Student Employment 101:
An overview on hiring a student employee

This document is meant to help you hire an undergraduate student worker. Should you need further assistance please contact Tory Gram (1-2947) or The Office of Student Employment (1-1349) or visit the Employer Resources page: http://umaine.edu/studemp/employer-resources/

Hiring a student:

1.) Send the following information to Tory Gram (victoria.gram@maine.edu), 1-2947) before the start date.
   - Job Title and Step Number*
   - Account you will be paying from
   - Start Date
   - Whether or not the student has Work Study

2.) After you have sent this information to Tory, instruct the student** to go to 105 Deering to fill out required paperwork.

   Note: If the student has not worked for the University in the last 12 months they must complete an I-9 within 72 hrs after they start work or they will have to stop working. This must be done at the payroll office in Corbett 142

*Determining the job title, step number, and pay rate:
Identify the job title for your position using the following information. Once you have found the appropriate job title, use the steps (I-IV) to decide the pay rate based on their experience.
   - List of all job classifications and codes
   - Comprehensive list of job classifications with descriptions & requirements
   - Student Pay Scale

**Identifying a student to hire:
   - If you need to find a student to hire please use our Online Job Search or contact Tory Gram for further assistance in finding a suitable student

   We will take care of preparing and submitting all of the paperwork for you

Congratulations! You have hired a student employee!
Working with a Student Employee

After you’ve hired a student employee there are number of policies and procedures to keep in mind. Please use the links listed below to find more information on the bolded topics.

**Online Basic Safety Training** - required of all employees annually. We suggest having students complete this on their first day of work. Please turn in a proof of completion to the AA.

**Policies** - There are a number of local and national policies to be aware of, including:

- **Work Hour Limits & Overtime** - 20 hrs/wk recommended maximum [40 hrs/wk during breaks >5 days]. Students are only eligible for overtime during breaks >5 days, and it is never to be paid from Work Study funds.
- **Pay Increases & Promotions** - Students are eligible to receive a pay increase after working the same job for 2 consecutive semesters or the entire summer. If you increase a student’s responsibilities you should give them a corresponding promotion.
- **Breaks** - Students are entitled to breaks in relation to the length of their shift
- **Confidentiality** - It is recommended that all student sign a confidentiality agreement, especially if they are handling any personal information

Please click on the **Policies** link so see a full list.