UMass Lowell’s Student Employment Handbook for Students

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Dear Students,

On behalf of the Financial Aid Office, it is our pleasure to welcome you to the University of Massachusetts Lowell Student Employment Program.

This handbook will provide you with important information about the policies and procedures for securing employment through the financial aid student employment program, as well as suggestions for finding off-campus work while you are a student at the University. The Student Employment Handbook explains the UML Student Employment, Federal Work Study, Campus Co-Op and Community Service programs we offer. You will also find copies of forms that must be completed prior to working on-campus, and details on how to receive your paycheck.

Please read this handbook carefully. If you should have any further questions, please contact the Student Employment Office at 978.934.4228 or student_jobs@uml.edu.

Best of luck in the coming year.

Sincerely,

Maureen Souza
Manager of Student Employment

Lisa Levesque
Job Location and Development Coordinator
Introduction to the Student Employment Programs

Welcome to the University of Massachusetts Lowell Student Employment Programs. Last year, our Student Employment Office (SEO) helped approximately 900 participants find on-campus (or community service) employment. Students can choose from a multitude of diverse job opportunities, all offering comfortable work environments, flexibility in scheduling, and a competitive pay rate. Whether building on existing skills or developing new skill sets, students can enhance their resumes while earning money to defray the cost of their education, all while working with our university’s nationally recognized faculty and staff.

The goal of the Student Employment Office is to make on-campus employment opportunities fair and accessible to all qualified students. Money earned in the work programs is to be used for educational expenses – tuition, fees, room & board, books, supplies, and necessary travel expenses. A student's work award is not directly applied to his/her University bill, but it is highly recommended that a student complete a work study Withholding Authorization form. This form authorizes the University of Massachusetts Lowell to apply 70% of work study earnings to any outstanding charges on a student's account, and will allow the student to directly receive the remaining 30% of his/her earnings. If a student chooses not to participate in the withholding, any balance due on his/her student account is the student’s responsibility, subject to late fees and possible holds for non-payment. This could prevent a student from being permitted to register for the next semester.

There are several types of student employment programs: UML Student Employment, Federal Work Study (FWS), Campus Co-ops, and Off-Campus Community Service. UML Student Employment and Federal Work Study jobs are typically on-campus, entry level positions paying $10/hr. Campus Co-op positions often involve more responsibility or a specific skill set and pay $11/hr and Community Service positions are located nearby, but off-campus, and pay $12/hr. Community Service positions are not specifically awarded to students. Any student who receives a student employment award may opt to participate in the Community Service Program. These students must request to change their awards if they accept a Community Service job.

When establishing a work schedule it is important to keep in mind a student may not work more than 22 hours per week while classes are in session, and no more than 37.5 hours per week during spring break, winter intersession, or summer.
The Basics of Applying for Employment

All students, whether returning or new, must visit JobHawk, UMass Lowell’s on-line job search system at www.uml.edu/jobhawk.

When beginning your job search you should select the Student link on the left navigation bar then choose the “Find a Job” link next to the magnifying glass. Choose positions that you might be interested in and apply for those jobs in JobHawk to contact the supervisor. It is always a good idea to apply to a few different positions to ensure that you find the right fit. You will be prompted to upload your resume before you can apply to the jobs. The supervisor will reply to you via e-mail to set up an interview.

You are also required to complete the Federal I-9 (Employment Eligibility Verification Form) and W-4 (Employee Withholding Allowance) employment documents. For additional details, please refer to the Required Human Resources Documentation section below. Returning students only need to complete these forms once.

The Student Employment Office will e-mail employment contracts to students (via their UMass Lowell e-mail address) and to supervisors when all required steps have been completed. Students are not authorized to begin working until they receive the contract email from the Student Employment Office. Please note that contracts do not need to be signed and returned to the Student Employment Office.
Eligibility

If you are eligible to work through the UMass Lowell Student Employment or Federal Work Study (FWS) programs, you would have been offered a work award on your financial aid award letter from the Office of Student Financial Aid*. A work award is equally divided between two semesters on this notification letter. Students/Parents can also view their awards on SiS.

