



# Student Employment Training For Supervisors

**It takes a Village!**

**Budget Office**

**Career Services**

**Grant Office**

**Human Resources**

**International Engagement**

**Student Financial Aid**

**Linda Lentz**

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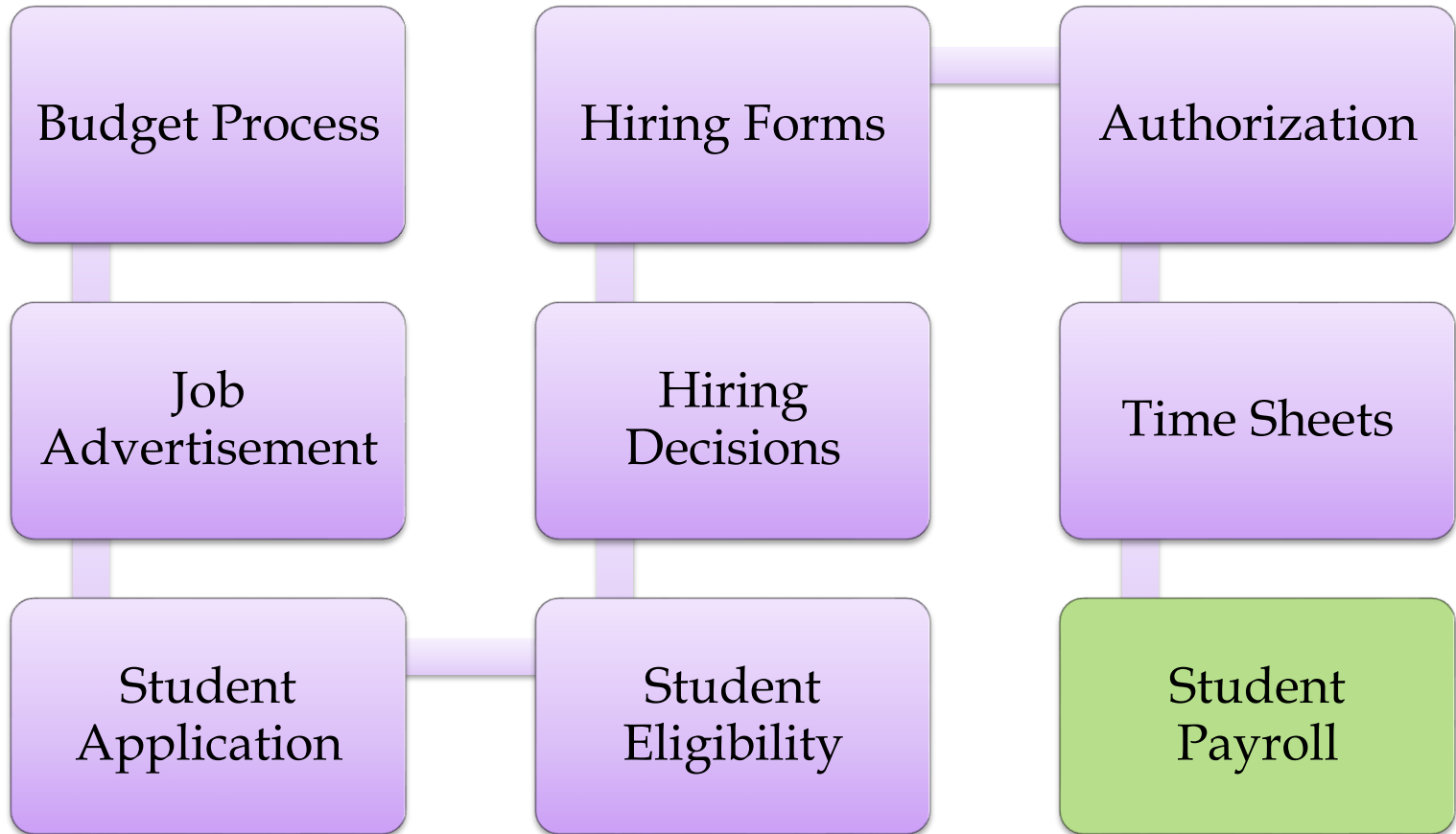
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**Leslie Knox**







# Agenda

- **Type of Student Employment**
- **Departmental Budgets**
- **Grant Accounting**
- **International Students**
- **Career Services**
- **Federal Work Study Process**
- **Human Resources**





# Student Employment Funding/Eligibility

- Federal (FWS or CFWS)- Student must complete the FAFSA application to determine eligibility.
- UCA/Institutional- Any student can apply for this type of position regardless of FAFSA results.
- Grants- Any student can apply for this type of position regardless of FAFSA results.





# Departmental Budget

- Types of Student Help:
  - 650100-UCA Student Help (Institutional)
  - 650200-Work Study Student Help (Federal)
  - 650205-Work-Study Community Service
- Review Your Departmental Budget to ensure funds are available before hiring either Institutional Student Help or Federal Work Study (FWS) Students.





# Departmental Budget

- Students eligible for FWS funds do not automatically have these amounts placed in the department budget in which they are hired.
- Funds can be transferred from another departments FWS line if all parties agree. Funds **can not** be moved from Institutional Student Help, Extra Help, M&O, etc. to fund this line. FWS funds must remain within the 650200 category.





# Departmental Budget

- Once Federal Work Study funds are near to being expended, two new student hiring forms will need to be completed. 1) Ending Federal Work Study job (Can provide copy of original hiring form with term date added). 2) Create new hiring form for Institutional Student Help.
- If the student is eligible for Federal Work Study funds and \$0 budget is available, the student can be hired under Institutional Student Help provided this line is in your department budget.





