Student Employment Workshop

Rice University
October 2020
## Workshop Team

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
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<tbody>
<tr>
<td>Iris Alejandro</td>
<td>Financial Aid</td>
</tr>
<tr>
<td>Kim Parr</td>
<td>Payroll Department</td>
</tr>
</tbody>
</table>
• Risk management
• Overview of Federal Work Study and Rice Work programs
• Hiring a student worker
• Payroll Updates
• Questions and Answers
Purposes of Student Employment

- Career Development
- Educational Experience
- Personal Growth
- Self Help
- Resumé and Job Reference
Risk Management

https://riskmanagement.rice.edu/
• **Workers Compensation Insurance**
  – Notify your supervisor immediately if injured at work
  – Complete a First Report of Injury Form and send to the Risk Management Office, MS-670
  – Form is located at: [https://riskmanagement.rice.edu/](https://riskmanagement.rice.edu/) workers compensation
  – Notify Risk Management if your work study student is working abroad
Federal Work Study
&
Rice Work
### Rice Work or Federal Work-Study?

<table>
<thead>
<tr>
<th></th>
<th>Rice Work</th>
<th>Federal Work-study</th>
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<tbody>
<tr>
<td>Enrollment</td>
<td>Enrolled at least ½ time</td>
<td>Enrolled at least ½ time</td>
</tr>
<tr>
<td>Eligibility</td>
<td>Financial need is <strong>NOT</strong></td>
<td><strong>MUST</strong> demonstrate Financial Need</td>
</tr>
<tr>
<td></td>
<td>considered</td>
<td></td>
</tr>
<tr>
<td>Cost</td>
<td>Dept. pays 100% of wages</td>
<td>Dept. pays 0% of wages;</td>
</tr>
<tr>
<td></td>
<td></td>
<td>100% federal subsidy*</td>
</tr>
<tr>
<td>Earnings limit</td>
<td>Based on departmental</td>
<td>Based on federal work-study</td>
</tr>
<tr>
<td></td>
<td>budget</td>
<td>award amount</td>
</tr>
<tr>
<td>Summer Availability</td>
<td>YES</td>
<td>NO</td>
</tr>
<tr>
<td>Simultaneous positions</td>
<td>YES</td>
<td>NO 1 FWS position per student</td>
</tr>
<tr>
<td>Hiring Period</td>
<td>Fall/Spring</td>
<td>Fall/Spring</td>
</tr>
</tbody>
</table>
Overview of Federal Work-Study

- Earnings are limited to FWS award amount
  - Up to $2500 per year for all students with need.
  - Award may be reduced due to outside awards, changes in eligibility, etc.

- Financial Aid will monitor FWS earnings
  - The department and student will be notified when less than $300 of FWS eligibility remains.

- If a student earns more than the FWS award, the department will be charged the overage.

- FWS students can hold only ONE FWS position at a time.
  - Terminate from prior position before being hired for a new position
  - May hold multiple Rice work positions
How to Hire a Student Worker

• Advertise your position
  – Handshake (https://ccd.rice.edu/faculty-staff/campus-student-employment)
  – Word of mouth or by other means

• I-9 verification – Send hired student to Payroll

• Department completes the Electronic Personnel Action Form (EPAF)

• Establish a work schedule

• Provide a job description/ contact information

• Provide orientation of job duties
Payroll

https://controller.rice.edu/payroll-hiring-student-emp
COVID-19: Modified Procedures

• For **Student Employees**: All Forms I-9 (in-person or remote) require an appointment **until further notice**. Students should contact payroll@rice.edu to request an appointment.

• For **Hiring Departments**:  
  - Inform Payroll of temporary **remote work locations for all student employees** by submitting a (1) [survey](https://controller.rice.edu/payroll-covid-modified-student-employee-procedures) or (2) spreadsheet to payroll@rice.edu with all of the required information: **ID, student name, student type (hourly or graduate salary), remote working effective date, pay rate, and work location – US city and state or country (if outside US)**. This includes all changes, too.

  - Include student **work locations** (US city and state or country if outside the US) in the comments section of the EPAF.

  - **Thank you for your help! These actions will allow Payroll to take the steps necessary to comply with (1) state minimum wage laws, (2) state tax withholding requirements, and (3) foreign source income reporting requirements.**

[https://controller.rice.edu/payroll-covid-modified-student-employee-procedures](https://controller.rice.edu/payroll-covid-modified-student-employee-procedures)
Hiring Step #1: Form I-9

- Students **must** complete the Employment Eligibility Verification Form (or Form I-9) with the Payroll Office **prior to the start of work or training**.

- This is a **requirement** of the U.S. Citizenship and Immigration Services and not of Rice University. Form I-9 is the form required by all U.S. employers to verify the identity and employment authorization of newly hired individuals.

