

Supervisor Training for Hourly Student Employees

Hiring, Records Management and Coaching

05.025 Employment of Students for Hourly Positions

Key Components

On-Campus Student Employment

05.025 Employment of
Students for Hourly
Positions

- All on-campus jobs are required to be posted on Eagle Careers powered by Handshake.
- Students cannot work during a scheduled class time
- All students must have a background check BEFORE their first day of employment.
- Weekly working hour limits.
- I-9 verification and ePar process shall be completed AFTER background check clearance is received.
- Offer letter is required.
- New Student Employee Orientation is required.
- All supervisors must attend a training once every two years.

Job Posting

Policy Section III.A

- Eagle Careers powered by Handshake– online job posting service for UNT student employees
 - Per policy all on-campus jobs must be posted
 - Students are required to complete job application and attach resume. *(Other requirements may vary, depending on Job Posting.)*
 - Departments are responsible for applicant screening and selection process.
 - Remember to Report Your Hire in Eagle Careers!

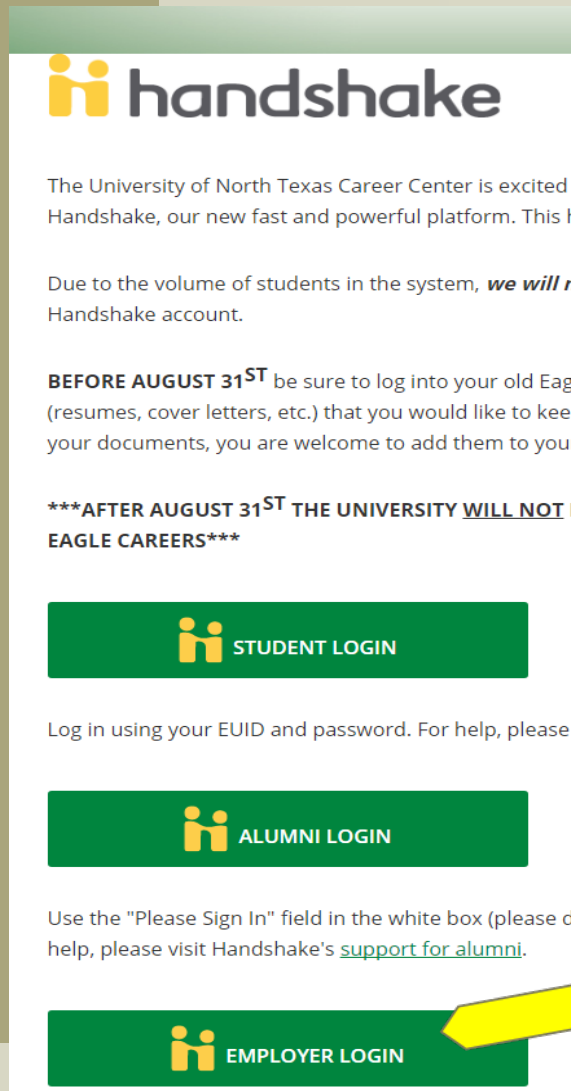
Eagle Careers– online job posting service for UNT student employees

- **Website:** UNT Career Center
- **Select the drop-down menu** - Staff and Faculty
- **Click on** - Eagle Careers
- **Click on** – Employer login
- **Scroll to the bottom of the page** – Login information (Required)

Eagle Careers

Creating an Employer Profile

<http://studentaffairs.unt.edu/career-center>



The University of North Texas Career Center is excited to introduce Handshake, our new fast and powerful platform. This platform will allow you to manage your job search and apply for jobs directly from the Handshake account.

Due to the volume of students in the system, **we will not** create a new Handshake account.

BEFORE AUGUST 31ST be sure to log into your old Eagle Careers account (resumes, cover letters, etc.) that you would like to keep. If you delete your documents, you are welcome to add them to your new account.