# Departmental Budget

- In FY21, Federal Work Study base funds were reduced.
- A portion of these funds are being temporarily moved to each division and then distributed among departments.

Questions????







# Grant Accounting

When a grant is awarded in Sponsored Programs, the Principal Investigator/ Faculty member in charge of the grant is notified of the new index number, and is reminded that the Student Hiring forms are needed.

- 210XXX Federal Grants
- 22XXXX Federal Pass Through Grants
- 230XXX State Grants
- 24XXXX Private Grants





# Grant Accounting

- For grants, the index and fund numbers are the same number.
- The account code will be 650900 Student Help on Grant/Contract
- Once signed by Grants, the paperwork is routed to Human Resources. .





# International Students

## **Does this student need authorization from International Engagement (IE)?**

Only if they are here on an F-1 or J-1 visa

## **What type of work can the student accept on campus?**

Student worker jobs (not Extra Help without permission from IE) **EXCEPT** for Federal Work Study or if prohibited by terms of grant.

## **How many hours can an international student work per week?**

Fall & Spring –

- While enrolled in classes (even if not full time), may only work a total of 20 hours a week regardless of the number of jobs.
- During official campus breaks and holidays, may only work 40 hours a week regardless of the number of jobs. If the student is not enrolled in summer classes but has registered for Fall classes, the student may work 40 hours.





# International Students

## **What documents must an international student provide for the hiring packet?**

- Passport (biographical page)
- Visa
- I-20 (F-1 visa holder) or DS-2019 (J-1 visa holder)
- I-94 Arrival Record

## **What about a Social Security number?**

International students can only apply for a Social Security number after they have a job offer form or letter (not more than 30 days before the employment start date). Upon the student's request, IE will prepare a letter the student can give to the local office in addition to the other required paperwork. Information on how to apply is on the IE webpage.





# Career Services

Dr. Kathy Clayborn

Posting Jobs and Student Worker Training

<https://uca.edu/career/post-a-work-study-job/>





# Training Certification

This certificate declares that

**Robyn Test**

CS

has completed the

**Step Ahead Training**

On 6/22/2020 with a passing score of 100

Certificate ID LSOXJI-CE000006



UNIVERSITY OF  
CENTRAL  
ARKANSAS™

STUDENT SERVICES  
CAREER SERVICES

TM

UCA™





# Federal Financial Aid Process

## Federal Work Study Current process

Student can send an email to [finaid@uca.edu](mailto:finaid@uca.edu) to confirm if they are eligible for federal work study. That email response can be used as confirmation of eligibility.





# Hiring Cycle and Paper Flow

- Federal Work Study packets are sent directly to the [Financial Aid Office](#).
- Institutional Work Study Packets are sent directly to [Human Resources](#).







# Human Resources Student Employment Training

- ❖ Forms
- ❖ Hiring Process and Paper Flow
- ❖ Timesheet and Payroll Deadlines
- ❖ Time Entry and Approving Time (student/supervisor)
- ❖ Hours
- ❖ Best Practices
- ❖ FAQ's
- ❖ Q & A





## Potential future process

Spring 2021

- ❖ All NEW work study students will be hired through the PeopleAdmin applicant tracking system and their new hire paperwork will be collected through People Admin records.





## Process

### Complete the Student Hiring Packet

All student hiring forms can be found on the Human Resources website.

- ❖ Go to the Human Resources Page
- ❖ Internal Tools - Drop Down Arrow
- ❖ Select Payroll
- ❖ Scroll Down to Forms.
- ❖ Select Student Hiring Forms

### Student and Hourly (Extra Help) Payroll

There will be a \$25 fee assessed to the department for all time sheets submitted after the due date.

[Student & Hourly \(Extra Help\) Payroll Schedule](#) 📅 (FY 2020)

[Student Hiring Forms](#)

[Hourly Timesheet](#) 📅 (extra-help & student)

[Employee Timesheet Entry Instructions](#) 📅

[Timesheet Approver Instructions](#) 📅





# New Hire Packet

- ❖ Hiring Department Application for Student Employment  
*(ONLY FOR DEPARTMENTS THAT UTILIZE THIS FORM)*
- ❖ Student Work Authorization Form – Please include All 3 Pages  
*(labeled by the Semester: Ex. Fall 2020 or Summer 2021)*
- ❖ W-4 Form
- ❖ I-9 Form (Pages 1 & 2)
- ❖ Documents to Support the I-9
- ❖ Direct Deposit Form
- ❖ Voided Check or Bank Letter
- ❖ A Copy of the Social Security Card for Payroll Purposes





# Employment

## HIRING DEPARTMENT APPLICATION FOR STUDENT EMPLOYMENT

(The Hiring Department must keep this form in the student's employment file)

A social security card is mandatory for work authorizations in the United States of America. In order to show proof of your eligibility to work, you must present a social security card for the hiring department to copy. If you do not have a card or if you've lost or misplaced your card, contact the Social Security Administration at 1-800-772-1213. You may log onto their web site at [www.ssa.gov](http://www.ssa.gov).

(A signed legible copy of your social security card is acceptable.)

Name: \_\_\_\_\_ SS#: \_\_\_\_\_  
 Street Address: \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_  
 Telephone#: \_\_\_\_\_ Cell Phone#: \_\_\_\_\_  
 Date of Birth: \_\_\_\_\_

**Enrollment Information:** Please note that if you are currently enrolled in the semester in which you would like to work on institutional work study (50%) you must have been enrolled in the immediate preceding semester and plan to enroll for the same semester. You must be enrolled in any semester in which you plan to work on federal work study (100% or 50%).

