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University of Maine

Student

employment

Fall is Here!

A Note from the Manager

The leaves are turning, the semester is in full swing and students are everywhere! It's so nice to be able to offer our services to so many students during the academic year. And what a great start we've already had! To date, we've processed over 2,300 student authorization forms for the 2010-2011 academic year. I'm so impressed with the quantity and variety of jobs our University has to offer our students!

It's amazing how fast the summer flew by. Before we know it Student Employment Appreciation Week will be here! I'd like to encourage all departments to think of ways to show your appreciation for your students' and supervisors' hard work during this celebration week which takes place in the spring. Whether it's hosting a potluck lunch, giving a gift or saying a simple "thank you," we want to make sure everyone involved in the student employment process is recognized and knows just how appreciated they are.

Some important news regarding the UMaine Free Match Program. We have funds available for departments who do not have it yet! Be sure to contact our office to find out if you are eligible and how to receive these valuable funds.

In this newsletter you'll also find some helpful reminders regarding areas we observed that need clarification on the Student Authorization Form. We hope this section will clarify the confusing areas surrounding the paperwork process of Student Employment. We want to make sure you have the knowledge you need for the process to go smoothly!

As a final note, I am thrilled to let everyone know we're in the process of completely revamping both our website and our online job search! Stay tuned for more information as it becomes available.



Connie Smith

Associate Director of Student Financial Aid
Manager of Student Employment

Free Match Available

Do you have work that needs to be done but you think your department can't afford a Work-Study student? Free Match funds are available to pay the department's 25% wage share in the Federal Work-Study program. The Federal Work-Study program allows employers to hire students at a reduced wage rate. Currently the split is 75/25 – the Federal Work-Study program pays 75% of the student's wages and the employer pays 25% of the student's wages. With the Free Match Program, you can hire student employees at no cost to you. Please contact our office for more information.

**Please note: Your department must have an E&G account to receive these funds.*



Notes on Authorizations

After processing so many authorizations, we noticed a couple of areas that need clarification.

We know the paperwork process can be confusing at times so we hope this will help!



“WORK-STUDY” AUTHORIZATIONS

The Student Authorization Form is the Work-Study Authorization. You do not need to send your students to our office for a Work-Study Authorization. It is easy for students to access their Work-Study award information on MaineStreet, we leave the form completion up to the student and their employer. When we receive an authorization with the Work-Study fields completed, we always verify that the information is accurate. We do not, however, verify students who do not complete this section — they are processed as regular student employees. If you need to know if a student was awarded Work-Study you should ask them (directing them to their MaineStreet Financial Aid Award for specifics) or call our office (please make sure to have the student’s MaineStreet ID). The Student Authorization Form is available on our website at www.umaine.edu/studemp.

Sign it



We’re still getting authorizations which are not signed — missing signatures delay processing. Please make sure there are signatures for the student, the payroll processor and the time approver. If the time approver and the payroll processor are the same person, please sign **twice**.



INACTIVE STUDENTS

Please notify Payroll if you completed a Student Authorization form for a student who ended up not working for you.



REFAXING

We understand that at the beginning of the year things are hectic and sometimes it takes a while for us to acknowledge receipt of the Student Authorization Form, however, **please do not refax an authorization you’ve already submitted**. When an authorization is faxed twice, it may be entered in the system as 2 jobs, causing confusion for everyone. We also understand it’s frustrating when you’re not sure if a fax went through and we can’t tell immediately if we’ve received it (this only happens at the beginning of the fall semester when volume is so high). If you are unsure if a fax went through, call us to check. If we cannot confirm if we’ve received the Authorization and you are sending it through a second time, please write “REFAX” on the top of the Authorization so we can reconcile our records once everything is processed.

Coming Soon...

New Online Job Search — We’re in the process of working with an outside firm on a new online job search platform. We are thrilled with the product and know it will make a positive impact in the student employment process.

New Website — We’re almost there! We’ve been working on a new website over the summer and into the fall and are close to launching it. We know the frustration with hard-to-navigate websites and we are excited to share our new site with you.

We’ll keep you posted when we launch both of these exciting technologies!

It’s never too early to start thinking about Student Employment Recognition Week!

What will you do to *celebrate* this year?

Outreach Corner

Have you wondered why the staff in our office are wearing jeans on Fridays? It’s for a good cause! All staff pay \$1 to wear jeans on Fridays and proceeds are donated to Relay for Life. Keep an eye out for various fund-raising events across campus including raffles for really great prizes! More information about Relay for Life can be located at: www.relayforlife.org/umaine



Community

