

Student Employment Hire Form for Supervisors 2022-2023  
University of Mary Washington

Office of Financial Aid

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

MyTime Supervisor’s Name: Date:

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| Banner ID # | Student’s Name (No nicknames, please) | Pay Rate | New Hire/Rehire | Preferred Start Date | Comments, Rate Changes, Stipend Breakdown, 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](mailto: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](mailto: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](mailto: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 requirements: 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/:**

Here are the steps for posting a position in Careers.

To log into Careers:

* Go to <https://careers.umw.edu/hr/sessions/new>
* Click on the link that says “Click here…”.
* Enter your UMW credentials in the appropriate fields.

To modify a Student Position Description:

* Go to the 3 blue dots in the upper left.
* Choose Position Management.
* Make sure that you’re working as the Student Hiring Manager (upper right).
* Go to Postings.
* Choose Student Position Description.

**ADDITIONAL HOUSEKEEPING:**Please contact Student Employment at [studentemployment@umw.edu](mailto: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.