- Students who have satisfied the I-9 requirement at Rice should **not** have to complete a new I-9 for each job unless **one of the following apply**:
  1. Work authorization for foreign nationals expires **OR**
  2. Student returns to Rice from inactive student status or former staff employment.

- Students must present **original, unexpired document(s)** to establish identity and employment authorization.

- Departments that permit students to work prior to the completion of the I-9 will be fined $1,100 per occurrence.

*All Forms I-9 (in-person or remote) require an appointment until further notice.*
Hiring Step #2: EPAF

- The Student Job Assignment EPAF should be used for all undergrads and any graduates with secondary jobs outside of the graduate program stipend.

- This process is available through ESTHER by selecting the Employee tab and then the Electronic Personnel Action Form (EPAF) link.

- Students should **not** start working until the EPAF has been saved and submitted successfully to the routing queue.

  - Once the originator receives the “transaction has been submitted successfully” confirmation, the student can now start to work. This is the best practice to avoid I-9 violations; and in turn, reduce the opportunity for departmental fines.
  - Departments with limited funding may decide to start the student after the EPAF has completed the entire routing queue to ensure the student has Federal Work Study funds available.

- Step-by-step documentation is available in the EPAF main menu under Useful Tools and within the EPAF screens. Training sessions are also available – check the payroll calendar and submit request to payroll@rice.edu.
Hiring form (EPAF) cannot be completed by the department until after the student completes the I-9 requirement.

- Originators will receive an error on the initial EPAF screen if there is no valid I-9 on file for the student.
- Student should **not** start employment until EPAF can be completed.

**Helpful Hints** – EPAF screen #1

Query date = start date or effective date of job.

- The default is the current date but can be changed to a future date.
- This date drives when the timesheet is available.
Helpful Hints – EPAF screen #2

• Click on All Jobs to view all jobs.

• **NOTE:** Are there existing active jobs with primary type (includes jobs that will be terminated as of the start of new job but are currently active)? This information is needed for next screen.

• Click on Select button to use position/suffix already in Banner.

• Enter **Position/Suffix** for a new position (never assigned in Banner) using the following format:
  - Federal Work Study POSITION = R + first 3-digits of home org + 00 (ex. R69500)
  - Rice Work POSITION = S + first 3-digits of home org + 00 (ex. S69500)
  - SUFFIX = 2-digits (ex. 00, 01, etc.) - allows same position number to be used for multiple jobs assigned to a student using a different suffix.

• If there is an **active FWS (R position)** without a term date, **new job must be Rice Work (S position).**
Helpful Hints – EPAF screen #3 (job information)

- Fields that **require action** have a red asterisk * (5 fields that require attention)
  - **Contract Type** = Default is primary. Change if active primary job on EPAF screen #2.
  - **Job Begin Date** = Default is the **query (start/effective) date**. Delete if position/suffix is previously assigned to student in Banner (clicked on Select radio button on EPAF screen #2) to avoid errors.

- **Timesheet Org** = Org tied to **primary timesheet approver**. Enter the appropriate org so the correct approver can access and approve timesheet.

- **Regular Rate** = students are nonexempt employees (paid by the hour).
  - Hourly pay rate must be **at least $7.25/hour** (federal minimum wage) and must **not exceed $20/hour** (or the market rate for that particular type of position – [www.onetonline.org](http://www.onetonline.org)).
  - One-time event employment (limited to one-week period) can range from **$7.25 - $50.00 per hour** (or the market rate for that particular type of position – [www.onetonline.org](http://www.onetonline.org)). Add a comment to provide the end date.
Helpful Hints – EPAF screen #3 (job labor funding)

- COA (chart of accounts) is required and is always 1.
- Funding must total 100%.
- Verify work study fund for FY 2021 is R1A720 and 100% of the total allocation.
- Change funding by deleting existing line and entering a new line (activity, location, and project codes do not update when overriding existing records).
Reporting Worked Time: Students report their worked hours using Web Time Entry (WTE) through ESTHER by selecting the Employee tab and then the Web Time Sheet (for Non-Exempt Employees) link.

- Report **all** hours worked on the **actual date worked**.
- **Round** hours to the **nearest quarter hour** (i.e. 7:10 a.m. to 2:58 p.m. = 7.75).
- Students should report their hours on a daily basis to ensure accurate reporting and payment of hours.
- **Students** must submit timesheets by **11 a.m. on the Monday** after the end of the pay period.
- **Approvers** must approve timesheets by **5 p.m. on the Monday** after the end of the pay period.
**Helpful Hints - WTE**

- **Back-up Approver**: Be sure to assign a proxy so time can be approved in the approver’s absence. This can be done through ESTHER by selecting the Employee tab and then Proxy Set Up (for Web Time Entry) link. Proxies must have appropriate Banner HR security (employee class and org).

- **Approver Access**: Requests for WTE approver access and changes to approvers should be directed to Payroll. Please make sure the individual with appropriate HR security (or current approver for WTE org) makes the request.

