/19, any student summer appointments (5/12/19 to 8/31/19) will need to be typed on a Student Personnel Action Form (SPAF) and forwarded to Human Resources (HR), 325 Whitmore Administration Building (Fax: 545-0483).

All current summer appointments will end on Saturday, August 31, 2019.

### ACADEMIC YEAR 2019-2020 STUDENT EMPLOYMENT INFORMATION (09/01/19 to 05/09/20)

The Rapid Student Hire (RSH) templates for academic student employment will be available for data entry on Wednesday, August 21, 2019.

On the "Hire Template", the default effective dates for academic appointments are Sunday, September 1, 2019 to Saturday, May 9, 2020. 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 each appointment as necessary based on each specific position.

### PROCESSING PROCEDURES

For the majority of students, you should use Rapid Student Hire (RSH) 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 RSH process cannot be used to create appointments under any of the following circumstances. If any of the below apply you must complete a hardcopy Student Personnel Action Form (SPAF):

- If the hourly rate is more than **\$17.00** per hour. A brief description of the job duties is required. All appointments with an **hourly rate more than \$17.00** must be forwarded to the Student Employment Office (SEO), 255 Whitmore Administration Building (Fax 545-1722). SEO will review the job description and if approved forward the SPAF to Human Resources (HR) for processing.
- The individual being hired is a **graduate student** being paid on an hourly basis. (Contact the Graduate Assistantship Office (GAO) for the appropriate form). All graduate hourly appointments must be forwarded directly to the GAO, 517 Goodell Building. After they approve the form the GAO will forward it directly to HR for processing.
- Academic Student Contract (ASC) Appointments must be approved by HR prior to initiating a SPAF.
- Student is on an F-1 or J-1 visa. The department will need to complete the SPAF. If new International Student: the student will need to complete his/her paperwork at

the Employee Service Center, Room 325, Whitmore Administration Building (including Glacier) to ensure proper employee work authorization, document verification and employee tax status determination prior to the start of employment.

Students on an F1 Visa have INS document I-20. An I-20 indicates the period allowed for attendance, study and employment 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.**

Students on a J-1 Visa have INS document DS2019. The DS2019 document functions in the same manner as an I-20. It indicates the period allowed for attendance, study and employment at the University of Massachusetts Amherst. 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 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 Sandi White at sandiwhite@umass.edu.

All SPAF's should be sent to HR, 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 HR 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 SPAF 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 the department will be asked to have them re-done and send the new forms to HR.

- **I-9 Form** along with photocopies of acceptable documents used by the department to complete page 2, section 2, of the I-9 Form. (Please refer to the listing of acceptable documentation on page 3 of the I-9 Form.)  
All International students will need to turn all forms into the Employee Service Center, room 325, Whitmore Administration Building. [They will generally present an unexpired foreign passport with an I-551 stamp (or printed/current I-94 form) and an I-20 (or DS2019).]
- **Please make sure page 1 of the I-9 is filled out correctly by the employee, including “N/A” in empty fields (they should not be just left blank) and the form is signed and dated. Departments need to complete the certification “Section 2” of the I-9 Form as a representative of the University.**
- **Federal (W-4) and State (M-4) Tax Forms.** (International students must also Complete the Glacier process and return all required forms and required photo copies (all are indicated at the bottom of their Tax Summary Report that is generated within Glacier) to HR, 325 Whitmore Administration Building before a tax determination can be made regarding Tax or Tax Treaty status.)
- **Conditions of Employment Form**
- **Statement Concerning Your Employment in a Job Not Covered by Social Security**
- **Direct Deposit Form:** This is mandatory, if a student is unable to provide direct deposit information, please contact Sand White at 545-1650.

The employing department is responsible for forwarding the completed new employment forms for all U.S. citizens to HR within 10 days after processing the appointment on RSH. When sending the forms to HR, please separate the forms into these two sets (Please write the New EmpID Number on the top page of each set):

- Federal, State tax forms and Direct Deposit forms should be sent to Louise Siwy, HR, 325 Whitmore.
- I-9 form (include copies of the documents used to verify their identity on page 2), conditions of employment and social security statement should be sent to Laura Macsuga, HR, 325 Whitmore.

If you are unable to hire a student using RSH then staple a SPAF on top of the entire set of new hire documents and forward the complete set to Laura Macsuga, HR, 325 Whitmore.

