



# Rapid Student hiring training

April 28, 2021

Presented by Student Employment & Human Resources

## Work Study

- Academic Year Work Study

- Students must complete a FAFSA <https://www.fafsa.ed.gov> every academic year which is available beginning Oct 1st each year for the next academic year
- Work student is a need-based award
- Students must be enrolled in a degree program and be registered for at least 6 credits
- During the academic year students have the first 8 weeks to secure a job or the award is cancelled
- Academic year awards can only be earned during the academic year award period (8/29/21-5/14/2022)
- Standard academic year award is 2000 (this is based on funding)
- Departments are charged 30% of the student's earnings
- No overtime can be charged to work study
- Students are not allowed to work during classes
- International students are not eligible for work study
- Students are not allowed to work more than 8 hours in a day and up to 20 hours in a week
- Currently there is an exception in the Federal Guidance which allows work study student to work remotely

- Summer Work Study

- The current academic year FAFSA is used to award summer
- Students also need to submit a Summer Financial Aid application which is available on the Financial Aid website <https://www.umass.edu/umfa/forms>
- Work study is a need based award
- Students do not need to be enrolled in summer classes to receive summer work study
- Students must have been enrolled during the spring semester and returning in the fall semester in the same career (UGRAD, GRAD)
- Summer awards can only be earned during the summer award period (5/16/2021-8/28/2021)
- Standard summer award is \$4000.00 (this is based on funding)
- Students are not allowed to work more than 8 hours in a day and up to 40 hours in a week
- No overtime can be charged to work study

# Advertising student jobs

- You can advertise any student positions on our Student Employment Job board The website is [UMass Amherst Student Job Posting](#)
- If it is your first time using our job board once you submit your job you will be given a job number, keep this number to use for future postings, you will need this number to re-advertise, edit or cancel your position
- All position will stay listed for 45 days unless you go in to cancel
- When you cancel the job we will ask you a few questions regarding how many students you hire, how many hours and the duration they will be employed for your department. Our office must report this information on a yearly basis to complete our JLD report which is a requirement for receiving the federal work study allocation.
- Departments must keep on file a copy of all job descriptions for each work study student they hire as part of the federal work study requirements

# Rapid Student Hire

- **Navigation in HR: UMass Custom, Workforce Administration, Rapid Student Hire**
- Used for undergraduate hourly students
- Please keep in mind that you cannot change / update anything on RSH once entered, it is a snapshot at the time of entry.
- For brand new students to the University please make sure you have the completed hire packet from your student employee in your hands including the I-9 form with supporting documentation BEFORE creating the student record in Rapid Student Hire. Student employees should not begin working until the hire packet is completed by the student and the I-9 documents have been certified by the authorized designee in the department.
- Each time you hire a student the system will generate a new record number (the sequence number on rapid student hire is not the record number) **Go to Workforce Administration, job information, job data or FERPA**
- 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 a student throughout the semester remember to change the begin date, the dates are defaulted to the beginning of the academic year or beginning of summer period
- When hiring work study students please hire for the entire academic year, unless student is graduating in December or student is being paid on a grant use end date of grant
- 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.
- If the student has previously worked on campus and it has been more than a year since their end date on the system please have the student update their M4, W4 and Direct Deposit information, students can do this electronically in HR Direct but they need to be: 1) Active 2) Enrolled in DUO Multi-Factor the link to enroll is:  
<https://www.umass.edu/it/support/authentication/duomultifactorauthenticationenrollmentanduse>
- Do not send a paper PAF if you have entered the student successfully in RSH, only send the completed hire packet with the student's employee ID on the top right-hand corner of each page

Example of  
New student  
only enter  
when you have  
completed hire  
packet

**RSH Data** | 1 of 1 | View All

SSN:		Empl ID: <b>NEW</b>	Seq Nbr: 1
*Comp Rate:	<input type="text"/>	Comp Freq:	Work Study Maximum Earnings
Department Earnings 100%:	<input type="text"/>		
*Mail Drop:	<input type="text"/>		Work Study Department Charge
*Account:	<input type="text"/>	%	
Work Study Match Account:		%	

[Save](#) [Return to Search](#) [Previous in List](#) [Next in List](#) [Notify](#)

[RSH Data 1](#) | [RSH Data 2](#) | [RSH Data 3](#)

