Value and Purpose of Student Employment
Requirements and Limitations
Student Responsibilities
Employer Responsibilities (On-Campus Employers)
Handshake! New Job Board for 2021-2022
Interviewing and Hiring
Human Resource & Payroll Services Requirements
Managing Student Employees
  Tracking Balances / Requesting Award Increases
  Managing Performance
  Requesting Students Back
The Value of Student Employment

Student jobs help students:

- Learn useful skills that can apply to future employment
- Earn money while pursuing a degree
- Develop leadership and professional skills
- Become involved in the campus and the community

Student employment promotes a foundation of retention and persistence toward graduation.
Eligible students can work and earn money while attending college.

Convenient - students work around their class schedules.

FWS Funding helps stretch your departmental dollars!

FWS pays a percentage of the students’ hourly wages:
- 75% paid from Work-Study funds
- 25% paid from Employer funds

The exception to this is the America Reads Program which pays 100% of the student wages.

Students employed by America Reads Program employers may work as reading and math tutors for children, or students may work in family literacy projects performing family literacy activities for approved employers.
To be eligible to participate in FWS, students must:

- Complete the Free Application for Federal Student aid (FAFSA)
- Have demonstrated “financial need” as determined by the FAFSA
- Be a U.S. citizen, U.S. permanent resident, or eligible non-citizen
- Be awarded and accept Work-Study funds offered
- Be enrolled in a minimum of 6 credits per semester
- Meet Standards for Satisfactory Academic Progress (SAP) each semester
- Complete Verification process (if selected)
- Complete FWS Authorization form and the hiring process with the employer before beginning work

NOTE: FWS jobs cannot displace employees (including those on strike) or impair existing service contracts
Review and adhere to all rules and policies established by the employer

Review and adhere to all rules as stated in the FWS Authorization form

Review and adhere to all rules and policies established by NDSU’s HR/Payroll Services Offices

- Complete all required paperwork (e.g. I-9, W4, Direct Deposit, etc.)
- Comply with NDSU Payroll Services time entry processes and maintain accurate recording of time worked. This may include use of TLAB or other approved methods (e.g. timesheet).

Complete all required trainings (e.g. Baseline Safety, Title IX, etc.)

Perform job duties satisfactorily
Work & class schedules cannot overlap- students cannot skip class to go to a FWS job

- Students can work up to a maximum of 20 hours per week - employers should consider student’s academic progress and adjust work schedule if needed
- During semester breaks/vacations, students may work up to 40 hours per week if work schedules have been approved by the supervisor
- Students may work only one FWS job at a time
- Students may not use more than their FWS award
- Rate of pay – cannot work for less than minimum wage (rate is set by the employer)
- Students may work during the fall and spring semesters only – Not available in summer (First day of classes through last day of finals if meets all HR/Payroll Services and FWS requirements)
Billing:
- Employers are charged 25% of student earnings and FWS program pays 75%. Important to set up payroll documents correctly so payroll is charged accurately (See Fund Summary Report)
- On-Campus employers should monitor both student charges and award balances carefully to ensure accuracy

Supervision:
- Supervisors are responsible to make sure students report to work as scheduled and work on appropriate projects while in the work place.

Documentation of Work Performed - Choose a Method (Online or Manual Timesheet):
- Online system is referred to as Time and Labor (or TLAB). *Requires computer access.
- Manual timesheets are also available if you do not have computer access for students to log in to TLAB
  - If using a manual timesheet, the supervisor is responsible to entering all hours worked by the student employee
- All hours worked must be verified and approved by the supervisor
- Set up student positions to include default funding for work study to make time entry easier and more efficient. Setting this up will help you maintain the correct 75/25 split when using the TLAB system.
Work-Study Flow Chart
CURRENT PROCESS
ON-CAMPUS EMPLOYERS

Hiring Manager: Create & Post Job Opening(s)
Recruiting/Solutions & Handshake (job board)

Interview
STOP: Not Hired

Job Offer Approval Process

Request Hire of temporary student worker

Complete at Same Time

Request FWS Authorization Form from Coordinator

No Holds Approved
On Hold Pending Approval

Hire Approved

Submit to Payroll Services Office
Begin Onboarding Process:
- Prepare Job Offer
- Post Online Job Offer
- Prepare for Hire