*Undergraduate students who are enrolled full-time in a degree seeking program, meet specified application deadlines, show demonstrated need based on their FAFSA application, and indicate on their FAFSA that they wish to receive student employment funds are considered for participation in UMass Lowell’s student employment program.

In some instances, graduate students may be awarded student employment funds if they are not participating in a RA/TA position on campus. There are very limited funds for graduate students. You must contact the Student Employment Office to inquire about eligibility.

Individuals who have graduated from the University, are on a leave of absence from the University, have withdrawn from the University, or have been administratively withdrawn from the University are not eligible to participate in the program. Such individuals must stop performing any student employment as soon as they cease being enrolled as a student in a degree-seeking program.

Students are not eligible to participate in the Student Employment Program until they begin their first semester of enrollment. For example, incoming freshmen and transfer students cannot participate in the program during the summer before their first semester.

Only students offered UMass Lowell Student Employment funds or FWS as part of their financial aid award are eligible to work on campus through the Financial Aid Student Employment Program. However, all enrolled students are given access to JobHawk, UMass Lowell’s online job search system, to view departmental and JLD off-campus jobs.

As part of your financial aid process, your financial aid application may be selected for verification. Verification is a process by which a student is required to submit documentation to verify the financial and family information reported on the FAFSA. If you have been chosen for verification, the Financial Aid Office must receive all necessary paperwork (i.e. taxes, W2’s) before you can secure on-campus employment. Changes made during the verification process could result in a change to your work award. Students will be notified of any changes through subsequent award notification emails. Please check your UMass Lowell email account regularly for these important communications.
Off-Campus Community Service Employment

Students who are awarded UMass Lowell Student Employment funds or FWS may opt to participate in the Community Service Program, working with an approved Community Partner Organization. These positions are located off-campus, primarily within the City of Lowell, and pay $12 per hour.

Our SEO is pleased to offer opportunities for students to earn money while giving back to our local community. We have several openings for Community Service student employment. These positions are listed on JobHawk. While there are many options to choose from, we want to highlight one program in particular:

Jumpstart

Jumpstart Corps members have the unique opportunity to inspire young children to learn, serve in a local community, work on a team, and build professional skills. All Corps members receive professional-caliber training to help them implement Jumpstart’s outcome-based program, promote children’s school success, and build family involvement. Corp members complete 300 hours of service during the school year. They participate in the following activities:

• Serve part-time, 10-15 hours per week, during the school year
  o Jumpstart sessions with team and small groups of children, 4 hours per week (two afternoons a week for two hours each)
  o Team planning meetings and session preparation, which includes planning, reflection, and/or training, 2-3 hours per week
  o 2-5 hours each week in a preschool classroom during the regular school day
  o 1 hour of individual planning and preparation for Jumpstart sessions
• Communicate with children’s family
• Participate in intensive pre-service and on-going trainings
• Attend periodic service days, often held on weekends

In addition to the student employment pay you earn, after successfully completing your Jumpstart term of service, you are eligible to receive an AmeriCorps Education Award. You can use your AmeriCorps Education Award to pay education costs at qualified institutions of higher education for educational training, or to repay qualified student loans. You can access the award in full and part, and can take up to seven years after your term of service has ended to claim the award. Please see www.jstart.org/apply for additional details.

Required Human Resources Documentation

A student seeking financial aid student employment must have been awarded either a UML Student Employment or Federal Work Study (FWS) award for the academic year. Students who have never worked on campus before must complete the Federal I-9 (Employment Eligibility Verification Form) and W-4 (Employee Withholding Allowance) employment documents before they are authorized to work. These documents, as well a list of acceptable forms of identification, are available at www.uml.edu/studentemployment under the “forms” link; in the Forms and Information section within JobHawk; or directly from the Student Employment Office.
*We recommend that these forms be completed during the summer to ensure timely processing of contracts and paychecks. You will not receive a student employment contract authorizing you to begin work until these documents are received & verified!