# New Students

- New (**domestic**) students that have never worked on campus before must complete a new undergraduate hire packet – before they can begin working and hired into the system.
- This has not changed. As the Appointing Authority the employing department is responsible for making sure all required forms are completed for each new student employee.
- The hiring department (appointing authority) is responsible for providing & receiving the entire new hire packet and is specifically responsible for completing all of page 2, Section 2, of the I-9 form, and sending the entire new hire packet, after Rapid Student Hire is successful to HR. (This includes making copies of the original documents used to complete the I-9 review/verification.)
  - Please write the new Employee ID on the top right-hand corner of each set and separate in the following order.
    - The new employee checklist, I-9 Form (original page 1, 2, & copies of documents used for (page 2), FICA/OBRA Exemption Form (for summer appointments, if student is enrolled in 6 or more credits during one or both summer sessions), Conditions of Employment and Social Security Statement should be sent to Tami O'Malley, HR, Student Payroll, 325 Whitmore
    - **Federal, State tax forms and Direct Deposit** forms should be sent to Kathy Ecklin, HR, Payroll, 325 Whitmore
- Yes, Direct deposit is mandatory for all University employees including students



- 1) Click on the Magnifying Glass
- 2) Click Search
- \*\*\*\*\*
- During Academic Year
- Select:
- AWS3 for a Work Study Appointment
- ANWS for a Non Work Study Appointment
- \*\*\*\*\*
- During Summer Select:
- SWS3 for a Work Study Appointment
- SNWS for a Non Work Study Appointment

Rapid Student...

New Window | Help | Personalize Pa

RSH Data 1 | RSH Data 2 | RSH Data 3

HR/SA Student ID

SA Emplid: [redacted] hael Business Unit: UMAMH

RSH Data

SSN: [redacted] Empl ID: 1020 Seq Nbr: 6 + -

\*Template: AWS3

Begin Date: 09/02/2018 Stop Date: 05/11/2019 Action / Reason: HIR / HIR

\*Dept ID: A052100 Dean - Isenberg School

\*Location: BLDG0064 Isenberg School of Mgmt Bldg

Supervisor: [redacted]

Reports To: [redacted]

Tax Loc: MA

Federal Tax Data

EXEMPT

Withholding Allowances: 0

Additional Amount: [redacted]

Tax Marital Status

\* Single

\* Married

State Tax Data

EXEMPT

Withholding Allowances: 0

Additional Amount: [redacted]

Save Return to Search Notify

RSH Data 1 | RSH Data 2 | RSH Data 3

Click the +  
box to add a  
new row

Remember Sequence  
Number is NOT the  
same as the Record  
Number

## Rapid Studen...

New Window | Help | Personaliz

RSH Data 1

RSH Data 2

RSH Data 3

Click on RSH Data 2  
tab to see if the  
student has work  
study funds

HR/SA Student ID

SA  
Emplid:

Business Unit: UMAMH

RSH Data



1 of 6



View All

SSN:

Empl ID:

Seq  
Nbr:

6

\*Comp Rate:

13.500000

Comp  
Freq:

Hourly

Work Study  
Maximum Earnings

2000.00

Department  
Earnings  
100%:

2000.00

\*Mail Drop:

M40..N11

Work Study  
Department Charge

600.00

\*Account:

A126611

%

30.000

Work Study  
Match  
Account:

A115132

%

70.000

This is where it will  
show if the student has  
work study, enter the  
full amount if you  
expect to use 100 % of  
their award.

The department is  
charged 30% of the  
total student earnings  
up to their maximum  
encumbered award.

Save

Return to Search

Notify

RSH Data 1

RSH Data 2

RSH Data 3



# Example of Sequence # is not always rec #

RSH Data

SSN:      Empl ID:      Seq Nbr: 1

\*Template: AWS3      FY 2021 Academic Work Study

Begin Date: 04/20/2021      Stop Date: 05/15/2021      Action / Reason: HIR / HIR

\*Dept ID: A227000      Enrollment Management Ops

\*Location: BLDG0118      Whitmore Admin Building

Supervisor:      Tax Loc: MA

Reports To:

**Federal Tax Data**

EXEMPT ☐      Withholding Allowances: 0      Tax Marital Status: ☒ Single ☐ Married

Additional Amount:

**State Tax Data**

EXEMPT ☐      Withholding Allowances: 0      Additional Amount:

Save      Return to Search      Previous in List      Next in List      Notify

RSH Data 1 | RSH Data 2 | RSH Data 3

FERPA Addresses      FERPA Phones      FERPA Email Addr      FERPA Job      FERPA Photo

