



**UNIVERSITY** *of*  
**MAINE** *at* **AUGUSTA**

---

## **STUDENT EMPLOYMENT PROGRAMS**

**2017-2018**

**46 UNIVERSITY DRIVE  
AUGUSTA, MAINE 04330**

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***A publication of UMA Student Financial Services and Office of  
Human Resources***

## EQUAL OPPORTUNITY STATEMENT

*In complying with the letter and spirit of applicable laws and in pursuing its own goals of diversity, the University of Maine System shall not discriminate on the grounds of race, color, religion, sex, sexual orientation, including transgender status of gender expression, national origin or citizenship status, age, disability, or veterans status in employment, education, and all other areas of the University. The University provides reasonable accommodations to qualified individuals with disabilities upon request.*

*The University will regard freedom from discriminatory harassment as an individual employee and student right which will be safeguarded as a matter of policy. Any employee or student will be subject to disciplinary action for violation of this policy. Retaliation against anyone who makes a complaint of discrimination or harassment or who is involved in a complaint process will not be tolerated.*

Questions and complaints about discrimination in any area of the University should be directed to the Equal Opportunity Director, Sheri R. Stevens (621-3110). Questions and complaints about the application of Section 504 should be directed to the Equal Opportunity Director. Inquiries about discrimination may also be referred to the Maine Human Rights Commission, U.S. Equal Employment Opportunity Commission, Office for Civil Rights of the U.S. Department of Education, or other appropriate federal and state agencies.

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**The University of Maine at Augusta  
welcomes you as a participant with the**

**Federal Work-Study  
and/or  
University Departmental Work  
Programs**

**The Federal Work-Study Program  
is a federally-funded program  
for eligible student aid recipients and  
is administered by  
Student Financial Services.**

**The University Departmental Work Program  
is a UMA funded program and  
is administered by  
the Office of Human Resources.**

## INTRODUCTION TO STUDENT EMPLOYMENT PROGRAMS

*Student employees and their supervisors must read all sections of this handbook.*

The UMA student employment programs allow eligible students to earn money to help meet educational expenses while the student is enrolled. Federal Work-Study is awarded to eligible students as a portion of the overall financial aid package.

Students are paid biweekly for hours worked until the total award has been earned. Current hourly starting rates for student employment program positions range from \$7.50 to \$8.40 for on-campus jobs.

Student employment funds cannot be used to pay for work that is religious, political or performed for the benefit of a private individual. Because of this, students can be paid for general office work, but cannot be paid for typing a dissertation or assisting with private consultation. Students cannot be hired to replace regular employees, and all employment practices must comply with existing civil rights and wage and hour regulations.

**Warning! Fraud is not tolerated. Any person, student and/or supervisor, who make false statements or misrepresentations on timesheets, are subject to dismissal from the University, and a fine and/or imprisonment under provisions of the United States criminal code.**

### Important Steps for Student Workers

#### **Eligibility to Work**

Students must meet the following criteria:

##### **Departmental Funded students:**

Several University offices may make funds available to hire eligible students directly through their departmental budget. Students minimally must:

- ❖ Enroll for at least 3 credit hours.
- ❖ Summer workers must be registered for at least 3 credits for the upcoming Fall semester.

##### **Federal Work-Study students (FWS):**

Federal Work-Study is a federal student financial aid work program awarded to eligible students that have established a financial need as part of completing a Free Application for Federal Student Aid (FAFSA). Students minimally must:

- ❖ Enroll in a degree or certificate program at UMA.

- ❖ Have been awarded UMA Federal Work-Study. For awards for other University of Maine Campuses: approval needed from the awarding campus & UMA hiring department will be responsible for 25% of the earnings.
- ❖ Must register and remain registered for at least 6 credit hours. Students must stop working immediately once enrollment or attendance drops below six credits per semester.

## Finding a Position

All student employees have the same obligations to their employer that would exist in any other work situation. Students are expected to contact their supervisor in advance if they are not able to work as scheduled. All aspects of the job should be discussed in advance including appropriate attire.

### **Departmental Funded students:**

- ❖ Contact individual departments for available positions.