- **After the employee deadline**:
  - If an employee does not initiate his/her time entry, approver(s) will not be able to access the timesheet. If time needs to be reported (before the approver deadline), contact Payroll.
  - Approvers can make adjustments to reported hours provided that the adjustments are to correct misreporting or underreporting of time.

- Step-by-step reporting and approving documentation is available in the Web Time Entry main menu or the payroll website.
• Students update their W-4 information electronically through ESTHER by selecting the Employee tab and then the Tax Forms link.

• If there are no updates to W-4 information, students will be taxed at the highest rate – single status.

• NOTE: Foreign nationals should delay the completion of the W-4 until they receive further guidance.
Foreign nationals will receive an email with login credentials so individuals can provide immigration information and travel history through the Foreign National Information System (FNIS).

This information enables the Payroll Office to determine tax status and comply with U.S. withholding and reporting requirements.

FNIS User Guide
Payroll Options – NO MORE PAPER CHECKS!

- **Direct Deposit** - Students submit their direct deposit information electronically through ESTHER at Employee > Payroll Information > Direct Deposit Allocation similar to faculty and staff.

  **IMPORTANT**: Since there is no verification of direct deposit allocation(s) before processing the initial deposit(s), please provide accurate information to ensure the timely deposit(s) of your pay.

  *New Allocations:* Add the 9-digit bank routing number (also known as the ABA number) and account number, indicate the allocation amount or percent, and also indicate whether the account should be used for payroll, accounts payable, or both (by checking the appropriate boxes). Then, click on Save.

  *Changes to Existing Allocations:* If initiating changes to an existing Direct Deposit Allocation, click on the bank name and make the necessary change(s) to account type, amount or percent, and/or type of deposit. If the account should no longer be used for direct deposit, check the Inactivate box. Then, click on Save.

  For assistance with locating routing and/or account numbers, please refer to the check image.

  **NOTE:** Please indicate 100 percent in the amount or percent field if depositing pay into one account. For those depositing pay into multiple accounts, please check the remaining amount box for the account that should receive the remaining pay. This will ensure that all pay is deposited into bank accounts.

  By clicking on ‘Save’, you authorize the Payroll department to initiate direct deposit debits or credits on your behalf. It is also understood that if a reversal is needed for a deposit made in error, the Payroll department will notify you before processing the reversal.

- **Payroll (Pre-Paid Debit) Card** – Students who do not enroll in direct deposit are enrolled into the payroll card program.
  - If direct deposit information is not provided by the first payroll run, the student is assigned a payroll card.
  - Students who stop their direct deposit will receive payroll cards if no updated direct deposit information is provided by the time the next pay is finalized.
• **Time sheets are only to be used** if students miss the reporting deadlines for submitting their time through ESTHER (or have corrections to previously reported time).

• Time sheets should be scanned to payroll@rice.edu by the department. If possible, please indicate ‘time sheet’ in the subject of the email.

• Time sheets will be paid on the next pay period.

[https://controller.rice.edu/payroll-time-entry](https://controller.rice.edu/payroll-time-entry)
Payroll Department
MS-71
O: 713.348.3410  F: 713.348.5181  E: payroll@rice.edu

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<thead>
<tr>
<th>Name</th>
<th>Title</th>
<th>Extension</th>
<th>Email</th>
</tr>
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<tbody>
<tr>
<td>Antoinette Abbs</td>
<td>Payroll Assistant</td>
<td>8084</td>
<td><a href="mailto:ama20@rice.edu">ama20@rice.edu</a></td>
</tr>
<tr>
<td>Janet Ferraro</td>
<td>Payroll Assistant</td>
<td>3444</td>
<td><a href="mailto:janet.ferraro@rice.edu">janet.ferraro@rice.edu</a></td>
</tr>
<tr>
<td>Doris Boniaby</td>
<td>Payroll Specialist – B2 payroll</td>
<td>3431</td>
<td><a href="mailto:doris.boniaby@rice.edu">doris.boniaby@rice.edu</a></td>
</tr>
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</table>

Office of Financial Aid
MS-12
O: 713.348.4958  F: 713.348.2139  E: fina@rice.edu

<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
<th>Extension</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Iris Alejandro</td>
<td>Associate Director</td>
<td>8039</td>
<td><a href="mailto:ija1@rice.edu">ija1@rice.edu</a></td>
</tr>
</tbody>
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Office of Risk Management
MS-670
http://riskmanagement.rice.edu/

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<thead>
<tr>
<th>Name</th>
<th>Title</th>
<th>Extension</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sonja Edwards</td>
<td>Specialist</td>
<td>5082</td>
<td><a href="mailto:sde2@rice.edu">sde2@rice.edu</a></td>
</tr>
</tbody>
</table>
How May We Help?