APPROVED: Receive FWS Authorization Form from Program Coordinator

Complete FWS Authorization form and Return to Program Coordinator

SUCCESS!
Student is hired and can now begin working!
NDSU Career and Advising Center

Handshake

Advertise and promote your employment opportunities at https://career-advising.ndsu.edu

- The Job Board is a central place where students (both work-study and non-work study) can look for employment opportunities.
- This service is offered by a partnership between NDSU Career and Advising Center and Financial Aid and Scholarships.
We prepare students for maximum employability—beginning when they arrive, continuing early and often through graduation.
NDSU is moving to Handshake

**Implementation**

On July 16 – Employers welcomed into Handshake
On July 27 – Students invited into Handshake
Job postings will be visible in CAREELINK until July 27\(^{th}\) (or later)
Job postings will be visible in Handshake starting July 27\(^{th}\)

**Handshake Employer training:**

All students will be able to see Work Study jobs.
KEY CONTACTS—NDSU CAREER AND ADVISING CENTER

**Connectivity**
Career Fairs/Expos

Rebecca Bahe
Director

**Internship Program**

Alli Goossens
Assistant Director, Internship Program

**Point of contact for job postings, presentations, tabling, on-campus interviews**

Pat Breen
Employer Partnership Manager
Questions?

Contact:

NDSU Career and Advising Center
306 Ceres Hall
701-231-7111

ndsu.cac@ndsu.edu

https://career-advising.ndsu.edu

Thank you!
Students earning wages using FWS funds are “employees of the University” and must adhere to University, State, and Federal regulations.
Recruiting Solutions – is the NDSU Applicant Tracking system

- Posting Positions
- Hiring employees
- Only way to “hire” any NDSU employee – Students, Temps, PT, Grads or FT

Recruiting Solutions - a module within the HRMS/PeopleSoft

- Candidate Gateway - where candidates go to look and apply for jobs
- Talent Acquisition Manager - the internal HR module for recruiters, hiring supervisors, and others to create, post, interview and hire
<table>
<thead>
<tr>
<th>USER ROLES</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>RECRUITER</strong></td>
</tr>
<tr>
<td>Recruiters have access to the full set of recruiting activities for the job openings they are associated with, and the applicants that have applied to the job opening.</td>
</tr>
<tr>
<td><strong>HIRING MANAGER</strong></td>
</tr>
<tr>
<td>Hiring Manager is the term used in PeopleSoft for the role of Search Committee Chairs and Members, and for department level administrators who are responsible for creating job openings. Hiring Managers have access to a majority of the recruiting activities for the job openings they are associated with, and the applicants that have applied to those job opening.</td>
</tr>
</tbody>
</table>

**THE PRIMARY DIFFERENCE BETWEEN RECRUITERS AND HIRING MANAGERS IS THAT RECRUITERS HAVE ADDITIONAL ACCESS TO SEARCH FOR APPLICANTS, AND APPLICATIONS, WHEREAS HIRING MANAGERS DO NOT HAVE ACCESS TO THESE FUNCTIONS.**

| **HUMAN RESOURCES (HR)** |
| Human Resources will generally be responsible for processing the final Hire of the selected candidates through the ND Hire process. |
Student Positions & Hires

Student Positions are posted in both Recruiting Solutions and *Handshake*.

1. Post position in Recruiting Solutions first and then post in *Handshake*.

2. Copy a link from RS to *Handshake* Posting - this allows candidates to apply.
How do I access?

You will access Recruiting Solutions through your PeopleSoft login.
Workflow for Student Hires

Position Opening/Job Offer Approval Process

Student/Temp Workflow

**Position Opening Process**
- Hiring Manager posts job in Recruiting Solutions
- Hiring Manager copies link from Recruiting Solutions and posts in Career Link
- Post on the web and CareerLink

**Job Offer Approval Process**
- Request for hire of temp/student worker
- Request FWS Authorization Form from coordinator
- Hire approved
- Submit to Payroll Office/onboarding process starts
Quick Step Guides

Human Resources Website
https://www.ndsu.edu/hr/recruiting_solutions

Resources available:
✓ Quick Step Guide - Students, Grad, Temp & Part-time Positions
  ❑ Follow this step by step to post and hire
✓ FAQ’s
✓ Quick Tips
Quick Step Guide

