

Student Employment Hire Form for Supervisors 2019-2020
Office of Financial Aid
**University of Mary Washington**

**Term:** [ ]  2019-2020 Academic Year [ ]  Fall 2019 Only [ ]  Spring 2020 Only [ ]  Summer 2020

**FOAP (Org) to Charge:**  **Office Budget Manager Signature:**

**My Time Supervisor’s Name:** **Date:**

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| --- | --- | --- | --- | --- | --- |
| **Banner ID** | **Student’s Name(No nicknames, please)** | **Pay Rate** | **New Hire/Rehire/****Dept. Change** | **Preferred Start Date** | **Comments, Rate Change, Etc.** |
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**IMPORTANT:** UMW policy requires student employees receive cybersecurity training **before** being granted access to University administrative systems or data. You must contact the IT Security Office and enroll your student employee in the appropriate online security training before allowing them to access administrative systems or data they would not normally have access to as a student. Failure to comply with this policy could result in a suspension or termination of your privilege to hire student workers.

Please contact Student Employment at studentemployment@umw.edu if you have any questions.

**WORK AUTHORIZATION REMINDER:**

In order to ensure timely payment and University compliance, student employees are not to begin work until a Work Authorization has been issued via UMW e-mail to the student and supervisor. Please contact Student Employment at studentemployment@umw.edu anytime for status updates.

**SUMMER EMPLOYMENT BUDGETS FOR ACADEMIC DEPARTMENTS:**

Please make sure you have your summer employment wage budgets coordinated with John Morello at jmorello@umw.edu before making your final hiring decisions for the summer.

**ELIGIBILITY FOR STUDENT EMPLOYMENT:**

* All positions during the traditional academic year (fall and spring terms) require at least half-time enrollment (6 credits for undergraduate students, 5 credits for graduate students) in a degree-seeking program.
* Summer employment requires, in a degree-seeking program, at least half-time enrollment in the previous spring term and at least half-time enrollment in the following fall term. Enrollment during the summer is not a requirement for summer employment.
	+ Seniors graduating in the spring term are not eligible to work during the following summer term.
	+ Incoming freshmen starting enrollment in the fall term are not eligible to work during the prior summer term.
* Effective Spring 2016: Only Federal Work-Study jobs require the employee maintain a 2.00 CGPA and [Satisfactory Academic Progress](http://www.umw.edu/financialaid/eligibility/satisfactory-academic-progress/) with the Office of Financial Aid. Non-FWS jobs do not have the same GPA and academic progress requirement; however, some departments may have their own GPA and academic progress requirements. Students who are in danger of academic probation or suspension are encouraged to [book an appointment](http://academics.umw.edu/academicandcareerservices/appointments/) with an academic adviser to ensure academic success at UMW while maintaining a job.

**TO POST AN OPEN POSITION AT https://careers.umw.edu/:**

Contact Student Employment at studentemployment@umw.edu with a job description including:

* Term of position (ex. Summer 2020, Fall/Spring 2019-2020, etc.)
* Student position title
* Hours per week
* Pay rate
* Job outline
* Minimum qualifications
* Supervisor’s name
* Where to apply (most use the application provided by Financial Aid)
	+ If you use your own application, you will be asked to send the applications of hired employees to Financial Aid
* Any additional notes for the job posting

Received applications are distributed to the appropriate supervisor, normally at the end of each day. Supervisors are encouraged to advertise their job postings to receive more applications. If posting flyers, please make sure you have permission from Residence Life before posting flyers for your open position in residence halls.

**ADDITIONAL HOUSEKEEPING:**Please contact Student Employment at studentemployment@umw.edu ASAP if you are considering stipend payments for your employees, or if you are considering an employment offer to a student who is already employed with the University, or if you have not received a Work Authorization for a student who is currently working for you.