### **Federal Work-Study students:**

- ❖ Augusta campus positions are listed at our web-site:  
<http://www.uma.edu/admission/financial-aid/work-study/>.
- ❖ Students attending UMA Bangor should contact Office of Admission and Enrollment Services and University College students should contact your local University College center.

## Documentation of Employment Eligibility

*Each of the following items is required before students may begin work. Students cannot begin working until all required documents are submitted and employment is authorized by the University.*

### **1) Job Description and Completing the Student Employment Authorization Form (SEAF)**

*Your supervisors must have a valid job description on file with the Human Resource Office or Student Financial Services **prior** to your employment. A new SEAF must be completed for all students working the summer session and at the beginning of every fall for the fall/spring semester.*

**Departmental Funded students:** SEAF forms are available directly online at <http://www.uma.edu/admission/financial-aid/work-study>. The supervisor must authorize and submit the completed SEAF to the Human Resource Office.

**Federal Work-Study students:** Eligible students are sent instruction on how to obtain a SEAF directly from the UMA Student Financial Services about two weeks prior to the beginning of the effective period of your employment. Supervisors must submit the

completed SEAF to Student Financial Services. **Students may not begin work until HR has sent an approved SEAF back to the Supervisor.**

## **2) I-9 Employment Eligibility Verification:**

You must provide proof of both identity and employment eligibility **within 3 business days of your initial date of employment.** You will find the I-9 with the complete list of acceptable documents can be found at <https://www.uscis.gov/i-9>.

## **3) Confidentiality Contract:**

All student workers are required to acknowledge, in writing, the confidential nature of the work that they may undertake with the University by completing a Confidentiality Contract.

## **4) Required Training:**

- Video Display Terminal Training (VDT)
- Information Security Awareness and Chemical Hazardous Communication Program
- Sexual Assault Training

## **When Can I Work?**

Student workers are paid only for time worked. *Students are not eligible to be paid for the following: study time, holidays, weather cancellations, sick time, vacation time or administrative leave time.*

Additionally, students are not entitled to unemployment compensation according to the Unemployment Tax Law Title 26, Section 1043 F(21)(h); wages obtained through employment at a “school, college, universities, if such service is performed by a student who is enrolled and is regularly attending classes at such school.” Also, be aware of the following provisions:

- ❖ Students **cannot** work during their scheduled class times.
- ❖ **Departmental Funded students:** Total hours for all jobs (work study and departmental funding positions) cannot exceed 20 hours per week, EXCEPT during the summer or during break periods of one full week (7 days) or more, when students may be allowed to work up to 40 hours per week. Students registered both fall and spring semesters may work during the semester break.
- ❖ **Federal Work-Study students:** Total hours for all jobs (work study and departmental funding positions) cannot exceed 20 hours per week. Total hours for all jobs cannot exceed 40 hours per week when classes are **not** in session. For summer work-study, students may not begin employment until their classes have commenced. Example: Student not enrolled in 6 credits until session II are not eligible to begin working until session II begins.
  - Students are limited to working within the period specified on their SEAF. Students registered for at least 6 credits both fall and spring semesters may work during the winter break.

- Federal Work-Study students cannot exceed the maximum earnings listed on the award and SEAF. Students and their supervisor are equally responsible for monitoring earnings and ensuring that maximum earnings are not exceeded.
- Once the student has earned their total Federal Work-Study allocation, Student Financial Services may consider the student for additional Federal Work-Study funding. There is absolutely no guarantee that additional funds will be available. *Students may not work in anticipation of receiving additional funding.*

***NOTICE: Federal Work-Study students cannot earn over their award. The supervisor's department account will automatically be charged for all wages earned in excess of the student's award.***

## Time Reporting

***Time worked must be recorded daily using the University of Maine System's web-based payroll system MaineStreet.***

Mainstreet training documents and account information is available at:

<http://www.maine.edu/about-the-system/mainstreet/mainstreet-for-students>.