Post Job

✓ Create Job Opening – Post Position
✓ Candidate applies for position
✓ Review Application

Hire Candidate

1. Prepare Job Offer for approvals
2. Post Online Job Offer to Candidate
3. Prepare For Hire
Create a Job Opening

The first step in Recruiting Solutions is to create a job opening.
Student Job Opening

Primary Job Opening Information

Job Details

- **Job Opening Type**: Standard Requisition
- **Business Unit**: DSU01, Dickinson State University
- **Job Family**: 8800, Student General
- **Department**: 2010, Stoxen Library
- **Position Number**: 00012139, Student General
- **Job Code**: 880001, Student General
- **Recruiting Location**: 1007, Dickinson
- **Job Posting Title**: Student General

Continue
Hiring Team

Always add Recruiter Team: ❖ NDSU HR

---

**Assignments**

<table>
<thead>
<tr>
<th>Recruiters</th>
<th>Recruiter ID</th>
<th>Primary</th>
</tr>
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<tbody>
<tr>
<td>Connie Klein</td>
<td>0319959</td>
<td>❖</td>
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</table>

**Hiring Managers**

<table>
<thead>
<tr>
<th>Name</th>
<th>Manager ID</th>
<th>Primary</th>
</tr>
</thead>
<tbody>
<tr>
<td>Krissy Klawon</td>
<td>0418110</td>
<td>❖</td>
</tr>
</tbody>
</table>

**Interviewers**

<table>
<thead>
<tr>
<th>Name</th>
<th>Interviewer ID</th>
<th>Primary</th>
</tr>
</thead>
<tbody>
<tr>
<td>Krissy Klawon</td>
<td>0418110</td>
<td>❖</td>
</tr>
<tr>
<td>Jennifer Zier</td>
<td>0645825</td>
<td>❖</td>
</tr>
</tbody>
</table>
Click on the “in” Linked-In Tile, to generate the Posting link to copy to Handshake Job Posting.
Student Work Study Verification

The Work Study Verification information displayed is pulled in real-time from the Campus Solutions system.
Background checks

• Review the NDSU policy to determine if background is required for the type of position (examples: working with students, money, teaching, tutoring, sensitive info etc)

• Email Sara Oestrich @ sara.oestrich@ndsu.edu to initiate the background, by providing:
  – Applicants email address
  – Type of Position “Student employee”
  – Department Number for billing
Prepare Job Offer

Steps for preparing a Job Offer include:
1. Create the initial Offer Details and “SAVE AS DRAFT”
2. Submit for Approval
3. You will “approve” the offer
Steps to Post Online Job Offer to Candidate:
1. Select Notify Applicant
2. Click on the Post action icon.
3. When the offer is posted, the system generates an email to notify the applicant of the job offer, and creates a contact note.

The online job offer has been posted. (18177, 2716)

OK
When a Job Offer is Accepted, you will receive an email and the applicant’s Disposition status updates to **Accepted**.

For Job Openings where the applicant will fill the remaining opening, the other applicants are updated to Hold.
Prepare to Hire

Steps to complete Prepare to Hire:
1. Check Start Date – only once you are certain the employee has I-9 documents
2. Type of Hire – Transfer or Hire
3. Submit – Goes to Payroll Services
4. Will receive Email after Payroll approves
5. Candidate must complete Part 2 of I-9 before or on start date.
   ❖ Bring appropriate documents to HR
Onboarding of New Hire

❖ Hiring Department asks new employee if they are currently employed in another position at NDSU
❖ If current employee, no need for a new I-9, only need to review their information in the On-Boarding system.
❖ New Employee will receive an email, with instructions, to Claim their NDUS Account (if not a current employee or student) and complete their On-Boarding, which includes completion of Part 1 of I-9 (if needed) and the Employee Information form.
❖ If new employee is not a current NDSU employee, Hiring Department reminds employee to complete the On-Boarding:
  ✓ Complete Section 1 of the I-9 online and then complete Section 2 by presenting original identification documents (no pictures, copies or expired documents) to Payroll Services in person no later than the first day of employment. Contact Payroll Services for I-9 remote hire instructions.
  ✓ Complete remaining On-Boarding activities as soon as possible. (W4 form, Direct Deposit etc.)
❖ Departments are responsible to remind new employees to complete their on-boarding. Payroll Services will monitor new hires and will contact new employees & departments, as necessary, to remind them to complete On-Boarding and the I-9 by deadlines above. New employees who do not complete the I-9 by INS deadlines, will be terminated immediately and the hiring department will need to start the hiring process again.
I-9 Acceptable Documents

