

STUDENT EMPLOYMENT PROGRAM FOR MANAGERS- Tip Sheet

This will explain the Student Employment Program Policies and role of Hiring Managers

ADVERTISING YOUR STUDENT EMPLOYMENT POSITIONS:

➤ **Log into ColonialTRAK**

Go to the Career Center website, www.rmu.edu/careercenter. Select ColonialTRAK, click “Employers,” and then log in.

➤ **Hover the mouse over “My Jobs” and select:**

1. Job List: These are job descriptions already in the system. To edit or repost one of these job descriptions, select the job title and click the link on the left, “Copy Job”. This will open the description in a new screen where it can be edited for content or dates, and reposted.
2. New Job: This will open a new window with blank fields for you to enter a new job description if you have no jobs in the system or have a new student employment job role in your department. Fields marked with red asterisks are required.

➤ **Job Approval**

Jobs will then be reviewed by the Career Center to ensure information is accurate and complete. Hiring managers will be contacted if the Career Center has any questions. Once the job is approved, you will receive an e-mail stating that the changes you have made or jobs you’ve posted are active. If posting or reposting a job, this also indicates that a student can view the job posting on ColonialTRAK

➤ **Review Applications**

1. As students apply for open jobs, you will receive an e-mail indicating an application or “referral”.
2. Log into ColonialTRAK to view these applications and the students’ information. From the students’ profiles, you view their demographic information, major, GPA and whether or not they have Federal Work-study (FWS) eligibility.
3. Students without (FWS) eligibility will show as “No award specified”.
4. Contact students you wish to interview for the position.

HIRING PROCESS

➤ **Hiring a Student in ColonialTRAK**

1. Log into ColonialTRAK.
2. Click on the link at the left “I want to report a hire”.
3. Search the student you are hiring.
4. Select the job you are hiring them for.
5. Fill out the placement form.
6. Please note, that placements can only be valid for up to one Academic Year. Each year, students must be re-hired for their positions either in May if working over the summer, or August upon their return.
7. Please refer newly hired student to complete a New Hire Packet in the Career Center if they have not previously worked on campus.
8. Once approved, the Career Center copies hiring managers/applicable parties on the payroll authorization.

➤ **Authorization to Begin Working**

Students are not permitted to begin working before a payroll authorization is issued from the Career Center. Prior to an issuance of this document, the Career Center does not have the necessary documentation or materials for a student to be on payroll, therefore not student is permitted to work before a payroll authorization is sent. If you have any questions or have not received a payroll authorization in a timely manner, please contact the Career Center.

STUDENT EMPLOYMENT POLICIES AND ADDITIONAL ITEMS OF NOTE

- Students are only permitted to have one work-study job at a time. They must choose between job offers or cease working at one work-study job before starting a new one.
- In order complete the New Hire Packet in the Career Center, students will have to provide original identification for I-9 verification. Copies and faxes will not be accepted.*
- International Students must be hired and obtain a Social Security Card before they can begin working
- When posting jobs, the posting and expiration date indicated the period during which the job is able to be viewed in ColonialTRAK by students. It is not indicative of a student's potential dates of employment.
- Hiring placements can only be for the maximum of one Academic Year (May of one year to the following May). Student employees returning in the summer or fall must be re-hired in ColonialTRAK.
- Jobs must be at least minimum wage (\$7.25) an hour.*
- Students are not to be paid a wage based on their classification. They may receive merit and seniority increases, but all students hired under the same position must start at the same hourly rate.*
- No student employment job can be created to take the place of a vacant staff job.*
- Students get paid on the last business day of the month.
- Students are not permitted to work over 20 hours a week during the Fall and Spring semesters.*
- Students cannot work more than a total of 950 hours in a calendar year (January through December).*
- Students must be actively enrolled in a current or future term in order to have a work-study job. Incoming freshman and graduated seniors cannot work during the Summer term.*
- You can un-hire a student or increase their wage by going to rmu.edu/careercenter and click on "Student Employment Program". These options will be listed under "Hiring Manager Resources".
- Having a work-study job helps students to become more engaged on campus and adds to their overall college experience. Students with work-study jobs add to the University's retention rates, and gain experience and soft skills that employers are looking for, which add to their employability after college.

Bullet points marked with an asterisk () indicate a federal guideline.

