

# Student Employment News

Office of Student Financial Services

***On your mark, get set. . .HIRE!***

## It is not too early to hire your summer and 2009/2010 academic year student employees!

To ensure that your students are processed and uploaded to UltraTime by their first day of work, get your Student Personnel Action Form (PAF)s submitted early! This will ensure adequate time for follow-up if, for any reason, your Student PAF can not be processed. Please review the "Implications of the Job Start Date" on page 2 of this bulletin for information you will need to know before starting.

To begin the hiring process and download the latest version of the Student PAF, please visit the [Student Employment website](#).

### ***Required Payroll Documents***

Federal regulations and University policy require that all student employees have the following documents correctly completed and on file with the Office of Student Employment prior to their first day of work:

**Form I-9\***

**W-4 Form\*\***

**Direct Deposit Election Form**

\* Form I-9 effective April 3, 2009, available on the [Student Employment website](#).

\*\* Federal Form W-4 updated for 2009, available from <http://controller.nd.edu>. Click on 'Download Forms,' then 'Payroll Related.'

### ***New Student Minimum Pay Rates for 2009/2010!***

Beginning with the 2009/2010 academic year, student employee pay rates will be increasing to the following levels:

<b>Basic Rate:</b>	\$7.25
<b>Intermediate Rate:</b>	\$7.65
<b>Skilled Rate:</b>	\$8.15

Student PAFs submitted for the 2009/2010 Academic Year with an hourly rate lower than the minimum will automatically be increased to \$7.25. All others will remain as on the form. Please contact the Office of Student Employment with any questions.

## ***Important Information about the Form I-9***

**A student may not work on campus without a valid Form I-9 on file with the University.**

To be valid, the Form I-9 must:

- Have Section 1 completed, signed and dated by the student
- Have Section 2 filled out and signed by the department
- Have the *Certification* portion of Section 2 dated
- Be accompanied by photocopies of the ACTUAL supporting documents. Faxed, scanned, or photocopied documents are not acceptable! For a list of acceptable documents, download the Form I-9 from the [Student Employment website](#).

## *Help us help you!*

### *Tips for filling out the Student PAF*

**The Office of Student Employment is committed to processing all Student PAFs as quickly and accurately as possible. In order to do this, however, we need your help.**

- Download the latest version of the Student PAF from [Student Employment's website](#).
- Always fill out the Student PAF online! Hand-written forms are difficult to read and can lead to errors.
- When rehiring a student into the SAME position number, check the rehire box on the Student PAF.
- A Student PAF can not be processed without a correct **Position Number**. Please contact your Budget Manager or the Office of Budget & Planning at 631-9137 if you need a Position Number.
- An **RSPA Accountant** must be listed for all restricted accounts from which a student is being paid. A restricted account is any FOAPAL whose Fund begins with a "2" or "3." Failing to list an accountant or listing an incorrect accountant will delay processing of the Student PAF. Contact the Office of Research and Sponsored Programs Accounting if you have a question at 631-7070.
- All Student PAFs for graduate students must be routed through the Graduate School. This does not include Law and Business students.
- Please include a department contact telephone number on every Student PAF so that we can quickly contact you if we have any questions!

### *Implications of Job Start Dates*

- **Summer Hourly:** All students with start dates after May 1, 2009, will be considered summer employees. Summer hourly employees will automatically be terminated effective August 28, 2009.
- **Summer Stipends:** All students hired into stipend positions with start dates after May 16, 2009, will be considered summer employees. These students must have a job end date on or before August 15, 2009.
- **Academic Year Hourly:** All students hired into hourly positions with start dates after August 1, 2009, will be considered academic year employees. These hourly students will automatically be terminated at the end of the 2009/2010 academic year.
- **Academic Year Stipends:** All students hired into stipend positions with start dates after August 16, 2009, will be considered academic year employees. These students must be terminated on or before May 15, 2010.

### *Payroll Tips for Supervisors*

- It is the responsibility of each supervisor to carefully review student UltraTime and/or timecards for accuracy.
- UltraTime must be approved or completed timecards must be delivered to Payroll Services (7th Floor, Grace Hall) by 9:00 a.m. on the Monday following the end of a pay period.
- All students are paid via direct deposit to their personal checking or savings accounts. Students who have not completed a Direct Deposit Election Form must pick up their first paycheck in the Payroll Office, 724 Grace Hall, on the scheduled pay date.
- Students may access their pay stubs through insideND.

### *How many hours can students work?*

- During the summer months, students may not work more than 40 hours per week (total of all positions).
- During the academic year, students may not work more than 20 hours per week (total of all positions).
- To ensure NCAA compliance, student-athletes must contact the Assistant Athletic Director prior to obtaining employment.