1. Document from **List A**
   OR
2. Documents from **List B & C**
Human Resources Contacts

Jill Sackenreuter – Associate Director of Recruitment - 231-8525
jill.sackenruiter@ndsu.edu
Primary Recruiter for 1000 & 3000 – band search process

Cindy Breyer – Recruitment Specialist - 231-5678
lucinda.breyer@ndsu.edu
Primary Recruiter for 4000 – 7000 band search process & assist others as needed

Sara Oestrich - HR Office Assistant – 231-6293
Sara.oestrich@ndsu.edu
Recruitment assistance/support for students and others as needed

Provost & Equity Office
Angela Bachman – Academic Personnel Coordinator – 231-7150 angela.Bachman@ndsu.edu
Faculty, Extension, Coaches, Offices of the institution search process
You posted your job and a student is contacting you about the job.

- Verify if the student has a FWS award
- Set up an interview/meeting
  - Student can provide copy of the Financial Aid award or contact the FWS Coordinator

You have decided to hire the student. That’s great!

- Be sure to request the FWS Authorization form online from the FWS Employer web page: https://www.ndsu.edu/onestop/finaid/employment/employers/
Completing and Returning the Work-Study Authorization Form

- After submitting the online request for the FWS Authorization form for your student - the document will be sent to you via email if the student:
  - has been awarded and accepted FWS funds
  - is registered for a minimum of 6 credits, and
  - does not have any Financial Aid holds in effect.
  If the student has any holds, you will be notified and the authorization form will be sent to you once the holds are no longer in effect.

- The student cannot begin working using FWS funds if they have any holds in place.

- Review the document with the student, sign where requested, make a copy of the FWS Authorization form for your files, and return the original to the FWS Coordinator.
HCM

HUMAN CAPITAL MANAGEMENT SYSTEM

[Previously referred to as HRMS]
Default Funding enables you to make single-line entries and the system creates the 75/25 split for you! Otherwise you have to manually set up the 75/25 split in the timesheet.

* Departments using multiple funding sources may not be able to fully utilize default funding.
Positions and Default Funding

- On-Campus employers can use Funding Summary Report in HCM to look up Default Funding.
- Budget Office Resources and Job Aids: [https://www.ndsu.edu/budget/reportsandresources/](https://www.ndsu.edu/budget/reportsandresources/)
- Work with HR/Payroll Services/Budget Office to set up positions to include default combination codes!
  *This saves you time during time entry!*

![Default Funding Table](image)
Example: Funding Summary Report

<table>
<thead>
<tr>
<th>POSITION #</th>
<th>STATUS</th>
<th>LEVEL</th>
<th>COMBINATION CODE</th>
<th>START CODE</th>
<th>END CODE</th>
<th>SEQ</th>
<th>AMOUNT</th>
<th>%</th>
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<td>1</td>
<td>2600.00</td>
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<td></td>
<td>1</td>
<td>25.00</td>
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<td></td>
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<tr>
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<td>1</td>
<td>100.00</td>
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<tr>
<td>00023139</td>
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<td>1</td>
<td>2500.00</td>
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</tr>
</tbody>
</table>

Legend:
- **ACTIVE**: Active position with funding.
- **INACTIVE**: Inactive position with no funding source available.
- **Funding** column indicates the amount of funding available for each position.
HCM TIME ENTRY EXAMPLES

ENTRIES SHOULD BE PROOFED AND CORRECTIONS MADE PRIOR TO TLAB APPROVAL DEADLINES

**Position Includes Default Funding for Work-Study – SYSTEM GENERATED SPLIT**

- **HCM SYSTEM:** Student punches IN / OUT
- Use H14 Earnings Code For Work-Study
- OR - Manually enter total hours worked /day
- Leave fields blank if using Default Funding

---

**Position DOES NOT include Default Funding for Work-Study – MANUAL SPLIT**

- Add 2nd Line in order to enter Manual Split
- **HCM SYSTEM:** Student punches IN / OUT
- Use H14 Earnings Code For ALL hours
- Create manual 25/75% split FWS—ALWAYS ROUND DOWN!
- Enter Department & FWS Combo Codes here
Want to learn more?