ID:

Employee

Payroll Status: Active      Effective Date: 04/20/2021      Rcd#: 0

Business Unit: UMAMH      Univ of Mass Amherst

Business Title: Student Employee

Job Title: Student Employee

Position Title:

Department: Enrollment Management Ops      Telephone:

Location: Whitmore Admin Building      Mail Drop: B05D.F26

Campus

Campus ID      Global Unique ID      Student ID

Return to Search      Notify

FERPA Bio Demo | FERPA Addresses | FERPA Phones | FERPA Email Addr | FERPA Job | FERPA Photo

# 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.

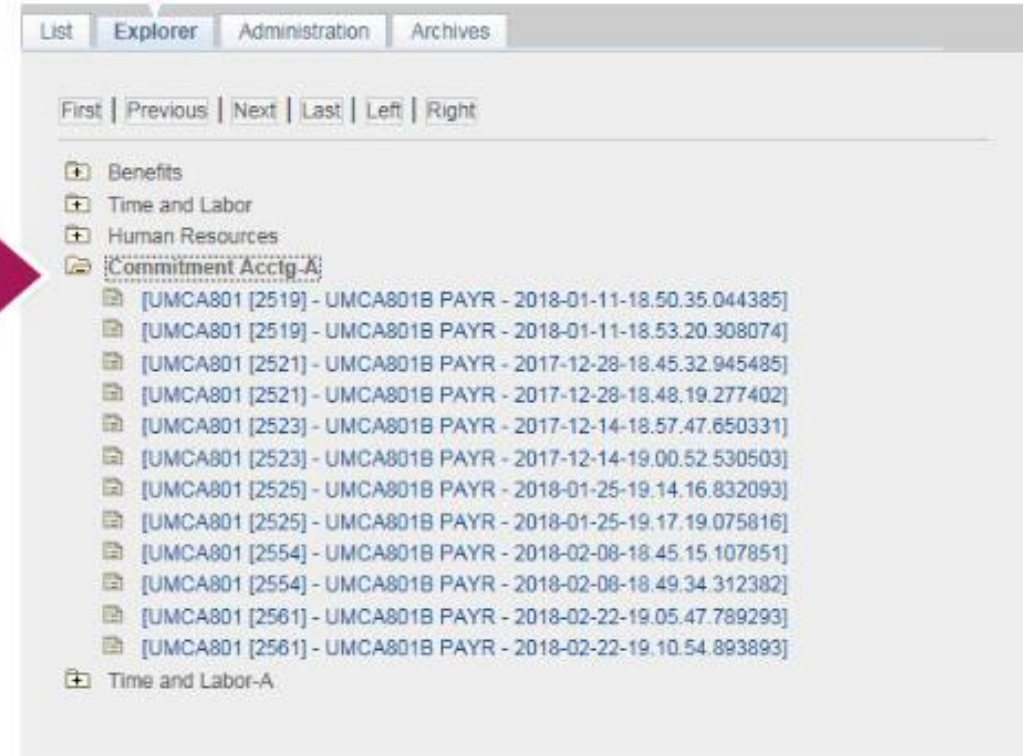
View Reports For					
Folder	<input type="text"/>	Instance	<input type="text"/>	to	<input type="text"/>
Name	<input type="text"/>	Created On	<input type="text"/>	Last	<input type="text"/>
Refresh					
Reports					
Report	Report Description	Folder Name	Completion Date/Time	Report ID	Process Instance
1 UMCA801 [2561] - UMCA801B Payroll Commitment Report 706.xlsx	UMCA801 [2561] - UMCA801B PAYROLL COMMITMENT REPORT 706.XLSX	Commitment Acctg-A	02/22/18 7:10PM	2067746	2643740
2 UMCA801 [2561] - UMCA801B Payroll Commitment Report 706.pdf	UMCA801 [2561] - UMCA801B PAYROLL COMMITMENT REPORT 706.PDF	Commitment Acctg-A	02/22/18 7:05PM	2067494	2643740
3 UMTL702A [2] - UMTL702A T&L Schedules Needed.xlsx	UMTL702A [2] - UMTL702A T&L SCHEDULES NEEDED.XLSX	Time and Labor	02/22/18 5:47PM	2067277	2643704
4 UMTL702A [2] - UMTL702A T&L Schedules Needed.pdf	UMTL702A [2] - UMTL702A T&L SCHEDULES NEEDED.PDF	Time and Labor	02/22/18 5:47PM	2067267	2643704

