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University of Maine

Student *employment*

Welcome Back

A Note from the Manager

We're thrilled to welcome everyone back for the 2009-2010 academic year! We've been working hard all summer getting ready for this fall and we're pleased to announce some exciting changes. Most notably, the Office of Student Employment has gone (virtually) digital! As you'll read throughout this newsletter, we've made changes to a number of our processes which has been a direct result of our commitment to complying with the University's goal of reducing its carbon footprint. We're proud that by simply digitalizing our Student Authorization Form, for example, we're saving over 10,400 pieces of paper. I sincerely wish to thank Amy MacDougall, Amber Pelletier, Christina Baker and all of the Student Payroll Staff for the hard work that went into this project.

We're also happy to announce that all of our forms are available online at our website (www.umaine.edu/studemp), including a new, fill-able Student Authorization Form. Our online job search is gaining popularity as employers are able to post open positions themselves. We encourage you to use our website as a resource for information on Student Employment.

One brand-new feature you'll find online is our Federal Work-Study calculator created by Justin Chase, Graduate Assistant in the Financial Aid Office. Using this tool, employers can input the amount of Federal Work-Study their student was awarded and can calculate how many hours the student should work per pay period based on their pay rate. We encourage you to try it out! Finally, we'd like to draw your attention to the new student pay scale which went into effect September 1, 2009.

We are excited about our changes and are even more delighted to welcome you back!



Connie Smith
Associate Director of Financial Aid
Manager of Student Employment

Going Green & Image Now

In an effort to comply with the University's commitment to reduce its carbon footprint, we would like to announce that the Office of Student Employment is going (virtually) paperless! In the past, our office has generated at least three pieces of paper for every student employee per job. By eliminating the photocopying of forms and using the ImageNow system instead, we will be saving over 10,400 pieces of paper this year!



ONLINE JOB SEARCH

We are committed to helping you fill your employment positions, both for the fall semester and for the year. Our online job search, located at www.umaine.edu/studemp, is the primary source of on- and off-campus jobs for both employers and students.

This is the time of year when historically we would be conducting the Fall Job Fair. In a comprehensive effort to streamline programs and make the most efficient and effective use of resources, we've decided to discontinue the actual Job Fair and focus on the online job search.

We are excited about this transition and hope you will be as well. We think you'll agree that using our online job search is quick, easy and will produce the maximum amount of return for the least amount of resources. We are here to help you and our students make the most out of the student employment experience!



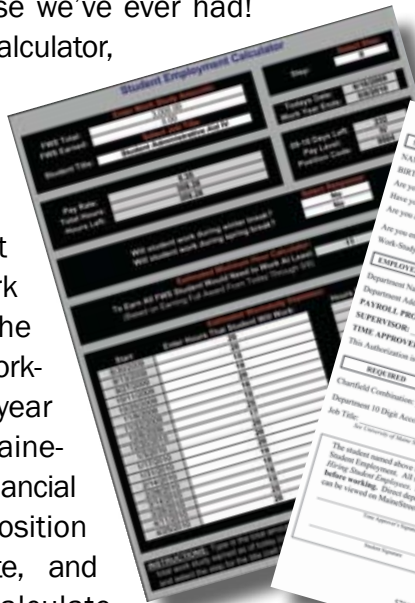
www.umaine.edu/studemp



Work Study Calculator

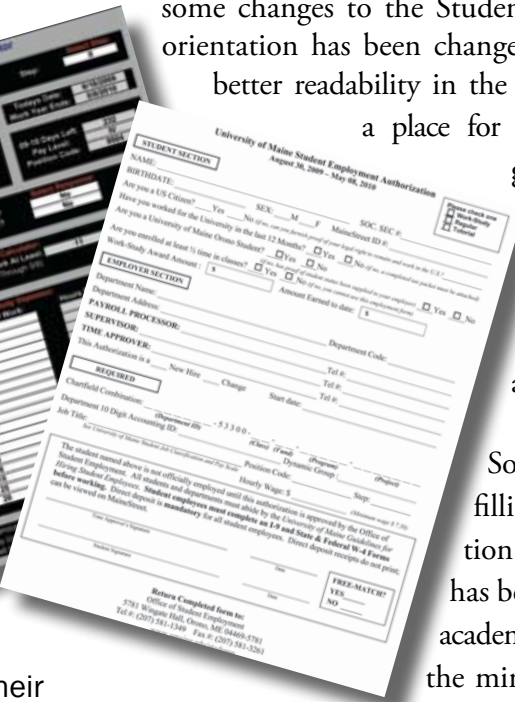
Next to the Online Job Search, this may be the most exciting new release we've ever had!

The Federal Work-Study calculator, available for download on our website, is a Microsoft Excel-based tool which employers can use to accurately forecast student employee's work eligibility. Simply input the student's total Federal Work-Study for the academic year (found on the student's Maine-Street account under Financial Aid), the student's position title, pay level and rate, and employers can calculate how many hours the student should work each pay period (2 weeks) to earn their total award. Pay period estimates can be entered for the future as well as for hours already worked and totals are calculated and updated immediately — we encourage you to try it out!



THE *New* STUDENT AUTHORIZATION FORM

As a result of our digitalization process, you will notice some changes to the Student Authorization Form. First, the orientation has been changed from landscape to portrait for better readability in the image form. We have also added a place for a department code and dynamic group code with the account information. If you do not know your code, please contact us at (207) 581-1349. Lastly, we included a place to write in the time approver's name and phone number.



Some things to keep in mind when filling out the Student Authorization Form: the Work Merit program has been suspended for the 2009–2010 academic year. Also, effective September 1, the minimum wage is \$7.50. Employers must use the Student Job Classification and Student Pay Scale when filling out the form. You can find these on our website (www.umaine.edu/studemp) under the Employer Handbook tab.