- ❖ Many students have more than one job. Be sure that the time entered is for the correct job.
- ❖ Time recorded in the payroll system is AM and PM sensitive and must be accurately reflected. All days and times worked must coincide exactly with time entered.
- ❖ Students must take a 15 minute break after 4 hours of continuous work and an additional *unpaid* break of a minimum of one-half hour after 6 hours of continuous work. The break after 6 hours must be evident on the timesheet. If a student wants to waive their right to any break, the student must complete an annual *Break Waiver Form* with the Office of Student Employment prior to submitting time.
- ❖ *Time must be entered into MaineStreet minimally once every two weeks.* The payroll system will no longer allow students to submit all their time at the end of the semester.
- ❖ Overtime is not allowed.
- ❖ Special checks are not issued if the submitted time is not entered into MaineStreet to be processed for the applicable pay period.

Students are responsible for ensuring that their time is entered accurately and by the payroll deadline date\* (normally every Friday at noon). Supervisors may also require students to submit a printed copy of their timesheet for on-line approvals. If you need to send a faxed copy of your approval timesheet to the payroll office, you must do so by the payroll deadline. Fax numbers: Augusta (621-3405) Bangor (262-7701).

(\*Refer to your payroll schedule)



# **Your Paycheck, Direct Deposit & Earnings Verification**

## **Your Pay:**

You will be paid bi-weekly\* for time submitted. *Be aware that payments will be delayed if all required documentation is not received.*

## **W-4 State & Federal Withholding:**

W-4 tax information should be entered in Mainstreet under employee self-service.

All student wages paid are exempt from FICA unless student is enrolled in fewer than six credit hours, or the student works more than 20 hours per week during any semester.

High school students and students from other colleges and universities may work on campus; however, their earnings are not exempt from FICA tax. Additionally, these student workers are subject to the same hours per week limitations as all other student workers.

## **Direct Deposit:**

Direct Deposit information should be entered in Mainstreet under employee self-service. All student employees are required to have direct deposit unless there is a special circumstance. In those instances when a paper check is issued it will be available for pick up on Friday\* at your campus work location as follows:

Augusta students – Student Financials, Richard J. Randall Student Center

Bangor students – Dean's Office, Bangor Hall

Lewiston/Auburn students–Dean's Office

University College students- center office. (\*Refer to your payroll schedule.)

## **Payroll Information:**

You have access to all payroll information on-line using MaineStreet self-service and you may print your information as needed.

## **Earnings Verification:**

All pay information is available via MaineStreet self-service if you need to verify your earnings to any third-party. Duplicate pay stubs are not available. All employment and/or income verifications are provided by The Work Number. Instructions may be obtained by contacting Human Resource Office.

# **Monitoring Earnings**

Federal Work Study students and their supervisor are equally responsible for monitoring earnings. Students must notify each supervisor if you are employed at more than one campus job so that monitoring of earnings is calculated appropriately.

❖ *Federal Work-Study student earnings to date will show in MaineStreet and are effective as of your last pay period, not the last day that time was entered in MaineStreet.*

## **How many hours can I work before my FWS award is depleted?**

Example: Your award is \$1300 and your hourly wage is \$ 7.05.

**1) Divide your allotment by your hourly wage:**

\$1300

\$ 7.05 = 184.25 total hours available to be worked

**2) Then, divide your total hours available by the number of weeks in the period:**

184.25 hours

36 weeks \* = No more than 5 hours of work per week.

\*Calculations are rounded down to ensure earnings limits are not exceeded. Calculation based on an academic year from September to May.

# **Information for Supervisors of Student Workers**

*Supervisors must read all sections of this handbook, including the Student Section!*

## **Hiring a Student Worker**

**1) Job Descriptions:** All persons employed by the University of Maine at Augusta, including students, are required to have a job description which accurately reflects the work that will be performed. A UMA Student Job Description Form (JDF) must be completed for each position.

The JDF also provides a list of all approved University personnel that the student's supervisor has designated as alternate(s) to sign the students timesheets in their absence. All alternate(s) are bound by the same requirements as the supervisor. Signatures of unauthorized personnel are not accepted.

**Departmental Funded Jobs:** the approved job description must be on file with the Office of Administrative Services. The student's job title and hourly wage will be determined based upon the job description on file with the UMA Office of Student Employment.

**Federal Work-Study Jobs:** the approved job description must be on file with the UMA Financial Aid Office. The student's job title and hourly wage will be determined based upon the job description on file with UMA Office of Student Financial Services.