TRAINING SESSIONS
Offered by Human Resources/Payroll Services
https://www.ndsu.edu/hr/training/

ONLINE RESOURCES
Administrative/Office Toolbox
https://www.ndsu.edu/hr/admintoolbox/tlab_resources/
Patricia Hanson – Director of Payroll Services
   Phone: (701) 231-8990  Patricia.Hanson@ndsu.edu

Kari Schmitz-Eilertson – Payroll Services Coordinator
   Phone: (701) 231-6251  Kari.Schmitzeilertso@ndsu.edu

Julie Giffey – Payroll Records Technician
   Phone: (701) 231-8958  Julie.Giffey@ndsu.edu

Kimberly Pithey – Payroll Records Technician
   Phone: (701) 231-5677  Kimberly.Pithey@ndsu.edu

Liz Thompson – HRMS Technician
   Phone: (701) 231-5922  Elizabeth.Thompson@ndsu.edu
Once you have hired your student employee(s), it’s important you keep track of their FWS award balance.

**Tracking FWS award balances is based on 100% of their total earnings – not just the percentage that the employer pays.**

All dollars earned beyond the FWS award are to be charged 100% to the department.

Balance award notifications can be sent to you as needed or as requested. It is important to monitor balances regularly so you won’t exceed the available amount awarded!

Once student has reached a balance of $500 or under, you will receive an email notification.

Data reflected in the “$500 and under” report has a lag time. It is best to track the hours the students worked on an on-going basis to maintain an up-to-date balance.
What if the student is running out of Work-Study Funds?

Submit a request for an increase online to see if the student qualifies for an increase: https://www.ndsu.edu/onestop/finaid/employment/employer/

Increases are awarded only if:
- Funds are available, AND, the student is eligible to receive an increase
  You will be contacted by the FWS Coordinator via email with the updated information.

If the student IS NOT eligible for an increase:
- She/he must stop working at the time FWS funds have been used up; or
- the student may continue to work for you if the department/agency is willing to pay 100% of the student’s hourly wages.
FWS jobs provide a great place to develop skills and good performance habits.

Students should treat the job as an opportunity to learn and grow professionally.

Students not performing up to required job standards should be treated like any other staff person and subject to performance evaluation.

If you have provided adequate counseling and guidance to a student and he/she continues to display poor or inappropriate work performance, and, does not meet the basic requirements of the job, you do have the right to dismiss the student from the position.

Contact the FWS Coordinator if you decide to terminate a student who is using FWS funds.
Employer Resources for 2021-2022 available online from the Financial Aid and Scholarships web page. Items available include:

- NDSU Handshake (Job Board)
- Important Links for Employers
  - Request FWS Authorization form (online) – Available by August 6, 2021
  - Request Increase to existing FWS award (online)
- Work-Study Resources for All Employers
  - FWS Employer Resource and Training Manuals
  - Employer Information Session PowerPoints
  - Salary Tracking sheet and Fund Number / Combo Code Reference
- HR/Payroll Services Resources (training manuals, forms, etc.)
Returning students are NOT automatically considered for a FWS award!

You can request to have specific students considered for FWS funding for the next academic year.

Returning FWS students still must meet eligibility requirements.

Students you request to return to work for you, if eligible, would receive funding during first round of awarding along with first-year students prior to start of the academic year.

Returning students still go through the standard hiring process annually:

- Request the FWS Authorization form
- Complete hiring documentation (required by HR/Payroll Services)
- Must complete all required trainings (e.g. Baseline Safety, Title IX, etc.)
Questions?
Thank You for Attending Today’s Session!

FOR FURTHER INFORMATION, CONTACT:

TAMMIE REGER
NDSU FINANCIAL AID AND SCHOLARSHIPS
FINANCIAL AID ADMINISTRATOR AND
WORK-STUDY PROGRAM COORDINATOR

TAMMIE.REGER@NDSU.EDU
701-231-7535