A Note from the Manager

All Student Employment work authorizations we have received to date have been processed by our office. We have processed more than 2760 Student Employment Authorization Forms since the beginning of the academic year. If your student employees are unable to enter time in MaineStreet it is possible that we did not receive an authorization form for them. Please contact us if your students are not able to enter hours.

In an effort to streamline our office operations, we no longer email completed authorization forms to payroll processors. We do ask that you retain a copy for your records before sending it to our office, if needed we can certainly still make a copy available to you.

New Student Employee Training reminders have been sent to payroll processors for students who have not completed the training. Students can continue to work without completing this training initially, but after the third reminder, we will ask the student to stop working until the training is done.

We are in the process of developing a YouTube account to showcase different aspects of student employment here at UMaine. We will be going into the campus community to interview student employees. Through these interviews, we hope to highlight the unique and interesting jobs available on campus as well as students’ experience as employees. Any suggestions from the University community are welcome!

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

Clarifying the Form I-9

We would like to remind our campus employers to be certain student workers are completing the federal Form I-9 within three business days of the date employment begins. We understand it can be hectic and overwhelming when a new job begins (for the student and the employer). This paperwork needs to be given a high priority during the hiring process, as failure to complete it on time could jeopardize a department’s ability to hire student workers in the future.

Additionally, if the form is not completed on time, the student must stop working and will not be paid until the form is complete.

We have identified common barriers and potential solutions:

- **Problem:** Students arrive in our office without the proper identification (Birth Certificate, Social Security Card and/or Passport).
  - **Solution:** Provide students with a list of documents they will need to complete the I-9 at the time of hire. A complete list can be found here on page five.

- **Problem:** Students have not completed the I-9 within three days of work.
  - **Solution:** Be clear that if the I-9 is not filled out within 3 business days of starting work, they will be asked to stop working until it has been completed.

- **Problem:** Students are unaware of how, where, or when to complete the I-9.
  - **Solution:** Attach information about the I-9 to any orientation paperwork your office provides.

Students will not be able to enter hours into MaineStreet until the I-9 has been completed. All student employees must fill the form out in the Office of Student Employment, with the exception of international students who complete the form at the Payroll Office.
**DUPLICATE FAXING**

Please do not fax the same authorization twice. When an authorization is faxed twice, it may be entered in the system as two jobs. We 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 high), but if you are unsure if a fax went through, call us to check. If we cannot confirm we’ve received the authorization and you are sending it a second time, please write “Duplicate Fax” on the top of the authorization so we can reconcile our records once everything is resolved.

**New Student Employee Training**

The New Student Employee Training (NSET) is up and running! Some users have experienced difficulty viewing the presentation. Here are some quick tips if your employees have trouble viewing the new training:

- Double-check that your computer is using Adobe Reader to open the training. If not, check to see if you have Adobe Reader on your computer.
- If you do not have Adobe Reader, you can download it at http://get.adobe.com/reader/otherversions/.
- Mac users can drag and drop the program to the Adobe Reader icon on the tool tray.
- Call the Office of Equal Opportunity (581-1226) with any other questions regarding the NSET training.

Student Employment and Equal Opportunity have been holding open training sessions to accommodate large numbers of students at once. We alert Payroll Processors with times, dates, and locations - if you have a large number of students who need to do the training, give Equal Opportunity a call for more information!

**Nominate your Student Employee and Supervisor of the Year!**

Before we know it, our April Student Employment Recognition Week will be here! We’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. 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.

**Online Student Employee Trainings: The Basics**

All student employees, including those who are not University of Maine students, are now required to complete all three trainings. Below is a table with the name of the training, how often it must be completed, and how to access it.

<table>
<thead>
<tr>
<th>Name</th>
<th>How Often</th>
<th>How To Access</th>
</tr>
</thead>
<tbody>
<tr>
<td>Online Basic Safety Training</td>
<td>Annually</td>
<td>Safety and Environmental Management</td>
</tr>
<tr>
<td>Information Security Awareness Training (ISAT)</td>
<td>Annually</td>
<td>Blackboard</td>
</tr>
<tr>
<td>New Student Employee Training (NSET)</td>
<td>Once, upon hire</td>
<td>Office of Equal Opportunity</td>
</tr>
</tbody>
</table>

More detailed information regarding these mandatory student employee trainings can be found on our website, http://umaine.edu/studemp/trainings. Students can initially continue to work without completing these trainings, but we will continue to send out reminders asking students to complete the training. Since the trainings are mandatory, after the third reminder, we will ask that students stop working until the trainings are complete. Department Payroll Processors will be responsible for communicating this to their students and supervisors.

**We have new staff - check out our website to see who's who in Student Employment!**