Hiring Student Assistants and Federal Work Study Students in SOLAR

Student Employment Coordinators (SEC's)

- Create assignments for:

  - Student Assistants – paid from your State account
  - Federal Work Study – paid from their award
  - NOT students paid from Research grants

- Appoint eligible students into these assignments in SOLAR

- Approve timesheets

- Print Rosters and Reports

Student Employment is Accessed from SOLAR

www.stonybrook.edu/solarsystem

- Use your **Stony Brook ID and SOLAR password** to login
- Click the **To Report Problems** to submit a trouble ticket
- To make this a favorite in any browser press **<ctrl> + D**

When you log into SOLAR...

...you will see 2 new sections on the SOLAR homepage.

- Manage Student Workforce
- Student Time Sheets

Manage Student Workforce

Department Assignments, List SA/FWS Emp in Department, End Student Assignment, SA/FWS Clearance, Appointment Extension, Paid Timesheet By Dept, Find DeptId From Account Code, Policy for Grad Student Hours

Student Time Sheets

Approve Time Sheets, View FWS Balance, List Not Approved Time Sheets, Time Sheet History By Dept, SA/FWS Payroll Period

If you do NOT see these sections you need to request access to:
Human Resources Services Student Payroll (2-6094)

Contact information on next slide
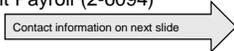
Help & Questions?

- **Online Documentation:** http://tinyurl.com/hiring-students-sbu
- **Human Resource Services Student Payroll 2-6094**
  - Contact: Karen Diebel or Mary Schoen
    - *Can't create assignments*
    - *Payroll problems*
  - Contact: Jane Paraskevas (2-6195) & Sara Luba (2-6202)
    - *Appointments questions*
    - *I - 9 issues*
- **www.stonybrook.edu/hr/resources/student_employee**
  - information on Benefits, Direct Deposit, request access to be a Student Employment Coordinator

Student Employment Handbook

- The Student Employment Handbook updated and published each semester by the Office of Financial Aid
  - www.stonybrook.edu/finaid/programs/employment

- Includes the **policies** and **procedures** governing the Federal Work Study and Student Assistant programs

- This presentation will only cover some of the basics

What's Your Department ID?

Department ID # 84083500
Your *main* State budget account number.
Create assignments under this.

Account Code 50087700
Some student salaries may be disbursed against this

Account Code 84083500
Some student salaries may be disbursed against this

Account Code 47029600
Some student salaries may be disbursed against this
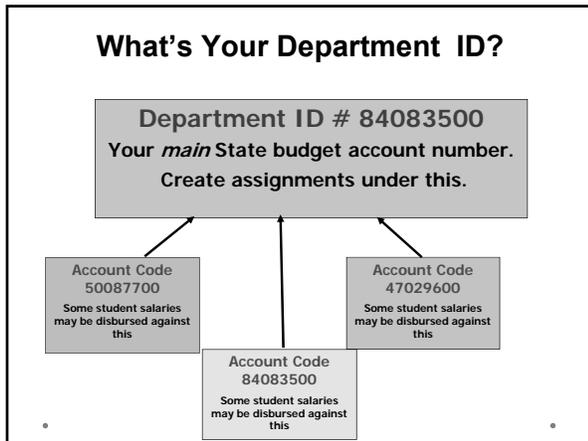
Can't find your Department ID?

- Ask a colleague

- **Find DeptID from Account Code** (in SOLAR)

- Call HRS Student Payroll @ 2-6094

Find the Right Student For The Job

- Post jobs in ZebraNet
  - stonybrook.edu/career
  - email Karen.Clemente@stonybrook.edu for an account
- Participate in Job Fairs sponsored by the Career Center

Students submit resumes or contacts the supervisor listed on posting and arranges an interview

Supervisor interviews and selects the desired candidate for the assignment
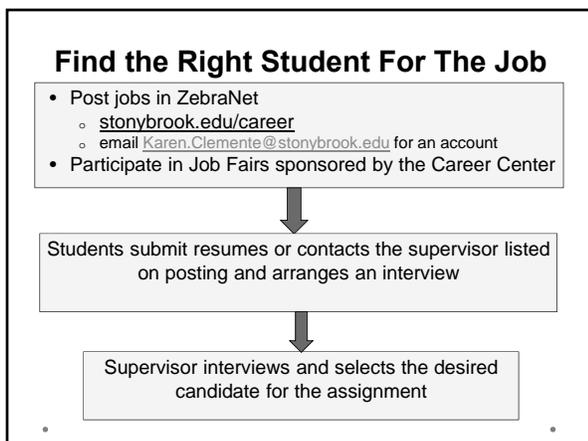
Is the Student "Cleared" to Work?