The Homeland Security Act requires UML to verify the identity and employment eligibility for every employee hired after November 6, 1986 by completing an I-9 form. In addition, the law obliges UML not to discriminate against individuals on the basis of national origin or citizenship, or to require more or different documents from a particular individual.

In order to complete the I-9 form, you must provide IN PERSON original forms of valid identification along with the actual, completed I-9 form. All original documents should be brought to the Student Employment Office where we will make copies and certify the validity of the documents. We cannot accept copies or faxes of the ID’s.

Federal Work Study and UML Student Employment earnings are considered taxable income, and you must declare these wages when you file your taxes with the IRS each year. The Human Resources Office will send a W-2 form to you at the end of each calendar year indicating your earnings. The form will be sent to the address you reported on your W-4 form. If your address changes after filling out your original W-4, please notify the Payroll Office.

**Tracking Your Hours**

In order to receive your paycheck on time, you must enter your hours by the appropriate deadline. Supervisors must also approve your hours by the appropriate deadline. Electronic timesheets are used by department supervisors (or designated time-approvers within the department) to log and track the amount of hours you are working to make sure you do not exceed your allotted contract amount.

You will log onto HRDirect to report your time (http://www.uml.edu/hr/hrdirect/). Your employer (supervisor or time-approver) will also log in and approve your time worked through HRDirect. For more information on using HRDirect to record your hours worked please visit: http://www.uml.edu/HR/HRDirect/Job-Aids-and-Training/Time-Reporting-And-Approval.aspx.

Online timesheets are due every other week, but we highly recommend that students enter their time weekly. Student employment pay periods are two weeks in length and run from Sunday to Saturday. The payroll schedule is posted online on the HR website under the “Pay Schedule” link: http://www.uml.edu/HR/Payroll-Services/Pay-Schedule.aspx and is also available under the Student link in JobHawk under “14-15 Payroll Guidelines and Schedule.”

Students are required to keep track of their hours. Once you have earned all of your student employment award, your contract is terminated and you must stop working immediately. You will not be paid over your award amount.

**Please note**: If you work more than your allotted award, your other financial aid funding sources may be reduced to account for the overage. This could potentially leave you with a balance due on your UML account.
If you work less than your allotted award, the remaining award is cancelled and will not be replaced by other types of grant aid. Loan options may be available. Contact the Solution Center for more information.

Determining How Many Hours to Work Each Week

On the financial aid award notification letter, a student’s work award is equally divided between two semesters. A student employment contract will reflect the total amount for the year.

How does a student determine the number of hours they should work during a semester to earn their award?

\[
\text{Amount of Total Work Award} \div \text{Pay Rate} \div 30 \text{ Weeks in Academic Year} = \text{Number of Hours to Work per Week}
\]

For example: A student’s financial aid award notification letter indicates a $2250.00 work award for fall term and a $2250.00 work award for spring term. Therefore, the student’s work award for the year is $4500.00. By applying the above formula, this student would be able to determine that he/she would need to work approximately 15 hour per week.

\[
\frac{4500.00 \text{ (full award amount)}}{10.00 \text{ (most jobs on-campus pay $10.00/hour) \div 30 \text{ weeks}}
\]

(15 weeks/semester) = 15 hours per week

Please note: If you plan on working during the winter intersession or spring break, adjust the number of weeks to work in the above formula accordingly.

Pay Scale

The University of Massachusetts Lowell recognizes the value of student employees working on-campus as well as in the local community. Most positions on campus are Level I positions, and most students will begin in a Level I position. Please see below for a complete list and explanation of levels.