Are you enrolled for the term that you are seeking campus employment? \_\_\_\_\_?

What was your last term of attendance? \_\_\_\_\_

What is the next term that you plan to attend? \_\_\_\_\_

Are you receiving a Graduate Assistantship or are you currently employed at UCA as a non-student? \_\_\_\_\_. If yes, you are not eligible for employment on the College Work Study program.

Are you currently a student worker on campus? \_\_\_\_\_

If yes, in what department and who is your supervisor? \_\_\_\_\_

I certify that I have answered the above questions truthfully and I understand that I cannot exceed a total of 40 hours per week (20 hours for international students) regardless of the number of departments in which I am employed. I also understand that my earnings from Work Study are intended to help me meet educational expenses.

Student's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Keep for your records





## Student Hiring Forms



### Student Work Authorization Form

Fall 2020: 08/16/2020 -12/15/2020  
Spring 2021: 12/16/2020 - 4/30/2021

\_\_\_ New Hire Start Date \_\_\_ Termination Date: \_\_\_  
\_\_\_ Re-Hire Start Date \_\_\_ Rate Change Date: \_\_\_

**(The New Hire start date listed must be on or after the start date that is provided on the I-9 form page 2.)**

#### SECTION I: Student Employee Information

Student Last Name	Student First Name	UCA ID #	Current Graduate Assistant?	International Student?

#### SECTION II: Hiring Department Information

Department	Time Sheet Approver Name	Building/Room #	Department Phone #

Index	Fund	Organization	Account	Program	Payroll Account Code (if unknown contact HR)

(S)	Funds Must Exist in Departmental Budget <i>(If more than \$15 per hour, you must attach memo with VP approval)</i>	Wage Per Hour	Hours Per Week	Fall 20 8/15/20 to 12/15/20	Spring 21 12/16/20 to 4/30/21
	650100 Institutional Work Study Funds				
	650200 Federal Work Study Funds				
	650205 Community Service Federal Work Study Funds				
	650900 Grant Funds (Grant Office must sign below)				

#### \*\* Critical REMINDERS

- A student **MAY NOT** work more than 1,500 hours in the 12 month period July 1 to June 30
- International Students may not work more than 20 hours in one week while enrolled.
  - This is a federal law and noncompliance may result in the student losing their visa status.
- Students **MAY NOT** begin working until the Supervisor receives a Student Employment Authorization email from Human Resources.
  - List all people who should be included in the Authorization email on line below:

Email: \_\_\_\_\_ Email: \_\_\_\_\_ Email: \_\_\_\_\_

Office of Student Financial Aid  
Harrin Hall Suite 200 | 201 Donaghey Avenue | Conway, AR 72035  
501-450-3140 | uca.edu/financialaid



### Student Work Authorization Form

Fall 2020: 08/16/2020 -12/15/2020  
Spring 2021: 12/16/2020 - 4/30/2021

#### SECTION III: Signatures

- Grant funded student employees requires signatures from the Grant office
- International student employees requires signatures from the International Programs (IP) office.
  - IP will check eligibility, approval and confirm the student has met all INS requirements to maintain F-1 status and either has or will obtain a social security card.

Student Last Name	Student First Name	UCA ID #

Authorizations	Supervisor Name/Signature	Date
Student Supervisor		
Grant Office Representative [for Grant Funded positions]		
International Programs Representative [for International Students]		
Other UCA Campus Employment Dept Name : _____		

#### Section IV: Routing

- If hiring 650100 route to Human Resources
- If hiring 650900 route to Grants Office
- If hiring 650200-650205 route to Student Financial Aid

Financial Aid: 650200/650205	
<ul style="list-style-type: none"> <li>Initial Approval               <ul style="list-style-type: none"> <li>FWS <input type="checkbox"/> CEWS <input type="checkbox"/> Award Amount: \$ _____</li> <li>Processed Date: _____ Approved by: _____</li> </ul> </li> <li>Transfer to 650100 Start Date (if applicable):               <ul style="list-style-type: none"> <li>Fall Start Date: _____ End Date: _____ Spring Start Date: _____ End Date: _____</li> <li>Processed Date: _____ Approved by: _____</li> </ul> </li> <li>Transfer to 650205 Start Date (if applicable):               <ul style="list-style-type: none"> <li>Fall Start Date: _____ End Date: _____ Spring Start Date: _____ End Date: _____</li> <li>Processed Date: _____ Approved by: _____</li> </ul> </li> </ul>	
Grants Office: 650900	
Award Amount: \$ _____ Approved by: _____ Processed Date: _____	
Human Resources Only	
Authorized for Employment Approved by: _____ Processed Date: _____	

Office of Student Financial Aid  
Harrin Hall Suite 200 | 201 Donaghey Avenue | Conway, AR 72035  
501-450-3140 | uca.edu/financialaid





# Current Year W-4

**Form W-4** **Employee's Withholding Certificate** OMB No. 1545-0047

Department of the Treasury Internal Revenue Service **2020**

▶ Complete Form W-4 so that your employer can withhold the correct federal income tax from your pay.  
▶ Give Form W-4 to your employer.  
▶ Your withholding is subject to review by the IRS.

**Step 1:** (a) First name and middle initial Last name (b) Social security number

**Enter Personal Information** Address ▶ Does your name match the name on your social security card? If no, to ensure you get credit for your earnings, contact SSA at 800-772-1233 or go to www.ssa.gov.

City or town, state, and ZIP code

(c)  Single or Married filing separately  
 Married filing jointly (or Qualifying widow(er))  
 Head of household (Check only if you're unmarried and pay more than half the costs of keeping up a home for yourself and a qualifying individual.)