Check the **SA/FWS Clearance** page to see if the student is "cleared" to work in the upcoming **term**

If the student **is** cleared you can appoint them into the assignment

If the student is **not** cleared to work the reasons and resolutions will be posted on the page. The student **cannot** be appointed at this time.

Understanding Term Codes

Be sure to choose the correct **Term** when checking clearance!

example: 1134 = Spring 2013

    1   **13**   4 = **Spring** 20**13**
    1   **13**   6 = **Summer** 20**13**
    1   **13**   8 = **Fall** 20**13**

Students should not work unless COMPLETELY cleared

There can be a liability or penalization to both student and SBU

Student Clearance

- Reasons why a student is not cleared are listed in the "**Hiring Students"** help document
  - tinyurl.com/hiring-students-sbu

- Messages on the **SA/FWS Clearance** page are
  - **W = Warning**: student can be appointed but there are issues to be cleared up with HR
  - **E = Error**: student cannot be appointed
  - **M = Message**: will state "ready to be hired"

- The student must reconcile his/her own clearance issues before the system will allow you to hire them.

E = Errors

- **SS# is Missing**
  - bring their SS card to the Registrar
- **Not Authorized to Work – Go to Int'l Office**
- **FWS Award Not Accepted**
- **Ineligible to Enroll**
  - student has blocks
- **Already hired as an** [state] **employee**
- **Withdrew from University**
  - need to be enrolled in courses
- **Non-matriculated status**

****These are Errors (E). The system will not let you appoint the student into the assignment****

W = Warnings

Warnings (W) on the **SA/FWS Clearance** page:

"I-9 Form Required" and **"Need State I-9 Form"**

Students can be hired, appointed and start working but MUST attend to these issues.

Find out more about the I-9 form by taking the HRS workshop:
http://www.stonybrook.edu/hr/training/courses.shtml

I-9 Information cont'd..

- Forms must be submitted to HRS Student Employment **within three days of hire** or the student will be terminated.

- Email reminders sent out to supervisors if not received before student enters their first timesheet on SOLAR.

- Authorized signatory will be notified if there are any errors on the I-9 form. All errors must be corrected before the form can be processed.

- An updated I-9 form is also necessary if the employee has not been on payroll for more than one year. You will not see this on the clearance page, but you will receive an email from HR Student Employment to remind you that a new I-9 needs to be completed.

International Students

- Must be cleared by **Visa and Immigration Services 2-4685**
- Restricted to a maximum of 20 hours a week while classes are in session
- **Can** work overtime during Spring Break and Summer.
- The system only monitors this during the Fall/Spring academic year, not the Summer. **Students and supervisors must make sure the student does NOT exceed their limit during Summer sessions**.
- International Students must be paid for hours worked according to the Payroll Schedule. Working without subsequent pay while waiting for clearance to work, paper work, or for any other reason is not in compliance with Homeland Security.

Summer Sessions Requirements

Student Assistants:
- o Must be enrolled for Summer or the upcoming Fall classes
- o Matriculated in a degree or certificate
- o Can work more than 40 hours in the Summer and receive **overtime** pay.

FWS students:
- o Must be enrolled for at least 3 credits during Summer Session II
- o Matriculated in a degree or certificate
- o Must receive an award for Summer FWS
- o **Can never receive overtime pay**

*Students in the **National Student Exchange Program** will be eligible to work in the Summer.

*Brand new students cannot work prior to their first semester.

Student Work Week

- Payroll schedule is found in SOLAR: **SA/FWS Payroll Period**

- Student Work Week
    - starts on a Thursday
    - end on a Wednesday

- Time sheet approval deadline is the **Friday by 5pm** at the end of the pay period or approved hours will be on the next paycheck

Creating a New Assignment

- **Copy** an existing assignment to create a new assignment.
    - If you do not have one contact Student Payroll.
- The new assignment can be edited as needed.
- There are two **Job Codes**
    - **Student Assistant = 1971**
    - **Federal Work Study = 1721**
        - Only students with a FWS award can be hired into a FWS assignment.
- Two or more timesheet "**authorizers**" are required.