Level I - These types of positions would be “entry” level positions. They would require basic skills, and would not require any previous experience. Students would require on the job training to learn the skills required for a certain position. Positions pay $10/hr. Examples of these types of positions would include: Office Assistants, Lab Monitors, Receptionists, Front Desk Greeters, Library Assistants

Level II - These positions require a special skill set, or previous experience, and a higher level of responsibility. These positions allow students to receive a real world “co-op” like experience which
will prepare them for their future employment outside of UMass Lowell. Students may be responsible for data analysis, Independent coordination or supervision of programs or projects. They may be responsible for supervising other student staff members, and are capable of making more independent decisions. **Positions pay $11/hr.** Examples of these positions include: Web assistants, Research Assistants, Tutors, Athletic Trainers, Orientation Coordinators, Office Associates, Senior Office Assistants,

**Level III** - These positions are held by our FWS Community Service Students

UMass Lowell fulfills a Federal Requirement of the Federal Work Study Program by funding a certain number of Community Service Work Study jobs. These positions are performed at approved off campus community service/non-profit agencies. Community Service Positions provide local organizations with the consistent part-time help that is vital to run their organization, and students are able to perform meaningful public interest work. **Positions pay $12/hr.** Examples of the positions include: Tutors at JumpStart, America Reads programs, or The Girls and Boys Club. Tutors and Recreation Assistants at The Boys and Girls Clubs. Program Assistants for the National Street Car Museum

**Level IV** - Graduate students are eligible to hold positions in any department. As graduate students these students are usually working very independently on specific projects assigned by their supervisors. They are generally required to have a higher level of skills and are making independent decisions with little supervision. **Positions pay $12-$20/hr.**

*In rare instances these pay rates may be exceeded. Justification as to why a student should earn more than the specified hourly rates along with a detailed job description would be required for consideration. Any increase over $12/hr. would be subject to the approval of the Manager of Student Employment, and would also require two learning objectives to be specified in the Job Description. Any positions paying over the general employment rate ($10) is considered to be a co-op type position.*

**Receiving a Paycheck**

The following process takes place for a student employee receiving their first paycheck after they receive their employment contract via email from the Student Employment Office:

- The Student Employment Office sends all contracts to the Payroll Office where they are entered into the payroll computer system.
- The student will receive access to log their hours into HRDirect (This takes approximately 10 days from when a student receives the e-mail confirming their eligibility to begin work.)
- Students are given the option to complete the Work Study Withholding form to have 70% of their earnings deposited directly towards their UML tuition bill. This is highly recommended for all students that have a balance left to cover.
  - This process generally takes 2 paychecks to go into effect.
  - Students that do not complete this form will not see their student account balances decrease because they will receive a check for all of their earnings.
o Students are still responsible for remaining balances on their student account if they receive 100% of their earnings.

- All University employees are paid on a bi-weekly schedule. The pay period ends on a Saturday and the paychecks are available the following Friday.

Students may choose to have their paycheck deposited directly into their personal bank account, by enrolling in direct deposit through HRDirect. Paystubs can be viewed and printed from HRDirect, if needed. **Direct Deposit is HIGHLY RECOMMENDED** for receiving your earnings quickly. If you do not choose direct deposit, your paycheck will be mailed to the local address listed in SIS.

**Reasons You May Not Receive a Paycheck on Time**

Every effort is made to ensure prompt payment of earnings. However, there are a number of issues that could cause a paycheck to be delayed or not issued. They are as follows:

- Contract not processed by the Student Employment Office due to missing or incomplete paperwork.
- Completed contract not received by UML Payroll before processing deadline.
- Timesheet was submitted after the deadline.
- Timesheet was not approved by the supervisor or designated time approver.
- The maximum value of the employment contract has been exceeded.
- The number of hours in a given week exceeds the maximum allowed.

**Students should check with their department supervisor or time approver if they were not paid in a given pay period, before contacting the Student Employment Office.**

**Worker’s Compensation**

All student employees are covered by Worker’s Compensation. In the event that an injury occurs, the student must notify his or her supervisor immediately. The supervisor is responsible to contact the Human Resources Office for further instructions.