**Complete Steps 2-4 ONLY if they apply to you; otherwise, skip to Step 5.** See page 2 for more information on each step, who can claim exemption from withholding, when to use the online estimator, and privacy.

**Step 2: Multiple Jobs or Spouse Works** Complete this step if you (1) hold more than one job at a time, or (2) are married filing jointly and your spouse also works. The correct amount of withholding depends on income earned from all of these jobs. Do **only one** of the following:  
 (a) Use the estimator at [www.irs.gov/W4App](http://www.irs.gov/W4App) for most accurate withholding for this step (and Steps 3-4); or  
 (b) Use the Multiple Jobs Worksheet on page 3 and enter the result in Step 4(c) below for roughly accurate withholding; or  
 (c) If there are only two jobs total, you may check this box. Do the same on Form W-4 for the other job. This option is accurate for jobs with similar pay; otherwise, more tax than necessary may be withheld.

**TIP:** To be accurate, submit a 2020 Form W-4 for all other jobs. If you (or your spouse) have self-employment income, including as an independent contractor, use the estimator.

**Complete Steps 3-4(b) on Form W-4 for only ONE of these jobs.** Leave those steps blank for the other jobs. (Your withholding will be most accurate if you complete Steps 3-4(b) on the Form W-4 for the highest paying job.)

**Step 3: Claim Dependents** If your income will be \$200,000 or less (\$400,000 or less if married filing jointly):  
 Multiply the number of qualifying children under age 17 by \$2,000 ▶ \$  
 Multiply the number of other dependents by \$500 . . . . ▶ \$

Add the amounts above and enter the total here . . . . . **3** \$

**Step 4 (optional): Other Adjustments**  
 (a) **Other income (not from jobs).** If you want tax withheld for other income you expect this year that won't have withholding, enter the amount of other income here. This may include interest, dividends, and retirement income . . . . . **4(a)** \$  
 (b) **Deductions.** If you expect to claim deductions other than the standard deduction and want to reduce your withholding, use the Deductions Worksheet on page 3 and enter the result here . . . . . **4(b)** \$  
 (c) **Extra withholding.** Enter any additional tax you want withheld each pay period . . . . . **4(c)** \$

**Step 5: Sign Here** Under penalties of perjury, I declare that this certificate, to the best of my knowledge and belief, is true, correct, and complete.  
 ▶ **Employee's signature** (This form is not valid unless you sign it.) ▶ **Date**

**Employers Only** Employer's name and address First date of employment Employer identification number (EIN)

For Privacy Act and Paperwork Reduction Act Notice, see page 3. Cat No. 102292 Form **W-4** (2020)





## Form I-9



Employment Eligibility Verification  
Department of Homeland Security  
U.S. Citizenship and Immigration Services

USCIS  
Form I-9  
OMB No. 1615-0047  
Expires 08/31/2019

▶ **START HERE:** Read instructions carefully before completing this form. The instructions must be available, either in paper or electronically, during completion of this form. Employers are liable for errors in the completion of this form.

**ANTI-DISCRIMINATION NOTICE:** It is illegal to discriminate against work-authorized individuals. Employers CANNOT specify which document(s) an employee may present to establish employment authorization and identity. The refusal to hire or continue to employ an individual because the documentation presented has a future expiration date may also constitute illegal discrimination.

**Section 1. Employee Information and Attestation** (Employees must complete and sign Section 1 of Form I-9 no later than the first day of employment, but not before accepting a job offer.)

Last Name (Family Name)		First Name (Given Name)		Middle Initial	Other Last Names Used (if any)	
Address (Street Number and Name)			Apt. Number	City or Town	State	ZIP Code
Date of Birth (mm/dd/yyyy)	U.S. Social Security Number	Employee's E-mail Address		Employee's Telephone Number		

I am aware that federal law provides for imprisonment and/or fines for false statements or use of false documents in connection with the completion of this form.

I attest, under penalty of perjury, that I am (check one of the following boxes):

- 1. A citizen of the United States
- 2. A noncitizen national of the United States (See instructions)
- 3. A lawful permanent resident (Alien Registration Number/USCIS Number: \_\_\_\_\_)
- 4. An alien authorized to work until (expiration date, if applicable, mm/dd/yyyy): \_\_\_\_\_  
Some aliens may write "N/A" in the expiration date field. (See instructions)

Aliens authorized to work must provide only one of the following document numbers to complete Form I-9: An Alien Registration Number/USCIS Number OR Form I-94 Admission Number OR Foreign Passport Number.

- 1. Alien Registration Number/USCIS Number: \_\_\_\_\_  
OR
- 2. Form I-94 Admission Number: \_\_\_\_\_  
OR
- 3. Foreign Passport Number: \_\_\_\_\_  
Country of Issuance: \_\_\_\_\_

QR Code - Section 1  
Do Not Write in This Space

Signature of Employee	Today's Date (mm/dd/yyyy)
-----------------------	---------------------------

**Preparer and/or Translator Certification (check one):**

I did not use a preparer or translator.  A preparer(s) and/or translator(s) assisted the employee in completing Section 1. (Fields below must be completed and signed when preparers and/or translators assist an employee in completing Section 1.)

I attest, under penalty of perjury, that I have assisted in the completion of Section 1 of this form and that to the best of my knowledge the information is true and correct.

