SUMMER 2017 STUDENT EMPLOYMENT INFORMATION

The Rapid Student Hire templates for summer student employment will be available on Wednesday, May 3, 2017.

On the “Hire Template”, the default effective dates for summer appointments are **Sunday, May 14, 2017 through Saturday, September 2, 2017**. 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 the employment dates of the position.

**Outstanding Academic Appointments**
The last day to process rapid student hire entry for academic appointments will be **Monday, May 1, 2017**. After that date, any student appointments that are effective during the academic year should be typed on a Student Personnel Action Form (SPAF) and forwarded to Student Payroll, Division of Human Resources, 325 Whitmore Administration Building, Attention Lisa Prouty. All current academic appointments will end on Saturday, May 13, 2017.

**Summer Student Employment**
All summer student appointments should be processed on an hourly basis.

A summer student contract appointment will be approved only in instances where a specific task or service is being compensated regardless of the number of hours worked (short-term projects). Requests for a student contract-type appointment should be accompanied by a Contractual Agreement with a detailed job description attached and forwarded to 325 Whitmore Administration Building, Attention Tim Cendrowski, for approval prior to processing.

**PROCESSING PROCEDURES**

For the majority of students, you can use the Rapid Student Hire process to process their summer student appointments, selecting either **SNWS** (Summer Student Hourly) or **SWS3** (Summer Student Work Study) as the “Hire Template”.

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

- The hourly rate is more than $15.00 per hour. A brief description of the job duties is required. **All undergraduate student hourly appointments with an hourly rate greater than $15.00 per hour must be forwarded to the Student Employment/Financial Aid Office, 243 Whitmore Administration Building, attention Paula Wetherby (Fax 413-545-1722). The Student Employment Office will approve the hourly rate and forward the SPAF to Human Resources for processing.**

- The individual being hired is a graduate student. (Contact the Graduate School for the appropriate form.) **All graduate hourly appointments must be forwarded to the Graduate Assistantship Office, 517 Goodell Building. The Graduate Assistantship Office will approve the appointment form and forward to Human Resources for processing.** The summer employment period for graduate hourly appointments is 5/14/17 – 9/2/17.

- Summer Student Contract Appointments must be approved by Human Resources prior to initiating a SPAF. Please contact Tim Cendrowski at 545-6106 for further information.

- Student is on an F-1 or J-1 visa. Hiring paperwork must be completed at the Employee Service Center, 325 Whitmore Administration Building, to ensure proper employee work authorization, verify documentation and determine employee tax status prior to the start of employment.
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 up to 40 hours per week during the summer.

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 up to 40 hours per week during the summer.

A SPAF 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.

Documentation Required

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

- **I-9 Form** along with photocopies of acceptable documents. *(The I-9 form should be completed in blue or black ink, no pencil or colored pen will be accepted.)* Please refer to the listing of acceptable documentation on the I-9. Reminder the hiring authority completes the Certification section of the I-9 form (page 2) serving as an authorized representative of the University. (All International students must bring an unexpired foreign passport with an I-551 stamp or attached I-94 and an I-20 (or DS2019) and complete this form at the Employee Service Center, room 325 Whitmore Administration Building.)

  **NOTE: New I-9 form, Expires 8/31/2019**

- **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 is mandatory for all University employees.**
- **FICA/OBRA Exemption Certification Form (if applicable).** Student employees should complete this form **ONLY** if they meet the eligibility requirements to be considered FICA/OBRA exempt.

The employing department is responsible for forwarding these required forms to Human Resources within one (1) week after processing the appointment on Rapid Student Hire or stapling them to the student PAF if a ‘hard-copy’ appointment form is being completed and forwarded to Human Resources. When sending the forms to Human Resources, please keep the appropriate forms together, (1) Federal and State tax forms (2) I-9 form along with copies of the necessary documentation, conditions of employment and social security statement and (3) Direct Deposit Form (4) OBRA and FICA/OBRA exemption form if applicable. Please do not send any paperwork until the required documentation is complete. Incomplete paperwork will be sent back to the department. Also, please remember that you do not need to send a copy of the SPAF used in processing the rapid student hire.
ALL summer student appointments are subject to FICA/Medicare withholding and OBRA withholding. The Deferred Compensation SMART plan is the Commonwealth of Massachusetts’ plan provided in lieu of Social Security deductions.