Several weeks prior to the beginning of each employment period all prior FWS supervisors will be asked to complete and return a FWS Student Employment Renewal Form (SERF) to indicate the number of available positions they will have available for each period.

If this form is not returned, all previously listed positions will remain on the Student Financial Services website for students to view.

## **The Student Employment Authorization Form (SEAF)**

Student workers and their supervisors are required to complete a SEAF for each job for which the student has been hired to work.

❖ **All areas of the SEAF above OFFICE USE ONLY section, including the department account number(s), must be completed.**

**Departmental Funded Jobs:**

Be sure to include the hourly wage and job codes from pages 16 & 17.

**Federal Work-Study Jobs:**

The Effective Period is either Summer semester or Fall/Spring semesters, as indicated on the student's UMA financial aid award.

The Hourly Wage will be assigned by the UMA Financial Aid Office based on the job description for all on-campus FWS jobs. Off-campus, not-for-profit employers are asked to provide the hourly wages.

## **Additional Documentation & Training Requirements**

- ❖ All students must have completed their I-9 Employment Eligibility Verification and Confidentiality Contract with the Human Resource Office **prior to their first day of work**. Returning student workers must complete the above items annually.
- ❖ All student workers are required to complete Video Display Terminal Training if they use a computer at least 4 or more hours a day, as established by applicable laws. Training schedules are published by the UMA Office of Administrative Services.
- ❖ All student workers need to be active participants in their own safety especially if they will be working with hazardous chemicals. Chemical Hazardous Communication Training must be provided to alert and inform students about any chemicals with which they may come in contact. A video is available from the UMA Human Resource Office.

## **Determining a Student's Work Schedule**

Students cannot work during their scheduled class times; therefore, supervisors must have a copy of the student's class schedule on file before a work schedule is established. Work with the student to determine hours that will fit your department's needs and will not conflict with the student's classes and personal obligations. Be sure to ask student workers if they have or will have more than one job.

- **Departmental Funded students:** Total hours for all jobs cannot exceed 20 hours per week during Fall/Spring semesters, except during summer session or periods of one full week of vacation (7 days), students may be allowed to work up to the maximum of 40 hours per week. Total hours for all jobs **cannot exceed 40 hours per week**.
- **Federal Work-Study students:** Total hours for all jobs cannot exceed 20 hours per week. Total hours for all jobs cannot exceed 40 hours per week when classes are **not** in session. For summer work-study, students may not begin employment until their classes have commenced. Example: Student not enrolled in 6 credits until July 11<sup>th</sup>, student may not work until July 11<sup>th</sup>.

## **Time Reporting Tips**

Your on-line approval as supervisor is your acknowledgement that all information is accurate. Therefore, do not approve anything until you and your student worker's records agree. **Cases of suspected fraud must be reported immediately to the Student Financial Services and Office of Human Resources.**

### ***Things to remember as students enter time worked:***

- ❖ Many students have more than one job. Be sure that time entered is for the correct job.
- ❖ Student workers must enter their time worked into the payroll system daily or minimally submit timesheets every two weeks.
- ❖ Time recorded in the payroll system is AM and PM sensitive and must be accurately reflected.
- ❖ Federal labor laws require that if the student has worked over six hours in one day, then a half-hour *unpaid* break must be indicated on the timesheet. **Overtime is not allowed.**
- ❖ If the “Total Submitted Hours” column on the timesheet is blank then the student has not saved their time in MaineStreet and hours will not be approved for payment.
- ❖ All dates that the student worked must coincide exactly with the actual scheduled payroll week. The pay week runs from Sunday through Saturday.

## **Maximum Earnings**

Both supervisors and students are equally responsible for monitoring earnings for Federal Work-Study students. Supervisors will receive a copy of the SEAF from the Office of Administrative Services that will confirm the Effective Period, Hourly Wage and Maximum Earnings.

**Notice: Federal Work-Study students cannot earn over their award. The supervisor’s department account will automatically be charged for all wages earned in excess of the student’s award.**

## **Recordkeeping**

Supervisors are required to retain all supporting documentation, including “in” and “out” times, for time submitted for payment. A copy of the timesheet itself is not supporting documentation of time worked.