**Student’s Responsibilities**

When a student receives the email from the Student Employment Office with a link to their student employment contract, they acknowledge that they have read and agree to comply with the conditions listed in the Student Employment handbook. Receipt of a student employment contract e-mail without reply implies that both the supervisor and the student acknowledge their obligation to comply with the regulations and guidelines of UMass Lowell’s Student Employment Program. Among a student’s obligations are the following:

- **Students must complete all necessary paperwork and receive authorization from the**
Student Employment staff before they can begin working.

- Students must be given the opportunity to review the Payroll Schedule and all deadlines with their supervisor.

- Under no circumstances may a student work more than 22 hours a week while classes are in session. However, if classes are not in session, a student may work up to 37.5 hours per week. Students are not permitted to work over 37.5 hours per week.

- Students must enter their hours worked into HRDirect every two weeks by noon on the due date.

- Students must report their hours in a timely, wholly truthful and accurate manner. Students may neither report time not yet worked on his/her timesheets, nor may they work additional time that they fail to record on the timesheet. No advances on student paychecks will be given.

- Students are held accountable for maintaining strict confidentiality for any and all potentially sensitive information they encounter in the course of performing their jobs.

- Students will abide by their department’s policies and regulations, including any applicable dress code.

- Students must notify their supervisor if he/she is going to be late for an assigned work shift.

- Students must give their supervisor sufficient advance notice (usually 24 hours) if he/she will be unable to work during his/her scheduled time. Repeated absences are grounds for termination.

- Students are strongly encouraged to give two weeks’ notice if he/she decides to resign from his/her position.

- Students will notify his/her supervisor of any change in his/her class schedule which could impact his/her work schedule, as well as any change in his/her enrollment status.

- Students must keep track of their earnings and insure that they do not exceed their award amount.

- Students must understand that they will lose any part of their need based student employment award that they do not earn by the end of their employment period.

- Students must notify their supervisor if their award changes.

- Students must notify the Financial Aid Office of any information that may affect their financial assistance award. This includes, but is not limited to, receipt of a private scholarship, change in enrollment status, and change in housing status.
• Students will abide by the University’s Code of Conduct, which absolutely prohibits harassment or discrimination on the basis of another’s sex, race, color, religion, age, national origin, sexual orientation, gender identity, disability, veteran status, or any other characteristic protected by law.

• Students must thoroughly understand the supervisor’s expectations prior to beginning work.

• Students must communicate with their supervisor if they are experiencing difficulties in their work environment.

• Students must not study while on the job. **Student employees are paid to work, not study!**
Student Disciplinary Process/Termination of Student Employment

Student employees may be subject to termination of their student employment if they are unreliable or fail to perform their required responsibilities, including completing timesheets by the deadline. **Students generally are entitled to the following disciplinary process prior to employment termination:**

1. Supervisors should give a verbal warning to an underperforming student and review with the student any issues with the student employee’s work performance. The supervisor should give the student recommendations for improvement. If the warning is the result of failure to complete a timesheet by the deadline, the supervisor should inform the student of pending termination if the behavior is not corrected.

2. If the student does not improve, his/her supervisor should give the student a written warning reiterating the issues he/she is having with the student’s work performance and the terms the student will need to uphold for his or her employment to continue. Students should be given a chance to improve by a certain date. Both the student and his/her supervisor should sign the written warning and a copy should be sent to the Student Employment Office. Again, if the warning is the result of the student’s failure to complete the timesheet in a timely manner, the warning should inform the student of pending termination if the behavior is not corrected.

3. If the student fails to adequately correct his or her behavior by the determined date, he/she should be given a written notice of termination from the director/chair of the department. All reasons for the termination should be listed. A copy of the letter should be sent to the Student Employment Manager and the letter shall be placed in the student’s file. If the student’s behavior violated the College’s Code of Conduct for students, a copy of the termination letter shall also be sent to the attention of the Dean of Students and the matter may be referred to the Student Judicial System.