Signature of Preparer or Translator		Today's Date (mm/dd/yyyy)
Last Name (Family Name)		First Name (Given Name)
Address (Street Number and Name)		City or Town State ZIP Code

STOP Employer Completes Next Page STOP



Employment Eligibility Verification  
Department of Homeland Security  
U.S. Citizenship and Immigration Services

USCIS  
Form I-9  
OMB No. 1615-0047  
Expires 08/31/2019

**Section 2. Employer or Authorized Representative Review and Verification**

(Employers or their authorized representative must complete and sign Section 2 within 3 business days of the employee's first day of employment. You must physically examine one document from List A OR a combination of one document from List B and one document from List C as listed on the "Lists of Acceptable Documents.")

Employee Info from Section 1	Last Name (Family Name)	First Name (Given Name)	M.I.	Citizenship/Immigration Status	
<b>List A</b> Identity and Employment Authorization	<b>OR</b>		<b>List B</b> Identity	<b>AND</b>	<b>List C</b> Employment Authorization
Document Title	Document Title	Document Title			
Issuing Authority	Issuing Authority	Issuing Authority			
Document Number	Document Number	Document Number			
Expiration Date (if any)(mm/dd/yyyy)	Expiration Date (if any)(mm/dd/yyyy)	Expiration Date (if any)(mm/dd/yyyy)			
Document Title	Additional Information		QR Code - Sections 2 & 3 Do Not Write in This Space		
Issuing Authority					
Document Number					
Expiration Date (if any)(mm/dd/yyyy)					
Document Title					
Issuing Authority					
Document Number					
Expiration Date (if any)(mm/dd/yyyy)					

**Certification:** I attest, under penalty of perjury, that (1) I have examined the document(s) presented by the above-named employee, (2) the above-listed document(s) appear to be genuine and to relate to the employee named, and (3) to the best of my knowledge the employee is authorized to work in the United States.

The employee's first day of employment (mm/dd/yyyy): \_\_\_\_\_ (See instructions for exemptions)

Signature of Employer or Authorized Representative		Today's Date (mm/dd/yyyy)	Title of Employer or Authorized Representative	
Last Name of Employer or Authorized Representative		First Name of Employer or Authorized Representative	Employer's Business or Organization Name University of Central Arkansas	
Employer's Business or Organization Address (Street Number and Name) 201 Donaghey Avenue			City or Town Conway	State AR ZIP Code 72035

**Section 3. Reverification and Rehires (To be completed and signed by employer or authorized representative.)**

<b>A. New Name (if applicable)</b>		<b>B. Date of Rehire (if applicable)</b>	
Last Name (Family Name)	First Name (Given Name)	Middle Initial	Date (mm/dd/yyyy)

**C. If the employee's previous grant of employment authorization has expired, provide the information for the document or receipt that establishes continuing employment authorization in the space provided below.**

Document Title	Document Number	Expiration Date (if any) (mm/dd/yyyy)
----------------	-----------------	---------------------------------------

I attest, under penalty of perjury, that to the best of my knowledge, this employee is authorized to work in the United States, and if the employee presented document(s), the document(s) I have examined appear to be genuine and to relate to the individual.

Signature of Employer or Authorized Representative	Today's Date (mm/dd/yyyy)	Name of Employer or Authorized Representative
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## Acceptable Documents for I-9

### LISTS OF ACCEPTABLE DOCUMENTS

All documents must be **UNEXPIRED**

Employees may present one selection from List A or a combination of one selection from List B and one selection from List C.

LIST A Documents that Establish Both Identity and Employment Authorization	OR	LIST B Documents that Establish Identity	AND	LIST C Documents that Establish Employment Authorization
1. U.S. Passport or U.S. Passport Card		1. Driver's license or ID card issued by a State or outlying possession of the United States provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address		1. A Social Security Account Number card, unless the card includes one of the following restrictions: (1) NOT VALID FOR EMPLOYMENT (2) VALID FOR WORK ONLY WITH INS AUTHORIZATION (3) VALID FOR WORK ONLY WITH DHS AUTHORIZATION
2. Permanent Resident Card or Alien Registration Receipt Card (Form I-551)		2. ID card issued by federal, state or local government agencies or entities, provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address		2. Certification of report of birth issued by the Department of State (Forms DS-1350, FS-545, FS-240)
3. Foreign passport that contains a temporary I-551 stamp or temporary I-551 printed notation on a machine-readable immigrant visa		3. School ID card with a photograph		3. Original or certified copy of birth certificate issued by a State, county, municipal authority, or territory of the United States bearing an official seal
4. Employment Authorization Document that contains a photograph (Form I-766)		4. Voter's registration card		4. Native American tribal document
5. For a nonimmigrant alien authorized to work for a specific employer because of his or her status: a. Foreign passport; and b. Form I-94 or Form I-94A that has the following: (1) The same name as the passport; and (2) An endorsement of the alien's nonimmigrant status as long as that period of endorsement has not yet expired and the proposed employment is not in conflict with any restrictions or limitations identified on the form.		5. U.S. Military card or draft record		5. U.S. Citizen ID Card (Form I-197)
6. Passport from the Federated States of Micronesia (FSM) or the Republic of the Marshall Islands (RMI) with Form I-94 or Form I-94A indicating nonimmigrant admission under the Compact of Free Association Between the United States and the FSM or RMI		6. Military dependent's ID card		6. Identification Card for Use of Resident Citizen in the United States (Form I-179)
		7. U.S. Coast Guard Merchant Mariner Card		7. Employment authorization document issued by the Department of Homeland Security
		8. Native American tribal document		
		9. Driver's license issued by a Canadian government authority		
		<b>For persons under age 18 who are unable to present a document listed above:</b>		
		10. School record or report card		
		11. Clinic, doctor, or hospital record		
		12. Day-care or nursery school record		

Examples of many of these documents appear in Part 13 of the Handbook for Employers (M-274).

