

Helpful Info About Your New University Job

Now that you have been hired as a student employee at the University of Hawaii, there are some important things you should know. This handout has been designed to help you understand the employment process. Read the info carefully and keep the handout for future reference. Good luck in your new job!

ESTABLISHING YOUR PAYROLL RECORD

Establishing a payroll record for you is done primarily on-line by the employer. However, there are still a few government-issued forms that must be completed on paper. Missing or incomplete forms will result in a delay of processing.

NOTE: Employment is not official until all payroll records are approved by the hiring department and the Student Employment (SE) office. You should refrain from working until such time.

1. **Obtaining the Referral Number to create an agreement for employment (SEWA)**
(Employer to initiate)
Each job referral has a unique referral number (R#####) that is needed to initiate the on-line hiring process. This referral number will automatically merge your student information with the job information to create an agreement for employment called the Student Employment Work Agreement (SEWA). Do not share referrals with friends as it will always link back to your information.
2. **Federal and State Tax Forms (Employee to complete and sign)**
Complete to file income tax withholdings. If you are already employed on the student payroll, tax exemptions claimed for second job will automatically override claims made for the first job.
3. **Federal I-9 Form (Employee to complete in-person with SE)**
This form is used to verify your eligibility to work in the U.S. All employees must complete the I-9 by showing proper documentation – the SE office has a list of acceptable documents. 90-day extensions may be made available for students who are awaiting replacement of a document by a government agency (restrictions apply).
4. **Two-Job Memo (Required of UH Mānoa employees only)**
This must be completed for employees working multiple jobs on the student payroll. The memo can be downloaded from the sece database by either employer. Both employers must sign and indicate the number of hours per week the student will work then turned in to the UHM SE office.

FIRST PAYCHECK

Paychecks are **generally** issued by your employer 4 weeks AFTER all employment documents are received and verified by your campus SE office. Paychecks for multiple jobs will be combined and available for pick up at any one of the employing departments. Ask your supervisor about the Form D-60 for direct deposit transactions. Subsequent paydays are on the 5th & 20th of each month.

ELIGIBILITY

(to maintain eligibility for university employment) *interpreted from the UH APM 9.880 STUDENT EMPLOYMENT*

- UH students must be enrolled at least half-time; International students must be enrolled full-time.

- Cumulative GPA indicating satisfactory academic progress (generally this means 2.0 GPA for undergraduate; 3.0 GPA for graduate – unless otherwise indicated by academic program).
- Graduating students may not work beyond commencement day.
- Unclassified students are eligible to work for up to three semesters w/ half-time enrollment after which they must either acquire classified status or stop working.

HOURS AND WORK CONDITIONS

interpreted from the UH APM 9.880 STUDENT EMPLOYMENT

- Students may work up to 20 hours during academic periods and 40 hours during the interim periods and breaks.
- Overtime pay will be given for work in excess of 8 hours per day or 40 hours per week, and on any day that is OBSERVED as a legal holiday.
- Student Assistants are entitled to *paid* rest periods of 10 minutes **during** each four-hour period of continuous work.
- Students are entitled to an *unpaid* meal break of not less than 30 minutes if the shift exceeds four continuous hours of work.
- Employers may not require students to work when they are scheduled for classes and examinations.

PAY INCREASES

interpreted from the UH APM 9.880 STUDENT EMPLOYMENT

- Supervisors may award a MERIT increment (step increase) after 6 months from the time of hire (for new hires), or 6 months since the last pay raise (step increment or promotion).
- MANDATORY increments must be given annually under the provision that the student has worked a minimum of 400 hours since the date of hire, promotion, or last increment. Once the student is classified at the fourth step of their pay level, no further increment awards may be given.
- PROMOTIONS may be granted at any time. The supervisor must justify the promotion with an increase in duties/responsibilities and qualifications.

WORK TIPS

- Be prompt.
- Honor your commitments. Provide advance notice for unavoidable absences. Inquire with the supervisor about departmental policies regarding work attendance.
- Keep in mind that student employment is a learning experience NOT just a way to earn money. Use this opportunity to develop a strong work ethic, learn new skills, and prepare for the future.
- Dependability, accuracy, perseverance, teambuilding, cooperation, and responsibility are some important skills needed to be successful later in life.
- Outstanding employees are prepared to give their best.
- Look for new ways to perform more efficiently.
- As a courtesy, provide the supervisor with at least two weeks notice prior to voluntary termination of employment.