## Student Employment Hiring Procedures

- Departments may post job openings for the academic year on Student Employment's Job Board by completing the Online Job Posting Form located on our [website](#). *NOTE: Summer job postings are handled by the Department of Human Resources.*
- Once you have decided whom you would like to hire, your department must complete/collect the following required documents before the student begins working:
  - ◇ **Student Personnel Action Form (PAF)** – Completed each academic year and summer. Please retain a copy for your records.
  - ◇ **Form I-9** – Original identification documents must be presented (faxed, scanned, and photocopied documents are not acceptable). **NOTE: An I-9 MUST be on file at the Student Employment Office BEFORE the student begins to work!**
  - ◇ **W-4 Form**
  - ◇ **Direct Deposit Election Form** – Attach a **voided check or deposit slip** from the bank of the student's choice.  
*Note: I-9, W-4, and Direct Deposit Forms are required for new employees only.*
- Once required documents are completed, all forms are sent to the following:
  - ◇ If Undergraduate Student:

Student Employment Office  
115 Main Building
  - ◇ If Graduate Student:

Associate Dean  
Graduate School  
502 Main Building
- Following verification and processing by Student Employment and, if necessary, RSPA, the Payroll Office establishes the student employee's payroll record.
- All UltraTime materials (for departments on Ultra-Time) and preprinted time sheets are available on the *My Resources* tab within insideND on the *Ultra-Time* channel. For more information, contact Payroll Services at 631-7575.

## Payroll Schedule

To view the Payroll Schedule, please visit the following link:

[http://controller.nd.edu/about-us/  
payroll-services.shtml](http://controller.nd.edu/about-us/payroll-services.shtml)

## Social Security and Summer Employment

During the academic year, Notre Dame students are generally exempt from paying FICA if they are enrolled full-time. For this reason, departments are also exempt from paying the employer's share which amounts to 7.65% of total earnings.

During the summer, many students are not enrolled in classes, or do not meet the minimum half-time status to be exempt from paying FICA. **If your department hires students not enrolled at least half time, it will be responsible for paying the University's share of the student's FICA withholding.**

## International Students and Students with Permanent Residency

International students with an F-1 or J-1 visa status are eligible to work on campus.

***Federal regulations require that the University have on file a Form I-9 with supporting documentation PRIOR to the student's first day of work. For international students, supporting documentation generally includes all of the following:***

- Valid Passport (expiration date and photo) **AND**
- Form I-94 **AND**
- Form I-20 (for students with F-1 visa status) **OR**  
Form DS-2019 (for students with J-1 visa status)

Students who have Permanent Residency status need only to supply their Permanent Resident Card or U.S. documentation.

For a full list of acceptable documents, download the Form I-9 from [Student Employment's website](#).

**NOTE: Federal law strictly prohibits international students from working more than 20 hours/week in all combined jobs, whether paid hourly or with a stipend. Failure to comply can jeopardize the student's visa to study in the United States.**

**Office of Student Financial Services  
Office of Student Employment  
MISSION STATEMENT**

*The Notre Dame Office of Student Financial Services (OSFS) is committed to supporting the University's goals of enrolling and graduating a highly talented and diverse student body. Through its administration of University-based and government sponsored student aid programs, along with a broad array of quality financial products and services, the OSFS aspires to ensure the affordability of a Notre Dame education for all students, while striving to control educational indebtedness.*

*The OSFS is dedicated to providing for the proper stewardship of all University, government, private and personal resources used in the financing of a Notre Dame education and is committed to serving its students and families in a manner commensurate with the ideals and values of the University of Notre Dame.*

## **Student Employment Staff**

Lori Moser

Vicki Toombs

Yolanda Teamor

**Student Employment**

115 Main Building  
Phone: 631-6454  
[stdempl@nd.edu](mailto:stdempl@nd.edu)

**Financial Aid**

115 Main Building  
Phone: 631-6436  
[finaid@nd.edu](mailto:finaid@nd.edu)

<http://studentemployment.nd.edu>

## **ADDITIONAL REFERENCE INFORMATION**

**Graduate School**

502 Main Building  
Phone: 631-8422  
[gradsch@nd.edu](mailto:gradsch@nd.edu)

**Payroll Services**

724 Grace Hall  
Phone: 631-7575  
[payroll@nd.edu](mailto:payroll@nd.edu)

*University of Notre Dame*

# Student Employment News

*A Newsletter from the Office of Student Financial Services  
Student Employment*