Refer to the instructions for more information about acceptable receipts.





## Direct Deposit Form

### UCA DIRECT DEPOSIT AUTHORIZATION FORM Payroll / Account Payable / Travel

HR revised 05/29/2020

\*These fields are required

Please check status:  Full-time Faculty  Part-time Faculty  Full-time Staff  Part-time Staff  Grad Assistant  Student

Employee Name \_\_\_\_\_ \*Employee ID \_\_\_\_\_

Department \_\_\_\_\_ Work Phone \_\_\_\_\_ Home/Cell Phone \_\_\_\_\_

New Enrollment  New Bank  Same Bank / New account  Change in distribution

*Changes made to account information must be received by the Payroll Office 10 working days prior to your regularly scheduled payday to be effective.*

**NOTICE: Only PERSONAL CHECKING and/or SAVINGS accounts will be accepted. Requests to deposit into Business accounts will not be processed.**

**PLEASE READ THIS SECTION AND COMPLETELY FILL OUT THE REQUIRED INFORMATION. IF YOU ARE MAKING A CHANGE, YOU MUST COMPLETE ALL ACCOUNT(S) INFORMATION IN ORDER OF PRIORITY.**

**Banking Priority**—Your net payroll can be distributed to up to THREE (3) different accounts, even if they are with different banks. Your pay will be distributed to each account according to the order you have listed them below. *(AP/Travel reimbursement can only be deposited into one account.)*

Ex: Priority 1 = \$50.00 into a savings account; Priority 2 = \$100.00 into a checking account; and Priority 3 = remainder of check to another checking or savings account  
Priority 1 = 20% to a savings account; Priority 2 = remainder (80%) of check to another checking or savings account

**Checking or Savings**—Every account is coded as either a checking or savings account with the bank. You must specify the **type** of each account listed.

**Dollar Amount / Percentage**—Specify dollar amount and/or percent you want deposited into each account.

**Payroll / AP / Travel**—Specify which accounts are for payroll and AP/Travel *(AP/Travel reimbursement can only be deposited into one account.)*

You must attach a **VOIDED CHECK** or a **BANK VALIDATED LETTER/ACH FORM** for each account listed to validate the account information.

*Your direct deposit enrollment/changes will not be set up without these documents.*

Banking Priority	Bank Name	Bank Routing Number	Account Number	C S	Checking Savings	Write \$ amount per pay period	Write % amount per pay period	Payroll Check off that apply	AP/ Travel Check One
1								<input type="checkbox"/>	<input type="checkbox"/>
2								<input type="checkbox"/>	<input type="checkbox"/>
3								<input type="checkbox"/>	<input type="checkbox"/>

*\*The TOTAL amount of your payroll direct deposit must equal 100% of your net pay\**

I hereby authorize and request UCA to have my net payroll and AP/Travel reimbursement directly deposited to the designated checking and/or savings account as indicated. I also authorize UCA to initiate any correction (debit) entries to my account, should such entries be necessary. The Financial Institution(s) named below is (are) also authorized to make the same entries to my account(s). This authority is to remain in full force and effective until UCA has received written notification from me of its cancellation. I may give such notice at any time, but I must allow UCA a reasonable time after receipt to act upon it. I understand that UCA is not responsible for the accuracy of the bank information I have provided; and I understand that inaccurate information or failure to provide accurate information/documentation will delay the implementation of my direct deposit.

\*Employee Signature \_\_\_\_\_ \*Date \_\_\_\_\_

You must attach a **VOIDED CHECK** or a **BANK VALIDATED LETTER/ACH FORM** for each account listed to validate the account information.

# UCA™





## Example of Voided Check and Letter from Bank

John Doe  
123 Main St  
Anywhere US 10111

Date \_\_\_\_\_

PAY TO THE ORDER OF **VOID** \$

\_\_\_\_\_ DOLLARS

Your Bank  
456 Main St  
Anywhere US 10111

MEMO \_\_\_\_\_

⑆ 123456789 ⑆      ⑆00100⑆239⑆      0790

### Non-Federal Direct Deposit Enrollment Request Form Authorization agreement for automatic deposits (ACH credits)

#### Directions for Customer Use:

- 1) **Ensure entire form is complete, then sign and date**
  - Use the ABA routing number from the state where your account was opened
- 2) **Ensure appropriate Employer / Company address is used when mailing completed form.**
- 3) **Employer/Company should review this form for completeness and suitability.** If Employer / Company prefers or requires their own form, use account type, number and ABA routing number below to help complete their form
- 4) **Mail form directly to Employer / Company** (Note: It is not necessary for employer or company to return the form to the bank once direct deposit is set up into the payroll system)

Employer / Company Name: \_\_\_\_\_

Employer Address	City	State	Zip
_____	_____	_____	_____

I (we) authorize the above named **Company** to initiate credit entries to my **Bank of America** Checking and/or Savings accounts indicated below and to credit the same to such amount. I (we) acknowledge that the origination of the ACH transactions to my (our) account must comply with the provisions of U.S. Law.

