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University of Maine

Student *employment*

Bring on the Sun!

A Note from the Manager

It's so nice to see the sun again! Now that summer is in full swing, we thought we'd take the time to send out a bonus newsletter to keep everyone up-to-date with what's happening in Student Employment.

First, I'd like to say how pleased I am with how this year's Student Employment Recognition Week turned out! We had an amazing number of students and supervisors nominated and we hope for even more next year. I'm especially proud that our very own Amy MacDougall was chosen as the first-ever Supervisor of the Year! Congratulations also to the Undergraduate Student Employee of the Year, Zachery Schiller and the Graduate Student Employee of the Year, Justin Chase, who was also recognized as the Regional Graduate Student Employee of the Year. I'd also like to extend my sincere thanks to President Kennedy for attending our ceremony and helping us recognize the importance of student employment at UMaine.

We've been hearing from a number of people that they didn't nominate a student because they didn't think they'd be able to write a nice enough letter. It doesn't matter how well the letters of nomination are written, what matters is how great your students are! Every student and supervisor who is nominated is honored at our annual ceremony and they receive a certificate and a t-shirt to show how much they mean to the UMaine community. We also received a record number of donations from area businesses and UMaine departments and we hope to grow this celebration even more next year. If your department has an idea of how we can extend our thanks to all those involved in Student Employment throughout the year, let us know!

We're in the process of revamping our website to make it easier to find the information and forms you need, but in the mean time, I thought this newsletter would be a great place to remind everyone about our FREE online job search that everyone is able to access to post available jobs in your department as well as a guide to the Student Authorization Form to help clarify some confusing areas.

I hope everyone is enjoying their summer so far. Keep in touch, we love hearing from you!



Connie Smith
*Associate Director of
Student Financial Aid
Manager of Student Employment*

F-R-E-E

When is the last time your department got offered something for free – especially free marketing? That's exactly what The Office of Student Employment is doing! Our online job search is a FREE service anyone can use to post available jobs for students. It's the first place we recommend students check when they ask us where to find a job so you will be expanding your pool of applicants by advertising your available jobs with us! Payroll processors have the log-in information needed, simply contact yours to have your job uploaded. For more information on how to use this free service, give us a call at 581-1349. The online job search is located on our website at www.umaine.edu/studemp and is best viewed using Firefox or Safari as your browser.

New Student Orientation

The Office of Student Employment will be located on the second floor of the CCA during New Student Orientation. If your students have questions regarding employment while at UMaine, send them to us — we're happy to help!



YOUR GUIDE TO THE STUDENT AUTHORIZATION FORM

WHO'S WHO

STUDENT: A student is anyone who is enrolled **at least half-time in a degree program** at either the University of Maine or another institution. All students who work on campus and at eligible off-campus locations are required to fill out and sign the Student Authorization Form.

PAYROLL PROCESSOR: A payroll processor oversees all student employment within their department. They are responsible for keeping track of employment documents and communicate directly with The Office of Student Employment. The payroll processor also has access to the online job search database in order to post available positions. Starting with the 2010–2011 academic year, the payroll processor's signature will be required on the Authorization Form.

SUPERVISOR: A supervisor is anyone who oversees student employees in the work place; they are the person the student reports to directly.

TIME APPROVER: A time approver is anyone who approves student hours in MaineStreet. The time approver's signature is required on the Authorization Form.

NOTES: Sometimes positions overlap — every department is different. If you find that one person fills the role of more than one description, it's okay to enter the same person in multiple fields when appropriate.

WHAT'S WHAT

APPROVALS: All authorizations must go through the payroll processor **and** Student Employment **before** the student begins working because we have to verify the information on the Authorization Form and we have to make sure the student is eligible to work. If we don't get the form before the student begins working, there may be complications with the student being paid fairly and on time.