Appoint the Student into the Assignment

- From the **SA/FWS Clearance** page
    - click "Appoint the Student to an Assignment..." link
- Only students with a sufficient FWS balance can be appointed into a FWS assignment
- If a FWS student is appointed to a SA assignment, he/she will be paid out of Dept code not his/her work study award.
- The system will not let you appoint a student into FWS if he/she does not have a work study award.
    - you can change the job code prior to filling the assignment

Timesheets

Students fill out their timesheets in SOLAR <u>each day</u> that they report to work

Click "**Approve Time Sheets**" (SOLAR)

- to make corrections where needed and approve for payroll
- time sheets must be approved Friday at 5pm at the end of the payroll period

Rules on Max Hours

- May work up to 40 hours if no other restrictions exist
  - i.e., International students restriction when school is in session
- Max Hours is displayed on the **SA/FWS Clearance** page and on the Timesheet
  - This is the total for ALL jobs
- Students will be subject to FICA once they exceed 20 hours worked
- ONLY **Student Assistants** may work more than 40 hours and receive overtime pay when classes are not in session (and in summer)
- FWS students may never work overtime

Federal Work Study Balance

- Supervisors MUST be aware of their student's FWS balance at all times!
  - Displayed on the **SA/FWS Clearance** page
  - Check **FWS Balance**
  - Also on the roster that comes with the Student paychecks
  - SEC's and students receive a message in SOLAR when the balance drops **below $250**
- Students will get an error when logging in hours that exceed this balance.
- If they are going to continue to work and they have no funds left, you must hire them into a new *Student Assistant* assignment.

Updates You Can Make to <u>Filled</u> Assignments

- **CHANGE TIMESHEET AUTHORIZERS**

- **JOB SKILLS/DESCRIPTION**

Updates You CANNOT Make to <u>Filled</u> Assignments

Send an **email** to HRS Student Payroll for these changes:
- **HOURLY RATE (pay raises)**
- **MAIL DROP (where students paychecks go)**
    - 🚫 **Do <u>not</u> create new assignments for these!** 🚫

- **ACCOUNT CODE (acct that pays the student)**
- **JOB CODE (Student Asst. or Fed Work Study)**
    to change student from FWS to Stud Asst
    - <u>**terminate**</u> current assignment
    - create new one
    - appoint the student into the new one

✔ **Create new assignments for these <u>only</u>!**

Why create a new assignment? So students do not log in hours on an assignment that is paid by an account that has exhausted its funds.

Terminating an Appointment

The **End Date** on Fall/Spring assignments are:
- *Student Assistants*: mid May on a Wednesday
    - Check **Payroll Schedule**
- *Federal Work Study*: June 30th

To terminate the student before the End Date, indicate the last day worked on the **End Student Assignment** page.

The student will not be able to enter hours beyond this End Date.

Extending an Appointment

Students can be extended in their existing assignment to a **CONSECUTIVE** term only

- **Spring → Summer**
- **Summer → Fall**

The **Appointment Extension** must be completed before the next term:

- After **May 1** for Summer
- After **August 1** for Fall

**This takes 24 hours to appear in SOLAR. Check the Assignment the next day

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Old Assignments

- Will remain on your list of "active" assignments even after the End Date has passed.

- Will be moved automatically to the "inactive" assignment list the following Fall.

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Paychecks

- Paychecks are picked up by an authorized signatory on payday
- Make sure all students know where to pick up paychecks in your department
- Have students sign the check roster that is distributed with the paychecks, and keep for your records
- If a student does not pick up his/her **paycheck**, you can mail it
- If a student does not pick up his/her **advice**, wait two pay periods, then you can return it to Human Resource Services when you pick up another batch of checks

Student Did not Receive a Paycheck

Students will be paid on the following pay period if:

- o Student did not input their hours on time

- o Supervisor did not approve the timesheet before the deadline (Friday 5pm)

The student works in more than one department

- ▪ This check is sent to the first department in which the student began working

Call HR Student Payroll 2-6094 if you have any questions

Lost Paycheck

The student will need to fill out a **Lost Paycheck Form**

- o **www.stonybrook.edu/hr**
  >> **Forms and Publications** > **More** > **Payroll**
- o Or go to HRS Room 390 Administration Building

- Replacement takes **4 to 6 weeks**

- The student will be contacted when the replacement check is available to be picked up
  - o Student must bring photo ID

- Why risk it? Sign up for **Direct Deposit** today!

End of Presentation