

Student and Temporary Employees Hiring Checklist

Hiring Student Employees - Molly

Visit the Student Employment website - <https://umaine.edu/studemp/> as it has a lot of helpful information.

- Job Classifications and Pay Scale:** This information is found on the For Employer section of the student employment websites. Job classifications are listed under the Job Titles and Codes link. The job description will list the job code and pay level/step information. Use the pay scale to determine the correct pay level/step.
- Advertising Your Job:** You can ask Molly to email your job announcement to the undergraduate list serve and make print copies if you need them. To have your job announcement posted online you will need to sign up for a CareerLink account. The CareerLink information can be found in the For Employers section of the student employment website. If you need any help with this contact student.employ@umaine.edu.
- Student Employee Authorization Form:** Student Employment has discontinued the paper authorization form, however, WFCB will continue to use a paper authorization. A new authorization form must be completed for each academic year and summer session. You can get a copy from Molly or download a copy from the Web Resources section of the department's website. Return completed form to Molly for processing.
- Human Resources Forms:** If the student has not worked for the university in the past 12 months, they will be required to fill out I-9, W4, W4-ME, and direct deposit information. The I-9 form must be completed in person at the Office of Student Employment within 3 business days of the student's first day of employment. Remind the student to bring 2 forms of identification. All tax and direct deposit information are done through MaineStreet. The student can find more information in the For Students section of the student employment website.
- Department Employment Forms:** Student employees need to have the following forms completed Break Waiver, Emergency Contact, and Student Privacy & Confidentiality Agreement. The Break Waiver and Student Privacy & Confidentiality Agreement are completed electronically when the student accepts the job via Student Employment. The Emergency Contact form you can download from the Web Resources section of the department's website or get a copy from Molly. This form needs to be returned to Molly for the student's employment file.
- Required Safety Worksheet:** You can find a Safety Training Worksheet on the WFCB website > Web Resources > Safety Training Guidelines [<https://umaine.edu/wle/resources-for-graduate-students/safety-training-guidelines/>] or from Katherine. You will work with your advisor to answer all the Safety Training Worksheet questions for each of your student employees. Return the completed worksheet to Katherine.
- Entering Time:** Students can find this information in the For Students section of the Student Employment website. Payroll hours are approved every Monday at 9 am for the preceding week. If you are in a remote location, hours can be called in or emailed to Molly for entry into MaineStreet.
- Payroll Schedule:** Paychecks are issued bi-weekly on Friday. The payroll schedule can be found in the For Students section of the Student Employment website.

Hiring Temporary Employees - Rena

- Because of restrictions currently in place due to COVID-19 protocols, **all temporary positions must be approved by the president of the university.** This may take 4-6 weeks to get approval.

- ❑ **Request to Fill, Job Description, Classification, and Wage:** You will work with Rena to determine the correct Job Classification and Wage. Note the total hourly rate = wage + \$0.75 / hr. HR fee + ~8% COLT benefits (this change yearly and will not be charged on the \$0.75 fee). You will need to work with your faculty advisor to fill out the form including an account number. **Return this to Rena** for processing
- ❑ **Temporary Employee Appointment Form:** If you have a person already in mind for the position, Rena will generate the form. Once the employee, PI, and Chair have signed the form, return to **Rena to submit with the RTF.**
- ❑ **Human Resources Forms:** I-9 forms can be downloaded from the Office of Human Resources website or you can get a copy from Rena. All Tax and Direct Deposit information is completed through MaineStreet. The I-9 form must be completed in person at Human Resources.
- ❑ **Required Safety Worksheet:** You can find a Safety Training Worksheet on the WFCB website > Web Resources > Safety Training Guidelines [<https://umaine.edu/wle/resources-for-graduate-students/safety-training-guidelines/>] or from Katherine. The form must be signed by a faculty supervisor. **Return the completed worksheet to Katherine.** Katherine will provide you with a list of required training.
- ❑ **Entering Time as a Temporary Employee:** Temporary Employees can find this information in the Employee Resources section of the Office of Human Resources website. Payroll hours are approved every Monday at 9 am for the preceding week. Paychecks are issued bi-weekly on Friday.

Driving University or USGS Vehicles – Katherine

See the Motor Pool section of the Office of Facilities Management website www.umaine.edu/ofm/campus-services/motor-pool/

- ❑ Employee reads **APL 11-B: Motor Vehicle Use and Regulations.** Download from website above or **get from Katherine.**
- ❑ **University Student Vehicle Driver Information and Agreement Form – In-State or Out-of-State.** Download from website above or get from Katherine. Employee fills out form, provides copy of license if needed and **leaves with Katherine for processing with Motor Pool.** If out-of-state license, account number is needed as there is a fee associated with this service.
- ❑ **USGS Vehicle Use.** In addition to having the Agreement Form above, you must have a USGS Volunteer Service Agreement form signed by one of the USGS scientists on file, you must show proof of proper training, and must read and sign the vehicle use policy. **See Katherine** for details.

Volunteers – Molly and Katherine

- ❑ **Department Volunteer Forms:** Before volunteer work begins your volunteer needs to have the following forms completed: University of Maine Volunteer Form, Break Waiver, Privacy & Confidentiality Agreement, and Emergency Contact. You can get copies from Molly or download copies from the Web Resources section of the department's website. These forms are part of your volunteer's work file and need to be **returned to Molly when completed.**
- ❑ **USGS Volunteer Service Agreement:** All Volunteers who are working on USGS projects or riding in a USGS vehicle need to complete this form. Katherine can provide you with a copy. The volunteer will complete **and leave the form with Katherine.**
- ❑ **Required Safety Worksheet:** You can find a Safety Training Worksheet on the WFCB website > Web Resources > Safety Training Guidelines [<https://umaine.edu/wle/resources-for-graduate-students/safety-training-guidelines/>] or from Katherine. The form must be signed by a faculty supervisor. **Return the completed worksheet to Katherine.** Katherine will provide you with a list of required training.