**Notwithstanding the above process, a student’s employment may be terminated immediately in cases of flagrant, willful violation of college rules or violations of law. Such infractions that may justify immediate termination may include but are not limited to stealing, insubordination, breach of confidentiality, falsifying a timesheet, or engaging in sexual harassment or unlawful discrimination.**

Student Employee Appeal Process

A student shall have the opportunity to appeal a termination due to poor job performance. Terminations resulting from funding limitations and/or revised staffing needs of a department cannot be appealed.

The purpose of this appeal process is to promote the prompt and efficient resolution of student employment complaints. Students and their supervisors should make every reasonable attempt to resolve problems wherever possible, without resorting to this process.
Student employee complaints regarding terminations due to unsatisfactory job performance may be filed as follows:

**Step 1:** The student shall, within ten (10) business days after termination, discuss the complaint with his/her immediate supervisor. The supervisor shall have five (5) business days to review and respond to the complaint. If the student believes the matter is unresolved after Step 1, the student may appeal the complaint to Step 2 within three (3) working days of the Step 1 response.

**Step 2:** The student may file a written appeal with the Manager of Student Employment. The Manager shall have five (5) working days from receipt of the complaint to review and respond to the complaint. The student should provide as much factual information and evidence in their written appeal as to assist the Manager in making an informed decision. The Manager will review the appeal with a committee consisting of the staff from the Financial Aid Office and Human Resources. The Manager will issue a written response to the student and the supervisor.

The Manager’s decision is final.

Failure by the student to comply with the stated time limits, in the absence of written agreement, shall be construed as satisfactory resolution of the complaint.

In calculating time limits in this section, Monday through Friday, excluding legal holidays, shall be counted.

**Confidentiality and FERPA**

The Family Educational Rights and Privacy Act (FERPA) is a federal law, enacted in 1974, that guarantees the confidentiality of student records. It is important for students to familiarize themselves with some of the basic provisions of FERPA especially if they have access to other students’ confidential information in order to ensure that students do not violate this federal law. Students who violate FERPA may be subject to disciplinary action, including, but not limited to, the loss of their job.

Student workers must understand that any student information they view or hear on the job must remain in the workplace. Students must not, under any circumstances, release student information to anyone unless their position specifically requires them to do so. In addition, students may not acquire student records information that is not relevant to their job.

Departments that hire student workers may wish to require those students to execute a Code of Conduct Agreement, such as the sample agreement listed below:
As a UMass Lowell student employee, I understand that I am expected to act in a professional and ethical manner. I understand that I may have access to files containing information which includes, but is not limited to, confidential issues regarding employees, students and others, the disclosure of which is prohibited by the *Family Educational Rights and Privacy Act (FERPA)* of 1974. I agree to maintain the confidentiality and privacy of any information to which I may be exposed, either verbally or written.

I understand and agree that the following is expected of me:

1. I will maintain absolute confidentiality of work-related projects and personnel.
2. I understand what constitutes permissible work absence and who to notify if absent.
3. I will be on time and prompt with assignments.
4. I will dress appropriately for the work setting.
5. I will follow through on commitments.
6. I will not conduct personal business during work hours (e.g. emails, cell phone, internet, Facebook, etc.)
7. I will keep a positive attitude.

I agree to the above stated Code of Conduct and will make every effort to abide by its terms. I understand that violation of this Agreement may subject me to disciplinary action, including termination from my position in the ____________________________ Office.

Student Name: __________________________ Signature: __________________________
Supervisor Name: _______________________ Signature: _________________________
Supervisor’s Responsibilities

When supervisors receive a student’s employment contract via e-mail from the Student Employment Office, they are acknowledging that they have read and agree to comply with the conditions listed in this document and their own supervisor handbook. Both the supervisor and the student acknowledge their obligation to comply with the regulations and guidelines of UMass Lowell’s Student Employment Program. Among your supervisory obligations are the following:

- Supervisors will not permit students to work until they have received a Work Authorization email with attached contract from the Student Employment staff.

- Supervisors must review the Payroll Schedule and all deadlines with their students.