# Payroll Commitment Report

- Navigation in HR: Reporting tools, Report Manager
- Click on the Explorer tab, then Commitment Acctg A

Click on the Acctg A folder

Click on the Explorer tab



Gross year to date is the academic year earnings not calendar year

Hours remaining is not doubled this student has 29.50 hours left

RptID	BU	Deptid	PayEndDt	MinOT	Empld	RcdNo	Name	Emcd	AcctCd	HrlyRt	PCT	BudgetAmt	GrsYtd	Amtb	HrRem	Desc	PaidDt
UMCA801B	UMAMH	A011300	2018-02-17	40			Tom Brady	AWS	A115132	11.00	70.00	1,078.00	850.85	227.15	29.50	*H	2018-02-17
UMCA801B	UMAMH	A011300	2018-02-17	40			Tom Brady	AWS	A131234	11.00	30.00	462.00	364.65	97.35	29.50	*H	2018-02-17
UMCA801B	UMAMH	A320600	2018-02-17	40			Rob Gronkowski	AWS	A115132	11.00	70.00	700.00	700.00	0.00	-77.09		2018-02-17
UMCA801B	UMAMH	A320600	2018-02-17	40			Rob Gronkowski	AWS	A143473	11.00	30.00	300.00	1,148.00	-848.00	-77.09	*\$	2018-02-17

The \$ means you have overspent the account

Make sure to monitor each pay period

# How to read the payroll Commitment Report

# Student Personal Action Form SPAF

- [Student PAF 08142019.pdf](#)
- If pay rate is more than \$17.00 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 (Call Tami 5-6120 with HR Account Code for her to try to activate it for you first)
- If you receive an error message when trying to hire in rapid student hire (please make a note on SPAF in regard to what the error message is)
- Use SPAF'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 SPAF to Paula Wetherby in SEO, so that the unearned work study can be released prior to student being terminated
- Submit work study PAF's to Paula Wetherby in SEO [wetherby@finaid.umass.edu](mailto:wetherby@finaid.umass.edu)
- Submit non work study PAF's to Human Resources (325 Whitmore) [tomalley@umass.edu](mailto:tomalley@umass.edu)



# Encumbrance Form

- When to use Encumbrance Form
- [Encumbrance Adjustment Form](#)
- Navigation to: Student Employment Office website, employer information, under On-Campus employers
- Use to increase or decrease encumbrances for active students
- Used to release unused work study if a student is still working for you
- The released money will show in rapid student hire the same day it is released in Human Resources
- Send a SPAF to Paula if terminating the student not an encumbrance adjustment form

Student Employment Office

Work study encumbrance adjustment request

please complete and email to:

Paula Wetherby |  
Student Employment Office  
wetherby@finaid.umass.edu

Student Name	HR ID #	Rec #	HR Account #	Current Encumbrance	New amount of encumbrance
Example: Joe Smith	12345678	1	A123456	2000.00	750.00
Date:					
Department Name:					
Person submitting request:					
Email:					
Phone:					

Please note the current encumbrance amount is the original amount when hired. If no changes have been made. To verify please go to the most recent Payroll Commitment Report when completing

Do not submit this form to Human Resources



Example of error message when trying to hire a non-work study student

Warning -- WARNING: Student is qualified for Work Study financial aid. Work Study TEMPLATE needs to be selected.

The PeopleCode program executed a Warning statement, which has produced this message.

OK

**RSH Data**

SSN: 023826734

\*Template: ANWS FY 2021 Non Work Study

Begin Date: 08/23/2020 Stop Date: 05/15/2021 Action / Reason: HIR / HIR

\*Dept ID: \*Location: Supervisor: Reports To: Tax Loc: MA

**Federal Tax Data**

EXEMPT ☒ Withholding Allowances: 0

**Tax Marital Status**

☒ Single

**State Tax Data**

EXEMPT ☒ Withholding Allowances: 0

Additional

Example of  
error message  
when all work  
study is  
encumbered

ERROR: Student has NO REMAINING Work Study money available.  
The PeopleCode program executed an Error statement, which has produced this message.

