Student Employee Recognition Week 2015: It’s Almost HERE!

We have been working hard to prepare for our annual Student Employment Recognition week! This year’s celebration will take place April 13th-17th. Our office will be hosting and co-hosting events around campus to honor all the hard work our student employees and campus supervisors do! We have many exciting activities planned, including a Pancake Breakfast, an Ice Cream Social, and a Best Pizza in Town Competition. We will also be giving away many great prizes donated from local businesses. In addition to these activities, we will be announcing our Undergraduate Student Employee of the Year, Graduate Student Employee of the Year and Supervisor of the Year at our Annual Student Employee Recognition Reception.

We encourage departments to nominate their outstanding student employees for Student Employee of the Year. More information about how to nominate students and Student Employment Recognition Week can be found at umaine.edu/studemp.

UMaine Summer Work Program 2015

The Office of Student Employment is pleased to announce that we will have a limited UMaine Summer Work Program again for summer 2015. This year, we will award funds directly to students based on financial aid need. UMaine Summer Work Program funds will pay for 75% of the student wages and the department will be responsible for the 25% match.

Should your department require student employees for summer we would encourage you to have them apply for the UMaine Summer Work Program. Students will be considered for these awards only if they complete a 2015 UMaine Summer Work Program application and return it to the Office of Student Employment or the Office of Student Financial Aid by April 6, 2015.

The UMaine Summer Work Program applications can be picked up in person at the Office of Student Employment, Office of Student Financial Aid, and are also available on the homepage of our website.

For further information regarding the UMaine Summer Work Program, please contact our office at 207.581.1349.

NEW! Student Employment Authorization Form Updated

The Office of Student Employment has been hard at work reviewing many of our processes, including the student employee hiring process. Starting for Summer 2015 we will use the new updated authorization form. The form asks fewer questions and clearly states sections that must be completed by the student employee and the department. As a reminder, departments are required to submit a Student Employee Authorization Form each academic year and each summer term.

Student Employee Authorization Forms should be submitted to the Office of Student Employment as soon as possible after a student is hired. The Summer 2015 authorization form will be available soon at umaine.edu/studemp.
The Office of Student Employment has completed the first two videos in our series showcasing unique and exciting jobs that students are doing around campus. Check out the videos of student employees from Athletics and the Advanced Structures and Composites Center at umaine.edu/studemp. These videos are filmed and edited by the Office of Student Employment’s own student employees.

If you are interested in having your students’ work showcased, contact our office by phone or email.

**International Students and Student Employment**

The University of Maine has a large population of international students looking for on-campus employment each year. Departments can hire international students as student employees; however, it is important to note that there are specific regulations that must be followed when employing them. Here are some quick tips to remember:

- Student Employment Work authorizations must be completed for all positions an international student has on campus.
- International students are required to complete I-9 and tax paperwork to confirm eligibility in the US.
- All hours worked by the student must be reported in Mainestreet.
- International students cannot exceed 20 hours of work per week during the academic year; international students are allowed to work up to 40 hours during the summer term and breaks longer than 5 consecutive days.

If you or your department have any questions about employing international students, please contact our office.

**Direct Deposit Requirements**

Direct deposit is a service offered by the University of Maine to allow student employees to have their earnings directly deposited into a bank account of their choosing.

Direct Deposit is required for all University of Maine employees, including student employees. There are two ways students can sign up for direct deposit. They may come into the Office of Student Employment and complete a paper enrollment form or they may sign up via their MaineStreet Employee Self-Service. For either method students will need their bank’s routing and account numbers. Generally, it takes one pay cycle for direct deposit to become active.

The Office of Student Employment sends notifications out periodically to students who have not enrolled in direct deposit.

If a student is receiving paper checks, they are sent to the Office of Student Employment in Wingate Hall on the specified pay day. In order to pick up a paper check students must bring with them a photo ID.

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**Post Your Spring and Summer Openings on CareerLink!**

Students are still looking for on-campus positions for the academic year and starting to make plans for the summer. We recommend posting any job openings your department has on CareerLink. All students have access to CareerLink and it is the main resource we give students when they ask us for assistance in finding a job. If you need assistance accessing CareerLink or posting a job, please contact our office at 207.581.1349.