- Supervisors will approve their student employee timesheets in HRDirect by 12 pm on the day that they are due, according to the posted payroll schedule.

- Under no circumstances will a supervisor permit a student to work more than 22 hours a week while classes are in session. However, if classes are not in session, a student may work up to 37.5 hours per week. Students are not permitted to work over 37.5 hours per week.

- Supervisors will submit a new Placement Record for each academic year and each summer for all students they employ once they have reapplied to a posted position, as the summer terms are considered separate from the fall/spring terms.

- Supervisors are required to attend the Student Employment Supervisor meeting (usually held in August).

- Supervisors must notify the Student Employment Office of any changes to current supervisor; any new contact information must be disclosed in a timely fashion.

- Supervisors are responsible for reading and complying with Student Employment email announcements throughout the year.

- Supervisors will outline basic work expectations and responsibilities to each of their student employees.

- Supervisors will notify the Student Employment Office of any change in status of any of their student employees.

- Supervisors will monitor student time to approve only the hours actually worked by the student.

- Supervisors will recheck their timesheet approval queue prior to noon on timesheet due dates to verify that all their student employees have been approved.

- Supervisors will verify that all of their current student employees are on their timesheet each week.
Student Employment Office’s Responsibilities

It is the responsibility of the Student Employment Office to:

- Maintain contact throughout the year with all student employees to ensure they understand their responsibilities.
- Maintain contact throughout the year with department supervisors to ensure they understand their responsibilities.
- Assist students in the process of obtaining employment through JobHawk.
- Ensure that all students complete the I-9 and W-4 forms prior to receiving an employment contract.
- Process all student employment contracts and forward them to the Payroll Office for processing.
- Maintain Job Location and Development (JLD) job postings on the JobHawk website for all students that are seeking jobs outside of UMLs student employment programs.
- Update the Student Employment webpages to ensure all information is timely and accurate.
- Notify students bi-weekly when they are close to earning their award.
- Conduct annual and supplemental training programs, or informational meetings for department supervisors.
- Assist supervisors and students when employment problems arise.
- Notify students, supervisors and the Payroll Office when a change has been made to a financial aid package that affects a work award.
**Student Employee of the Year Award**

The Student Employee of the Year (also known as “SEOTY”) award program is a nation-wide program honoring the outstanding achievements and contributions of students who work while attending college. Each year, undergraduate nominees for this award are first chosen at the institutional level, and from there, the selected student has the opportunity to advance to the district, regional, and ultimately national level. The UMass Lowell SEOTY is announced during Student Employment Week (the second week in April) which includes celebrations that recognize the value of our dedicated student employees. Each year, the SEOTY is selected through the following process:

- Supervisors nominate students who are working above and beyond the job’s expectations.
- Nominations are submitted to the Student Employment Office, who selects an independent committee comprised of supervisors from departments who did not nominate any students during that particular academic year.
- The committee evaluates all of the nominees and determines the award recipients.
- The Student Employee of the Year is recognized at the Student Employee of the Year Award Ceremony, where all nominees are honored and presented with certificates. The winner is then entered into the Regional Recognition Program, which could then advance them to the National Program.

**The Job Location and Development (JLD) Program**

The Job Location and Development Program (JLD) aids University of Massachusetts Lowell students in their search for part-time, off-campus employment. These jobs are available to any degree-seeking UMass Lowell student regardless of their financial aid eligibility. International students on a J1 or F1 visa cannot obtain employment through this program.

Steps to secure a job through the Job Locator program:

1. Search available JLD jobs posted under the category “Off-campus JLD” on JobHawk ([www.uml.edu/jobhawk.](http://www.uml.edu/jobhawk.)
2. Apply to those jobs that interest you by clicking the “Apply for job” button in JobHawk.
3. Your information will be sent to the employers and they will contact you directly to set up interviews.
4. Notify the Student Employment Office when you have secured a job.
5. If you have any questions about JLD, please contact us at Student_Jobs@uml.edu.