OK

**RSH Data**

SSN: 023826734 Em

\*Template: AWS3 FY 2021 Academic Work Study

Begin Date: Stop Date: Action / Reason: HIR / HIR

\*Dept ID: \*

\*Location: \*

Supervisor: \*

Reports To: \*

Tax Loc:

**Federal Tax Data**

EXEMPT ☒ Withholding Allowances: 0 Additional Amount:

**Tax Marital Status**

☒ Single ☐ Married

**State Tax Data**

EXEMPT ☒ Withholding Allowances: 0 Additional Amount:

RSH Data

SSN:      Empl ID: 10039843      Seq Nbr: 1      +      -

\*Template: ANWS      FY 2021 Non Work Study

Begin Date:      Stop Date:

\*Dept ID:      \*

\*Location:      \*

Supervisor:      \*

Reports To:      \*

2 of 2      View All

Visa Type of F1 NOT allowed in this STUDENT Hire process. NOTIFY Central Payroll.

The PeopleCode program executed an Error statement, which has produced this message.

OK

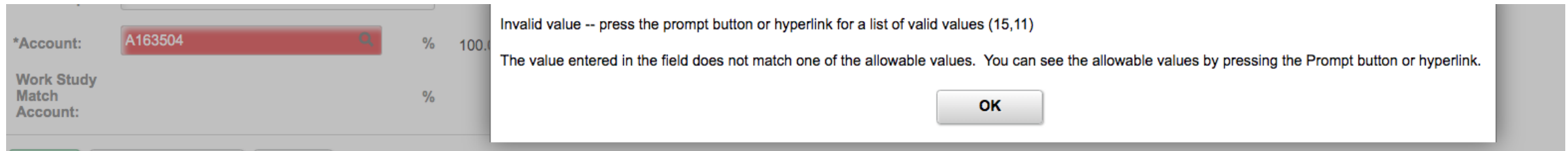
RSH cannot be used to hire International employees. If any Visa error message appears, you must submit an Undergraduate Student PAF to HR to hire this employee.

If student is brand new to payroll or has been off payroll for more than one year they will have to complete a new hire packet and turn it in to the ESC, 325 Whitmore. They will need to present their I-9 documents (generally I20 or DS2019, I-94 Arrival record, & their unexpired passport).

Please note it APPEARS this person was on payroll before, unfortunately, this Emp ID # 10039843 is a Fake number, to see if your international employee has ever been on payroll, look for them under "Review FERPA Display"

Any time you see the word BUDGET in an error message contact HR to see if we can reactivate the account before you send over SPAF's

{UM\_CI\_DEPT\_BUDGET.DEPT\_BUDGET(1).DEPT\_BUDGET\_ERN(1).ACCT\_CD}(91,34)



Error message  
when account is  
not in Payroll

# I-9 with Notary Public only used if student is not local, but is in the U.S.

If your student is unable to come to your department because they are not in the area, and you know this and still want to hire them, you should instruct them to print out the following 4 pages:

- [Form I-9 Instructions for Employees and Notaries Public](#)
- [Paper I-9 form, 3 pages](#)
- Employee should Complete all of page 1 of the I-9 form down to and including sign/date and answering the question - *Preparer and/or Translator Certification (check one)*:
- Next, take the printed Instruction page, I-9 form (3 pages), and their appropriate unexpired original documents to the Notary Public and present all to them.
- Notary Public must complete page 2 section 2 and sign/date the document on behalf of UMass (they are not technically notarizing anything, rather based on their position as a Notary Public, UMass is entrusting them to complete page 2 on our behalf after viewing the appropriate, original unexpired documents).
- The employee will need to mail the Original I-9 page 1, page 2 and copies of the documents noted on page 2, along with the forms from the Hire packet to the employing department who will verify accurateness, of the forms and once original forms are in your hands you may Rapid Student Hire your student employee, and forward original documents to HR.

- If possible, the department should provide the student with a copy of the completed Student Personnel Action Form, stapled to the top of the new student employee hire forms (although the new employee must be provided the full link to the new employee hire packet for the reading material, only the completed forms must be turned into HR.
- The international employee should complete as much of the forms as possible, bring all stapled forms to the Employee Service Center, 325 Whitmore. Where the staff will assist with final questions.
- They must bring their original unexpired documents for the I-9 Form.
  - Generally, their I-20 (F-Visa) or DS2019 (J-Visa), their most recent I94 Form ( <https://i94.cbp.dhs.gov/i94/#/home> ), and their foreign passport.

New  
International  
Employees  
Required  
Before They  
Can Be Hired.