**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.**

#### **Previous Employment –**

- Students who have been off payroll for more than 17 weeks should complete a new Direct Deposit form.
- Students who are planning on, or have changed banks should notify HR immediately by updating their direct deposit information online or completing a new Direct Deposit form.

- 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 2018 and have not yet re-filed for that exemption in 2019.
- 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 via Glacier and all required forms and photocopies of required documents turned in at the Employee Service Center, room 325, Whitmore Administration Building.
- Students need to notify HR of any change in address. Updates made in SPIRE do not update HR Direct.

### **Student Payroll Transaction Information**

- **Pay Rate Increases/Decreases** – Please submit a SPAF for all pay rate changes. The begin date you enter on the SPAF indicates the date the change should take effect. All information should be completed on the SPAF.
- If the hourly rate is more than **\$17.00** per hour. A brief description of the job duties is required. **All appointments with an hourly rate above \$17.00 must be forwarded to the Student Employment Office, 255 Whitmore Administration Building (Fax 545-1722).** The Student Employment Office will review the job description and if approved forward the SPAF to HR. All changes below \$17.00 may be faxed directly to HR at 545-0483.
- **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 (**Fax 545-1722**) for approval. Once approved they will forward the request to HR.
- **Funding Changes Involving Work Study** – Please submit a SPAF with appropriate effective (begin) date. All information should be completed on the SPAF and it should be sent to the Student Employment Office, 255 Whitmore Administration Building (Fax 545-1722) for approval. Once approved they will forward the request to HR for processing.
- **Funding Changes for Non-Work Study Appointments** – Please submit SPAF with appropriate effective (begin) date. All information should be completed on the SPAF and it should be sent to HR, 325 Whitmore (Fax 545-0483). 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

All academic appointments must end by Saturday, May 09, 2020 (work-study and non-work study).

The minimum hourly wage is currently \$12.00 per hour and will increase to \$12.75, effective 1/1/20.

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

1. PeopleSoft **Employee Identification Number** (EmpID and Rec# (Rec # is not the same as Seq # from the RSH panel, you can find EmpID and Rec # on active Timesheets, FERPA, or Job Data panels)
2. Student ID or Social Security Number (should only be listed for NEW student employees that do not have EmpID's assigned yet)
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**  
**Do not use the Finance Dept ID associated to the HR Account Code)**
5. Appointment Type (Non Work Study / Work Study or Student Contract)
6. HR Account Code (aka HR Combo Code)
7. Hourly Rate (or Biweekly rate for contracts only)
8. Mail Drop ID (Check Distribution Code, still required)  
**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 it directly to:

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

The Student Employment Office will approve the appointment and forward it to HR, 325 Whitmore 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.

## 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/se/Employer Information/Post a Job](https://www.umass.edu/umfa/se/Employer%20Information/Post%20a%20Job) 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 \$12.00. 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 in the Student Employment Office at 413-545-3798.

## **LINKS**

**HR Forms** webpage: <https://www.umass.edu/humres/forms>

**New Student Personal Action Form** (SPAF)

**New AY 19-20 Undergraduate Student Hire Packet**: (Note: Page 1 -18 may be printed double sided, this will include all required forms.)

**Student Employment Office Jobs Board**

**Work Study Encumbrance Adjustment Form**

**Work Study & Rapid Student Hire Refresher Training Document**:

### **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)

### **Contacts by Topic:**

**Glacier** may be directed to Sandi White at [sandiwhite@umass.edu](mailto:sandiwhite@umass.edu)

#### **Student payroll processing**

Laura Macsuga

Phone: 413-545-6120

Email: [macsuga@admin.umass.edu](mailto:macsuga@admin.umass.edu).

#### **Student time reporting**

Kathie McInerney

Phone: 413-545-0391

Email: [kmcinerney@admin.umass.edu](mailto:kmcinerney@admin.umass.edu).

#### **Work-study**

Paula Wetherby 413-545-1953,

Email: [wetherby@finaid.umass.edu](mailto:wetherby@finaid.umass.edu).

**Graduate Student Hourly forms** should be acquired from:

Assistantship and Fellowships Office

517 Goodell Building

Phone: (413)-545-5287

Email: [gradappt@grad.umass.edu](mailto:gradappt@grad.umass.edu)