Student Employment Workshop

Rice University
August 2018
Iris Alejandro  Financial Aid
Kim Parr  Payroll Department
Renee Block  Risk Management
Workshop Agenda

- 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
• Off-Campus Errands – use of personal vehicle
• Rice’s auto liability insurance
• Rice’s general liability insurance
• 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: http://riskmanagement.rice.edu, workers compensation
  – Notify Risk Management if your work study student is working abroad
Federal Work Study & Rice Work
<table>
<thead>
<tr>
<th>Enrollment</th>
<th>Rice Work</th>
<th>Federal Work-study</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Enrolled at least ½ time</td>
<td>Enrolled at least ½ time</td>
</tr>
<tr>
<td>Eligibility</td>
<td>Financial need is NOT considered</td>
<td>MUST demonstrate Financial Need</td>
</tr>
<tr>
<td>Cost</td>
<td>Dept. pays 100% of wages</td>
<td>Dept. pays 25% of wages; 75% federal subsidy*</td>
</tr>
<tr>
<td>Earnings limit</td>
<td>Based on departmental budget</td>
<td>Based on federal work-study 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.
  - Midyear notices

- 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
## Overview of Federal Work Study

<table>
<thead>
<tr>
<th>Department/Subtitle</th>
<th>Percentage</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>D12345/123456 (department)</td>
<td>25%</td>
<td>$ 60.00</td>
</tr>
<tr>
<td>R19900/213000 (FWS subsidy)</td>
<td>75%</td>
<td>180.00</td>
</tr>
<tr>
<td><strong>Total Wages</strong></td>
<td><strong>100%</strong></td>
<td><strong>$ 240.00</strong></td>
</tr>
</tbody>
</table>

If the wages are not split correctly, then a labor redistribution will be initiated. Labor redistribution requests should be accompanied by a comment to explain the reason for the labor redistribution.

Questions regarding labor redistributions should be directed to: Payroll ([payroll@rice.edu](mailto:payroll@rice.edu)) Administrative Systems ([admsys@rice.edu](mailto:admsys@rice.edu)) or Roxie Woodward (ext. 3228 or [roxie.woodward@rice.edu](mailto:roxie.woodward@rice.edu))
How to Hire a Student Worker

• Advertise your position
  – Rice Job Board ([http://jobs.financialaid.rice.edu](http://jobs.financialaid.rice.edu))
  – 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
Welcome to the Financial Aid Job Board!

Please select one of the areas on the left navigation.
Supervisor Home

Welcome to The Financial Aid Job Board Supervisors Home. Using the navigation to the left, you can manage your department’s information available on the Job Board.

Download training/help document here.

Subscriptions

To administer data for a particular group, you must first subscribe to it. To do this, click Subscriptions on the left, select the group from the list, and click the Subscribe button. If the group you are looking for does not exist, you can click the link labeled Create New Group to submit a request and have that group created.

Approvals

Once your subscription to a group has been approved, you can view other users’ requests for access to that group. On the Approvals page, there will be a list of pending requests for access. You can approve or disapprove each request using the icons to the right.

Subscribers

If you are already a member of a group, you can also add other users directly to a group that you are a member of without them having to request a subscription. Click on the Subscribers link, enter the person’s email address in the input box, select the
Payroll
<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
</tr>
</thead>
<tbody>
<tr>
<td>Kim Parr</td>
<td>Director</td>
</tr>
<tr>
<td>Kevin Rivas</td>
<td>Payroll Tax Manager</td>
</tr>
<tr>
<td>Doris Boniaby</td>
<td>Payroll Specialist – B2 payroll</td>
</tr>
<tr>
<td>James Buggs</td>
<td>Payroll Specialist – SM payroll</td>
</tr>
<tr>
<td>Cindy McFarlen</td>
<td>Payroll Specialist – GR payroll</td>
</tr>
<tr>
<td>Janet Ferraro</td>
<td>Payroll Assistant</td>
</tr>
<tr>
<td>Lindsey Herrera</td>
<td>Payroll Assistant</td>
</tr>
</tbody>
</table>

Contact the Payroll Team at: [payroll@rice.edu](mailto:payroll@rice.edu)
Phone 713-348-3410 or Fax 713-348-5181

Cambridge Office Building, Suite 210 (2nd floor)
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 bring **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.
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. Training sessions are also available – contact 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.