Records must be retained for seven years and be available for review by appropriate campus staff as well as by University and federal program auditors.

## **Confidentiality**

All students that have access to confidential and/or sensitive records while employed at UMA are required to sign a Confidentiality Contract acknowledging that breach of confidentiality is reason for immediate termination. Supervisors are required to countersign the document and return it to the Office of Student Employment.

## **Discipline of Student Workers**

Supervisors have the right to terminate a student worker. Students should be aware that not performing their work as expected (including improper behavior and/or inappropriate actions, such as breach of confidentiality) may result in termination from the work study job or departmental funded job. Supervisors may also invoke other forms of disciplinary action such as written warnings, depending on the circumstances involved. It is important that supervisors are clear as to the expectations for the job.

- ❖ Supervisors should be aware that the dismissal of one student will not guarantee that a replacement student can be found.
- ❖ Federal work-study is part of a student's financial aid award. Any student who is terminated should contact the Student Financial Services to discuss alternative available positions.

Supervisors who are considering such action should first contact the appropriate office to discuss the situation before taking action: **Departmental Funded Jobs**: Office of Administrative Services or **Federal Work-Study Jobs**: Student Financial Services.

**2017-2018 UMA Student Job Titles and Wage Bands**

**Job Codes**

**Wage Band 1-\$9.00**

|      |                          |
|------|--------------------------|
| 9106 | UMA Clerk/Receptionist I |
| 9129 | UMA Monitor I            |
| 9131 | UMA Office Assistant I   |

**Wage Band 2-\$9.00**

|      |                               |
|------|-------------------------------|
| 9108 | UMA Computer Lab Assistant II |
| 9110 | UMA Computer Tech II          |
| 9121 | UMA ITV Assistant II          |
| 9125 | UMA Lab Assistant II          |
| 9126 | UMA Lab Monitor II            |
| 9132 | UMA Office Assistant II       |
| 9138 | UMA Photo Aide II             |
| 9143 | UMA SGA II                    |

**Wage Band 3-\$9.00**

|      |                               |
|------|-------------------------------|
| 9102 | UMA Activity Assistant III    |
| 9103 | UMA Administrative Aide III   |
| 9109 | UMA Lab Assistant III         |
| 9114 | UMA Courier III               |
| 9119 | UMA Grounds/Maintenance III   |
| 9124 | UMA ITV Proctor III           |
| 9115 | UMA Equipment Maintenance III |
| 9134 | UMA Peer Advisor III          |
| 9140 | UMA Proctor III               |

**Wage Band 4-\$9.00**

|      |                                 |
|------|---------------------------------|
| 9104 | UMA Administrative Aide IV      |
| 9105 | UMA Athletics Assistant IV      |
| 9107 | UMA Clinical Aide IV            |
| 9111 | UMA Computer Tech IV            |
| 9113 | UMA Coordinator IV              |
| 9117 | UMA Fitness Center Assistant IV |
| 9120 | UMA Intern IV                   |
| 9128 | UMA Maintenance Worker IV       |
| 9130 | UMA Multi-Cultural Assistant IV |
| 9135 | UMA Peer Educator IV            |
| 9136 | UMA Peer Mentor IV              |
| 9137 | UMA Peer Tutor IV               |
| 9142 | UMA Publications Assistant IV   |
| 9152 | UMA Writing Tutor IV            |
| 9161 | UMA Research Assistant IV       |

**2017-2018 UMA Student Job Titles and Wage Bands (Continued)**

**Wage Band 5- \$9.25-10.68**

|      |                                                  |
|------|--------------------------------------------------|
| 9101 | UMA Academic Tutor V                             |
| 9112 | UMA Computer Tutor V                             |
| 9116 | UMA Faculty Assistant V (Department funded only) |
| 9118 | UMA Fitness Instructor V                         |
| 9122 | UMA ITV Coordinator V                            |
| 9123 | UMA ITV Monitor V                                |
| 9127 | UMA Lead Peer Mentor V                           |
| 9133 | UMA Orientation Assistant V                      |
| 9139 | UMA Placement Testing Assistant V                |
| 9141 | UMA Program Staff Assistant V                    |
| 9156 | UMA Info Technology Intern V                     |
| 9157 | UMA SI Leader V                                  |
| 9160 | UMA Library Monitor V                            |
| 9170 | UMA Peer Administrator V                         |
| 9162 | UMA Research Assistant V                         |