*Note: Funds can be deposited into one account or split between accounts as a set percent or dollar amount.*

Account type	<input type="checkbox"/> Checking <input type="checkbox"/> Savings	State Acct Opened
Account number	_____	
ABA Routing Number	_____	
Deposit Amount	_____ % <b>OR</b> \$ _____ (Flat Amount) <b>OR</b> <input type="checkbox"/> Remaining	

Account type	<input type="checkbox"/> Checking <input type="checkbox"/> Savings	State Acct Opened
Account number	_____	
ABA Routing Number	_____	
Deposit Amount	_____ % <b>OR</b> \$ _____ (Flat Amount) <b>OR</b> <input type="checkbox"/> Remaining	

Account type	<input type="checkbox"/> Checking <input type="checkbox"/> Savings	State Acct Opened
Account number	_____	
ABA Routing Number	_____	
Deposit Amount	_____ % <b>OR</b> \$ _____ (Flat Amount) <b>OR</b> <input type="checkbox"/> Remaining	

If monies to which I am not entitled are deposited to my account, I authorize the Company (issuer) to direct the financial institution to return said funds and I authorize the financial institution to act on the Company's direction and to return said funds. This authority will remain in effect until Employer/Company has received written notification from me of its termination in such time and in such manner as to afford Company and financial institution a reasonable opportunity to act on it.

First Name	Middle Name	Last Name	
_____	_____	_____	
Address	City	State	Zip
_____	_____	_____	_____
Signature (required)	Date	Tel Number	
_____	_____	_____	

NOTE: Written credit authorization must provide that the receiver may revoke the authorization only by notifying the originator in the manner specified in the authorization.

00-53-2276NSB 04-2010





## Social Security Card



- Social Security Card Image should not be altered in any way.
- All Copies should be clear and legible.
- This is for Payroll Purposes only.





## Hiring Process and Paper Flow

- Identify a student to hire.
- Complete the Student Worker Hiring Packet.
  - Departments that have Institutional and/or Federal Funds and the student is eligible to earn Federal Work Study funds you must hire them under **Federal Work Study** before placing them on Institutional Work Study Funds.
- Submit Student Worker Hiring Packet.
  - Federal Work Study packets are sent directly to the Financial Aid Office.
  - Institutional Work Study Packets are sent directly to Human Resources.





# Timesheets and Payroll Deadlines

- Hours worked should be entered on a daily basis.
  - This ensures time sheets are correct and can be submitted in a timely manner.
- Electronic time sheets must be submitted by the deadline
- Penalty for late time sheets is \$25.00 per time sheets.
  - If the student or supervisor turns in a paper time sheet on the 3rd day after a pay period or miss the online approval deadlines.

Instructions for entering and submitting timesheets.

<https://uca.edu/hr/files/2019/10/InstructionsTimeSheetEntry.pdf>

Instructions for approving timesheet

<https://uca.edu/hr/files/2019/10/InstructionsApprovingTimeSheets-.pdf>





# Payroll Deadline Calendar

This Calendar Can Be Found on the HR Webpage underneath the Student and Hourly Payroll Section labeled “Student & Hourly Payroll Schedule (FY2020)”

Student and Hourly Schedule Fiscal Year 2020-21									
ST/SH	2020-2021 Pay Period			Student and Hourly Time Entry Deadline			Approver Deadline		
ID #	Start Date	End Date	Pay Date	Entry Start Date	Entry End Date	Time Deadline	Approval Start Date	Approval End Date	Time Deadline
24	Jun-16	Jun-30	Jul-15-2020	Jun-16	Jul-01	11:59 PM	Jun-16	Jul-02	11:59 PM
1	Jul-01	Jul-15	Jul-31-2020	Jul-01	Jul-16	11:59 PM	Jul-01	Jul-17	11:59 PM
2	Jul-16	Jul-31	Aug-14-2020	Jul-16	Aug-03	11:59 PM	Jul-16	Aug-04	11:59 PM
3	Aug-01	Aug-15	Aug-31-2020	Aug-01	Aug-17	11:59 PM	Aug-01	Aug-18	11:59 PM
4	Aug-16	Aug-31	Sep-15-2020	Aug-16	Sep-01	11:59 PM	Aug-16	Sep-02	11:59 PM
5	Sep-01	Sep-15	Sep-30-2020	Sep-01	Sep-16	11:59 PM	Sep-01	Sep-17	11:59 PM
6	Sep-16	Sep-30	Oct-15-2020	Sep-16	Oct-01	11:59 PM	Sep-16	Oct-02	11:59 PM
7	Oct-01	Oct-15	Oct-30-2020	Oct-01	Oct-16	11:59 PM	Oct-01	Oct-19	11:59 PM
8	Oct-16	Oct-31	Nov-13-2020	Oct-16	Nov-02	11:59 PM	Oct-16	Nov-03	11:59 PM
9	Nov-01	Nov-15	Nov-30-2020	Nov-01	Nov-16	11:59 PM	Nov-01	Nov-17	11:59 PM
10	Nov-16	Nov-30	Dec-15-2020	Nov-16	Dec-01	11:59 PM	Nov-16	Dec-02	11:59 PM
11	Dec-01	Dec-15	Dec-31-2020	Dec-01	Dec-16	11:59 AM	Dec-01	Dec-16	11:59 AM
12	Dec-16	Dec-31	Jan-15-2021	Dec-16	Jan-04	11:59 PM	Dec-16	Jan-05	11:59 PM
13	Jan-01	Jan-15	Jan-29-2021	Jan-01	Jan-19	11:59 PM	Jan-01	Jan-20	11:59 PM
14	Jan-16	Jan-31	Feb-12-2021	Jan-16	Feb-01	11:59 PM	Jan-16	Feb-02	11:59 PM
15	Feb-01	Feb-15	Feb-26-2021	Feb-01	Feb-16	11:59 PM	Feb-01	Feb-17	11:59 PM
16	Feb-16	Feb-28	Mar-15-2021	Feb-16	Mar-01	11:59 PM	Feb-16	Mar-02	11:59 PM
17	Mar-01	Mar-15	Mar-31-2021	Mar-01	Mar-16	11:59 PM	Mar-01	Mar-17	11:59 PM
18	Mar-16	Mar-31	Apr-15-2021	Mar-16	Apr-01	11:59 PM	Mar-16	Apr-02	11:59 PM
19	Apr-01	Apr-15	Apr-30-2021	Apr-01	Apr-16	11:59 PM	Apr-01	Apr-19	11:59 PM
20	Apr-16	Apr-30	May-14-2021	Apr-16	May-03	11:59 PM	Apr-16	May-04	11:59 PM
21	May-01	May-15	May-28-2021	May-01	May-17	11:59 PM	May-01	May-18	11:59 PM
22	May-16	May-31	Jun-15-2021	May-16	Jun-01	11:59 PM	May-16	Jun-02	11:59 PM
23	Jun-01	Jun-15	Jun-30-2021	Jun-01	Jun-16	11:59 PM	Jun-01	Jun-17	11:59 PM
24	Jun-16	Jun-30	Jul-15-2021	Jun-16	Jul-01	11:59 AM	Jun-16	Jul-01	11:59 PM