**ERROR**
This employee does NOT have a valid I9 Verification. You cannot proceed and the student cannot start work until the I9 is valid. Please contact the Payroll Office if you have any questions.

**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.

  * - indicates a required field.

  **Student Job Begin, S69500-00 Payroll Student Assistant, Last Paid Date: Aug 08, 2015**

<table>
<thead>
<tr>
<th>Item</th>
<th>Current Value</th>
<th>New Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Contract Type:</td>
<td>Secondary</td>
<td>Primary</td>
</tr>
<tr>
<td>Job Begin Date: MM/DD/YYYY</td>
<td>05/11/2014</td>
<td>08/21/2017</td>
</tr>
<tr>
<td>Title:</td>
<td>Payroll Student Assistant</td>
<td></td>
</tr>
<tr>
<td>Timesheet Orgn:</td>
<td>695020</td>
<td></td>
</tr>
<tr>
<td>Regular Rate:</td>
<td>9</td>
<td></td>
</tr>
</tbody>
</table>

- **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 information) CONT.

- Fields for informational purposes only (enterable – but no action required)
  - **Job Change Reason** = Default is New Hire (NEWHI). Can change to Rehire by typing REHIR in the field.
  - **Home Org** = Can change if student is not a graduate student or current org is 695021 (default org for new student employees).
  - **Distribution Orgn** = Can change if student is not a graduate student or current org is 695021 (default org for new student employees).

- All other fields in the job information section are non-enterable fields
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 FY19 is R19900 and 75% 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).
• 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.

• It is highly recommended for students to report their hours on a daily basis to ensure accurate reporting and payment of hours.

• Hours are to be reported by **rounding to the nearest quarter hour** (i.e. 7:10 a.m. to 2:58 p.m. = 7.75 hours).

• The **reporting** deadline for students reporting hours for each 2-week pay period is **11:00 a.m. on the Monday following the end of the pay period**.

• The **approving** deadline is **5:00 p.m. on the Monday following the end of the pay period**.
Helpful Hints - WTE

• 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.

• 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.

• 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 after the employee deadline but 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.
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 with zero withholding allowances.
Pay 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 during the I-9 process, payroll cards are assigned before the student leaves the Payroll Office.
  - 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.

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.

http://professor.rice.edu/uploadedFiles/Professor/Finance/Controllers_Office/Time%20Sheet_Student_fillable.pdf
# Student Employment

## Payroll Department
**MS-71**
**O:** 713.348.3410  
**F:** 713.348.5181  
**E:** payroll@rice.edu

<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
<th>Extension</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<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>Lindsey Herrera</td>
<td>Payroll Assistant</td>
<td>8084</td>
<td><a href="mailto:lindsey.herrera@rice.edu">lindsey.herrera@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>
</tbody>
</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>John Buck</td>
<td>Financial Aid Assistant</td>
<td>4181</td>
<td><a href="mailto:jjbuck@rice.edu">jjbuck@rice.edu</a></td>
</tr>
<tr>
<td>Anthony Barnes</td>
<td>Financial Aid Counselor</td>
<td>8038</td>
<td><a href="mailto:adb4@rice.edu">adb4@rice.edu</a></td>
</tr>
<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>
</table>

## Office of Risk Management
**MS-670**
[http://riskmanagement.rice.edu/](http://riskmanagement.rice.edu/)

<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
<th>Extension</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Renee Block</td>
<td>Director</td>
<td>4751</td>
<td><a href="mailto:rab@rice.edu">rab@rice.edu</a></td>
</tr>
</tbody>
</table>
How May We Help?