**As of January 1, 2018**

**2017-2018 UMA Student Job Titles and Wage Bands**

| <b>Job Codes</b> | <b><u>Wage Band 1-\$10.00</u></b> |
|------------------|-----------------------------------|
| 9106             | UMA Clerk/Receptionist I          |
| 9129             | UMA Monitor I                     |
| 9131             | UMA Office Assistant I            |
|                  | <b><u>Wage Band 2-\$10.00</u></b> |
| 9108             | UMA Computer Lab Assistant II     |
| 9110             | UMA Computer Tech II              |
| 9121             | UMA ITV Assistant II              |
| 9125             | UMA Lab Assistant II              |
| 9126             | UMA Lab Monitor II                |
| 9132             | UMA Office Assistant II           |
| 9138             | UMA Photo Aide II                 |
| 9143             | UMA SGA II                        |
|                  | <b><u>Wage Band 3-\$10.00</u></b> |
| 9102             | UMA Activity Assistant III        |
| 9103             | UMA Administrative Aide III       |
| 9109             | UMA Lab Assistant III             |
| 9114             | UMA Courier III                   |
| 9119             | UMA Grounds/Maintenance III       |
| 9124             | UMA ITV Proctor III               |
| 9115             | UMA Equipment Maintenance III     |
| 9134             | UMA Peer Advisor III              |
| 9140             | UMA Proctor III                   |
|                  | <b><u>Wage Band 4-\$10.00</u></b> |
| 9104             | UMA Administrative Aide IV        |
| 9105             | UMA Athletics Assistant IV        |
| 9107             | UMA Clinical Aide IV              |
| 9111             | UMA Computer Tech IV              |
| 9113             | UMA Coordinator IV                |
| 9117             | UMA Fitness Center Assistant IV   |
| 9120             | UMA Intern IV                     |
| 9128             | UMA Maintenance Worker IV         |
| 9130             | UMA Multi-Cultural Assistant IV   |
| 9135             | UMA Peer Educator IV              |
| 9136             | UMA Peer Mentor IV                |
| 9137             | UMA Peer Tutor IV                 |
| 9142             | UMA Publications Assistant IV     |
| 9152             | UMA Writing Tutor IV              |
| 9161             | UMA Research Assistant IV         |

**Wage Band 5- \$10.25-11.00**

|      |                                                  |
|------|--------------------------------------------------|
| 9101 | UMA Academic Tutor V                             |
| 9112 | UMA Computer Tutor V                             |
| 9116 | UMA Faculty Assistant V (Department funded only) |
| 9118 | UMA Fitness Instructor V                         |
| 9122 | UMA ITV Coordinator V                            |
| 9123 | UMA ITV Monitor V                                |
| 9127 | UMA Lead Peer Mentor V                           |
| 9133 | UMA Orientation Assistant V                      |
| 9139 | UMA Placement Testing Assistant V                |
| 9141 | UMA Program Staff Assistant V                    |
| 9156 | UMA Info Technology Intern V                     |
| 9157 | UMA SI Leader V                                  |
| 9160 | UMA Library Monitor V                            |
| 9170 | UMA Peer Administrator V                         |
| 9162 | UMA Research Assistant V                         |

## **Contact Information**

### **Payroll Center**

#### **University Services: Office of Human Resources**

65 Texas Avenue, Bangor ME 04401

Tel: (207) 581-9104

Fax: (207) 561-3456

Email: payroll@maine.edu

### **Federal Work-Study Eligibility & Hourly Wages:**

UMA Student Financial Services – Randall Student Center

Phone: 621-3455

Fax: 621-3384

### **UMA Federal Work Study Resources:**

- <http://www.uma.edu/admission/financial-aid/work-study/>
- UMA Work-Study Positions
- UMA Student Employment Handbook (Resource for Employers & Employees)
- UMA Student Employment Authorization Form