# New International Employees Next Required Steps For Your International Employee

- Glacier: is required in addition to the New Employee Hire Packet, this is a program that UMA uses to determine the individuals proper tax status for payroll.
  - You or your new employee may send email to: [payroll-international@umass.edu](mailto:payroll-international@umass.edu) with the employees legal:
  - Last, First, Middle name and valid email address to begin this process
  - The new employee will receive email including a Glacier link and temporary User ID and password with instructions and will be required to print/sign/date and bring the forms Glacier creates for them and the listed required document copies to HR to make sure their taxes are set up correctly.
- 
- Next Step: Your new employee needs to apply for a SSN (unless they already have one) they can check out the IPO webpage for instructions: <https://www.umass.edu/ipo/iss/social-security-and-itin>
  - If they are here on an F-1 Visa, they will need a letter from your department. Find "sample letter" on IPO webpage.
  - Once they have their Social Security Card in hand, they should update Glacier by 1) Editing their name to match exactly as it appears on their card 2) carefully adding their new SSN then printing the newly created Glacier forms and bringing them, along with their Social Security Card to HR, who will make a copy of it for payroll purposes.
  - Note: Without an SSN individuals are not eligible for a tax treaty, once their SSN is added into Glacier the forms created may be different if they now qualify for a tax treaty.



# Acronyms

- ANWS= Academic Non-work study
- AWS3= Academic work study
- ESC=Employee Service Center
- FAFSA= Free Application for Federal Student Aid
- I-9= Employment Eligibility Verification Form
- M4= Massachusetts withholding Tax Form
- RSH= Rapid Student Hire
- SEO= Student Employment Office
- SPAF= Student Personal Action Form
- STASH= Student Academic Student Hourly
- STAWS= Student Academic Work Study
- SWS3= Summer work study
- W4= Federal withholding Tax Form
- WS= Work Study

# Links

# &

# Navigation in HR

- HR Direct: [www.umass.edu/humres/](http://www.umass.edu/humres/)
- [Student Employment | UMass Amherst](#)
- FAFSA: <https://fafsa.ed.gov>
- Post a job: [UMass Amherst Student Job Posting](#)
- [Encumbrance Form](#)
- SPAF [Student PAF 08142019.pdf](#)
- Academic Hire Packet: [Undergraduate Hire Packet](#)
- I-9 Notary: [Form I-9 Instructions for Employees and Notaries Public](#)
- DUO Multi-Factor: <https://www.umass.edu/it/support/authentication/duomultifactorauthenticationenrollmentanduse>

- **Rapid Student Hire:** UMass Custom, Workforce Administration, Rapid Student Hire
- **FERPA:** UMass Custom, Workforce Administration, Review FERPA Display, FERPA Job tab
- **To find Record #:** Workforce Administration, job information, job data or FERPA or you can see it on timesheet
- **Payroll Commitment Report:** Reporting tools, reporting manager (on Fridays we are paid)
- **Payroll Commitment Report:** Reporting tools, reporting manager, click on explorer tab, then commitment Acctg A (after pay day Fridays)

# Student Employment & Human Resources

- **Student Employment Office**
- [seo@finaid.umass.edu](mailto:seo@finaid.umass.edu)
- **Paula Wetherby**
- [wetherby@finaid.umass.edu](mailto:wetherby@finaid.umass.edu)
- Encumbrance adjustment forms, work study SPAF's, payrate approvals greater than \$17.00
- **Odete Bernardo**
- [obernardo@finaid.umass.edu](mailto:obernardo@finaid.umass.edu)
- Job board advertising, updates and cancellations
- **Tami O'Malley**
- [tomalley@admin.umass.edu](mailto:tomalley@admin.umass.edu)
- Undergraduate & graduate hourly appointments  
Send SPAF's to Tami O'Malley HR 325 Whitmore Admin Bldg
- (Examples: change of funding, rehire International, change in hourly rate, etc)
- Laura Macsuga
- [macsuga@admin.umass.edu](mailto:macsuga@admin.umass.edu)
- Glacier – for international employees
- **Kathie Ecklin**
- [kecklin@admin.umass.edu](mailto:kecklin@admin.umass.edu)
- Departmental Assistant/03 Appointments
- **Lisa Prouty**
- [lprouty@admin.umass.edu](mailto:lprouty@admin.umass.edu)
- Graduate Student GEO Appointments such as Research Assistant, Teaching Assistants , etc.