This schedule is subject to revisions if needed during the year

Due early for payroll processing prior to Holiday Break





# Best Practices for Hiring Documents

## I-9's

- Best Practices for I-9's can be found:
  - <https://uca.edu/hr/files/2015/10/I-9bestpractices.pdf>
- Example of an **International Student's** I-9 can be found:
  - <https://uca.edu/hr/files/2015/10/I9SampleJ1.pdf>
- Example of a **Domestic Student's** I-9 can be found:
  - <https://uca.edu/hr/files/2015/10/I9SampleF1.pdf>

## Birth Certificate

- Birth Certificate Number is 13 numbers, Usually starting with 103-

## Social Security Card

- Issuing Authority for all social security cards is **Social Security Administration**

## Driver's License

- Arkansas Driver's License or ID, the issuing authority will always be **Arkansas DMV**.

Do not sign anything past **section 3** on Page 2 of the I-9.

White out **cannot** be used on the I-9 or the W-4.

## W-4: International Students

Can only claim Single, 0 or Single, 1 due to their status.

Write N.R.A. on the dotted line before Box 6.

Can not write exempt on Line 7.

Human Resources must receive **original** documents, copies of the hiring documents will not be accepted.







# Frequently Asked Questions Page 1

## Q: In the event that a student misses the deadline to enter time, what should the student do?

A: Timesheets are inaccessible after the pay period deadline. However, if the approver's deadline hasn't closed you may call someone in Payroll and they can submit the timesheet to the approver ONLY and the approver/supervisor may enter the missed hours for the student and then approve.

## Q: If the student and supervisor both miss the pay period deadlines, what steps should we take to get the student paid?

A: The missed time must be submitted on a paper time sheet. The Paper Timesheet PDF can be found on the HR Website.

- Human Resources – Internal Tools - Payroll - Student and Hourly (Extra Help) Payroll- Hourly Timesheet.
- **Reminder:** If a student misses a pay period they cannot place them on the next online timesheet, that is considered falsifying a time-sheet. Hours that are entered on the time-sheet are for that pay period ONLY.

## Q: What is required when I am just needing to rehire a student?

A: You will need to submit the student worker authorization Form (**All 3 pages**).

- A direct deposit form with a voided check or bank letter if they need/want to change banks or accounts.
- A W-4 if they need/want to change their withholdings.





# Frequently Asked Questions Page

## Q: What is required to terminate a student?

- A: You will need to submit the student worker authorization Form (**All 3 pages**), with a termination date.
- Federal work study please send to Financial Aid First.
  - Institutional work study please send it directly to Human Resources.

## Q: How long does it take to hire students?

A: The Office of Human Resources cannot define a timeline for approvals. Based on the hiring manager's desired start date, the student's hire form should be submitted in enough time for it to go through the flow process, be checked for errors or anything that may need to be corrected and then entered into the system.

## Q: How will I know how much money the student has left of his/her award?

A: The hiring manager is responsible for tracking student employees' hours, pay and available funds. Hiring managers that permit student employees to exceed their allowable hours or award amount, may be contacted by Human Resources or Financial Aid requesting a termination form be turned in for the student.

## Q: If a student has worked before, when is it required to complete a New Hire Packet?

A: If a student has not worked for the University for more than a year all new paperwork is required.

**Example:** If the student worked in Fall '18 but didn't work Spring '19 or Summer '19 and works again Fall '19 a new hire packet will be required.

**Example:** If a student worked in Spring '19 but Summer '19. Only a rehire form is needed if the student works Fall '19.

**Example:** If the Student worked in Spring '18 and doesn't work until Fall '19 a new hire packet will be required since it has been over a year since the student has last worked.





# Frequently Asked Questions

## Q: Why didn't the student get paid?

A: There could be a number of reasons a student did not get paid.

1. A student forgets to submit their time-sheet to their supervisor.
2. A student turned in a timesheet after payroll is already processed.
3. Other situations can be discussed with someone in the Payroll Department.

## Q: Can students work over break/holidays?

A: When UCA is not in academic session (during semester breaks) students may work up to eight hours per day and up to 40 hours per week.

- Subject to availability of work, supervisor approval, supervision, availability during that time and eligibility of funds.
- Students who are not attending full-time classes in the summer are allowed to work up to 40 hours per week.

## Q: How do students find a job on campus?

A: Departments are expected to advertise their vacant positions through the department of Career Services online tool called Handshake. This allows students looking for a job to identify the departments that have openings.

- Handshake: <https://uca.edu/career/post-a-work-study-job/>
- For more information, contact Career Services located on the 3rd floor of Bernard Hall.





# Questions???

