Rapid Student hiring training

April 28, 2021

Presented by Student Employment & Human Resources
• **Academic Year Work Study**
  - Students must complete a FAFSA 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](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, as you will need this number to re-advertise, edit, or cancel your position.

• All positions 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 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 W4, 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](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
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:
AWS for a Work Study Appointment
ANWS for a Non Work Study Appointment

During Summer Select:
SWS for a Work Study Appointment
SNWS for a Non Work Study Appointment

Click the + box to add a new row

Remember Sequence Number is NOT the same as the Record Number
Click on RSH Data 2 tab to see if the student has work study funds.

HRSA Student ID:
- SA: [redacted]
- EmpId: [redacted]
- Business Unit: UMAMH

RSH Data:
- SSN: [redacted]
- Empl ID: [redacted]
- Seq Nbr: 6
- Comp Rate: 13.500000
- Comp Freq: Hourly
- Department Earnings: 2000.00
- Mail Drop: M40..N11
- Account: A128611
- Work Study Match Account: A115132
- Work Study Maximum Earnings: 2000.00
- Work Study Department Charge: 600.00
- %: 30.00
- %: 70.00

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.
Example of Sequence # is not always rec #
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.
Payroll Commitment Report

• Navigation in HR: Reporting tools, Report Manager

• Click on the Explorer tab, then Commitment Acctg A
How to read the payroll Commitment Report

<table>
<thead>
<tr>
<th>RptID</th>
<th>BU</th>
<th>Deptid</th>
<th>PayEndDt</th>
<th>MinOT</th>
<th>Empld</th>
<th>RcdNo</th>
<th>Name</th>
<th>Emcd</th>
<th>AcctCd</th>
<th>HrlyRt</th>
<th>PCT</th>
<th>BudgetAmt</th>
<th>GrsYtd</th>
<th>Amtk</th>
<th>HrRem</th>
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<td>Tom Brady</td>
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<td>A115132</td>
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<td>A131234</td>
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<td>462.00</td>
<td>364.65</td>
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<td>&quot;S&quot;</td>
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</table>

- Gross year to date is the academic year earnings, not calendar year.
- Hours remaining is not doubled: this student has 29.50 hours left.
- The $ means you have overspent the account.
- Make sure to monitor each pay period.
- **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
- Submit non work study PAF’s to Human Resources (325 Whitmore) 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
Example of error message when trying to hire a non-work study student
Example of error message when all work study is encumbered
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)
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.
• 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 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](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](https://fafsa.ed.gov)
- **Post a job:** [UMass Amherst Student Job Posting](https://www.umass.edu/humres/)
- **Encumbrance Form**
- **SPAF** [Student PAF 08142019.pdf](https://www.umass.edu/humres/)
- **Academic Hire Packet:** [Undergraduate Hire Packet](https://www.umass.edu/humres/)
- **I-9 Notary:** [Form I-9 Instructions for Employees and Notaries Public](https://www.umass.edu/humres/)
- **DUO Multi-Factor:** [https://www.umass.edu/it/support/authentication/duomultifactorauthenticationenrollmentanduse](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 Internation, 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.