JOB TITLE / POSITION CODE: Student Job Classifications and the Pay Scale chart are available under Employer Resources on our website, www.umaine.edu/studemp

STEPS: Student employees new to a department **must** start at Step I or II for the job title assigned to them in accordance with our pay scale. **All Level VI positions require prior approval from the Office of Student Employment.**

NOTES: The Student Authorization Form must be submitted for every academic year **and** for every summer. Please make sure that you are using the correct authorization — there are different forms for each time period.

You will receive an e-mail when we have received and processed the Student Authorization Form. There are different e-mails indicating if the student is okay to work or if they have to complete tax paperwork prior to working. Please note that the I-9 must be completed **in person** at the Office of Student Employment.

University of Maine Student Employment
SUMMER Authorization
May 09, 2010 – August 28, 2010

Please check one
 Work-Study
 Regular

STUDENT SECTION

NAME: _____ SOC. SEC #: _____
 BIRTHDATE: _____ SEX: M F MaineStreet ID #: _____
 Are you a US Citizen? Yes No (if no, can you furnish proof of your legal right to remain and work in the U.S.): _____
 Have you worked for the University in the last 12 Months? Yes No (if no, a completed tax packet must be attached)
 Are you a University of Maine Orono Student? Yes No
 Are you enrolled at least 1/2 time in classes? Yes No (if no, you cannot use this employment form)
 Work-Study Award Amount: \$ _____ Amount Earned to date: \$ _____

EMPLOYER SECTION

Department Name: _____ Department Code: _____
 Department Address: _____
PAYROLL PROCESSOR: _____ Tel #: _____
SUPERVISOR: _____ Tel #: _____
TIME APPROVER: _____ Tel #: _____
 This Authorization is a New Hire Change Start date: _____

REQUIRED

Charfield Combination: _____ - 5 3 3 0 0 - _____
(Department ID) (Class) (Fund) (Program) (Project)
 Department 10 Digit Accounting ID: _____ Dynamic Group: _____
 Job Title: _____ Position Code: _____ Step: _____
See University of Maine Student Job Classification and Pay Scale
 Hourly Wage: \$ _____ (Minimum wage \$ 7.50)

The student named above is not officially employed until this authorization is approved by the Office of Student Employment. All students and departments must abide by the University of Maine Guidelines for Hiring Student Employees. Student employees must complete an I-9 and State & Federal W-4 Forms before working. Direct deposit is MANDATORY for all student employees. Direct deposit receipts do not print; can be viewed on MaineStreet.

Time Approver's Signature: _____ Date: _____
 Student Signature: _____ Date: _____

Return Completed form to:
 Office of Student Employment
 5781 Wingate Hall, Orono, ME 04469-5781
 Tel #: (207) 581-1349 Fax #: (207) 561-3452
www.umaine.edu/studemp

thank you **THANK YOU** thank you

We received so many wonderful donations and services from UMaine departments for Student Employment Recognition Week, we thought we'd take this opportunity to say a special "Thank you!"

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|-------------------------|------------------------------|
| ALUMNI ASSOCIATION | DEPARTMENT OF ATHLETICS |
| AUXILIARY SERVICES | CAMPUS ACTIVITIES AND EVENTS |
| CAMPUS RECREATION | COLLINS CENTER FOR THE ARTS |
| COMPUTER CONNECTION | COOPERATIVE EXTENSION |
| CUTLER HEALTH CENTER | UMAINE BOOKSTORE |
| UMAINE PARKING SERVICES | UNIVERSITY CREDIT UNION |
| RENAISSANCE SINGERS | WELLS CONFERENCE CENTER |

For a complete list of donors, please visit our website at www.umaine.edu/studemp

Community

Outreach Corner

Due to the amazing success of our fund-raising for Relay for Life last year we're happy to announce we're continuing our efforts for this year! Our team raised approximately \$4,000 for the cause and teams throughout the University of Maine raised over \$32,000 through raffles, donations, snack sales and \$1.00 jeans Fridays. More information about Relay for Life can be located at: www.relayforlife.org/umaine