A student may qualify for an exemption from FICA/Medicare and OBRA withholdings if he/she is enrolled for 6 or more academic credits in a summer session. There are two summer sessions to take classes:
- Summer Session #1 is from May 22, 2017 through June 30, 2017.
- Summer Session #2 is from July 10, 2017 through August 18, 2017.

The FICA and OBRA exemption only applies to the summer session that meets the student exemption criteria. An exemption certification form is attached to this memorandum and may be photocopied. Any student, who is on an F1 or J1 visa and is not considered to be a Resident Alien for income tax purposes, is automatically exempt from FICA/Medicare and OBRA withholdings.

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 2016 and have not yet re-filed for that exemption in 2017. Tax forms should be sent directly to Human Resources, Payroll Department ATTN: Louise Siwy and not updated via Rapid Student Hire. 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.

Graduating seniors are no longer eligible for student employment status. If a graduating senior is continuing to work for your department, you will need to process all requisite paperwork for a “03” or non-benefited non-student hourly type of appointment. In addition, the former student will also need to complete all requisite paperwork for a “03” or non-benefited non-student hourly type of appointment. For information regarding this process, please contact Chris Bombardier at 545-9660.

ADDITIONAL INFORMATION

Please contact the Graduate Assistantship Office in Goodell, Room 517 to obtain the Graduate Student hourly appointment form. Graduate students looking to utilize summer Federal work-study awards may be hired only as an hourly employee.

The last day to process rapid student hire entry for academic appointments will be Monday, May 1, 2017. If, after that date, you need to process an academic appointment for a student, please submit a SPAF to Human Resources, 325 Whitmore Administration Building, Attention: Lisa Prouty.

All summer work-study and summer non-work study appointments must end as of Saturday, September 2, 2017.
Please remember to include the following information when submitting a student PAF:

1. PeopleSoft Employee Identification Number (Emplid and Rcd#)
2. Social Security Number or Student ID (only for NEW student employees)
3. Begin and End Date
4. Department Information (Dept Name and 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. Approval 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 PAF, please forward the form to:

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

The Financial Aid Office will approve the appointment and forward it to Human Resources – Student Payroll, 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.

**Summer Work Study:**
For employers that will be hiring students with summer work study please note that their summer work study award must be showing on Rapid Student Hire in order for you to hire them. Any hours worked prior to the student being awarded their summer work study will be charged back to the department at 100%. Please manually change the hire date in Rapid Student Hire to the Sunday date of the week you are hiring the student. Do not use the default date.

If you would like to hire a student prior to them being awarded summer work study you may do so as summer student hourly (SSH). Once you see the summer work study award on Rapid Student Hire you can complete a (SPAF) to change the funding from summer student hourly (SSH) to summer work study (SWS) as of their work study award date. Earnings prior to the work study award being established will not be adjusted to work study. The SPAF should be forwarded to the Student Employment Office in 243 Whitmore.

Summer work study for graduate students can only be used for hourly positions and not used to fund a graduate assistantship during the summer.

All work study activity for the academic year including late pay forms must be processed by pay period ending 5/27/2017. Any questions please contact Paula Wetherby at 413-545-1953.
Questions regarding work-study may be directed to Paula Wetherby at 545-1953, wetherby@finaid.umass.edu.

Questions regarding student payroll processing may be directed to Lisa Prouty at 545-0244, lprouty@admin.umass.edu.

Questions regarding student time reporting or late pay forms may be directed to Kathie McInerney at 545-0391, 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: [www.umass.edu/umfa/seo/Employer Information/Post a Job](http://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. Please note that you may also cancel your advertisement once the position has been filled online at: [www.umass.edu/umfa/seo/Employer information/Cancel a Job](http://www.umass.edu/umfa/seo/Employer information/Cancel a Job). If you have any other questions regarding job advertisements, please contact Odete Bernardo in the Student Employment Office at 413-545-3798.