*****AFTER AUGUST 31ST THE UNIVERSITY WILL NOT BE CREATING NEW EAGLE CAREERS*****

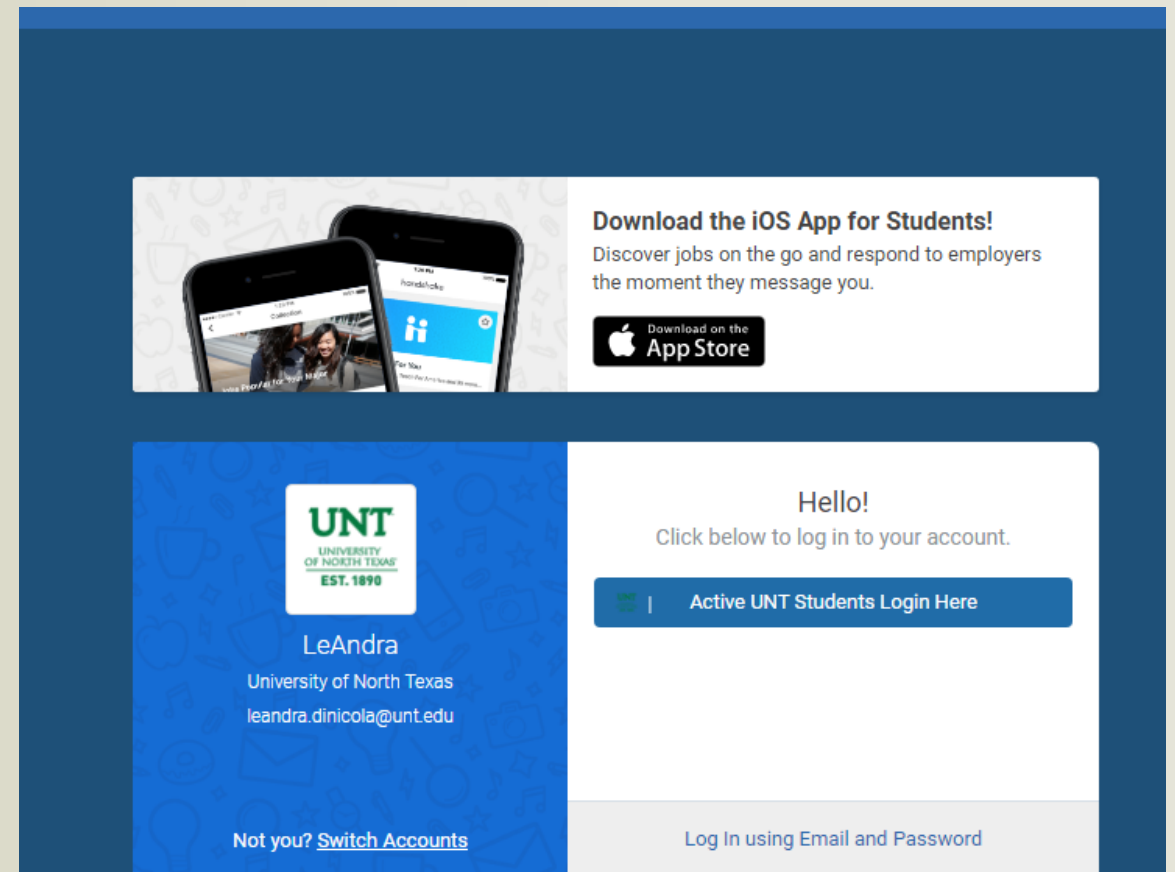
STUDENT LOGIN

Log in using your EUID and password. For help, please visit [Handshake's support for students](#).

ALUMNI LOGIN

Use the "Please Sign In" field in the white box (please do not use the "Please Sign Up" field). For help, please visit Handshake's [support for alumni](#).

EMPLOYER LOGIN



Download the iOS App for Students!
Discover jobs on the go and respond to employers the moment they message you.

Download on the App Store

UNT
UNIVERSITY OF NORTH TEXAS
EST. 1890

Leandra
University of North Texas
leandra.dinicola@unt.edu

Not you? [Switch Accounts](#)

Hello!
Click below to log in to your account.

Active UNT Students Login Here

Log In using Email and Password

Criminal History Check

Completed through Career Center

- Students cannot begin working until you have received confirmation that they are authorized to via email
- ePAR will be denied or delayed approval process if submitted before CHC has been completed.
- Keep a copy of the authorization email for the student's personnel file

Offer Letter

**Save documentation of these items
for student's personnel file*

- Offer letter is **required** – must be signed and kept in the student's personnel file
- **Step 1:** Once candidate is selected – Hiring Managers verbally acknowledge to the student he/she has been selected to move forward to the next steps in the hiring process.
- **Step 2:** Submit Background Check form to Career Center. Upon approved background clearance, Hiring Manager can provide the student with the official offer letter.
- Also need to check:
 - Student Enrollment
 - Student Class Schedule
 - Driver's License (if required for position)
 - Certifications (if required) such as CPR or Lifeguard

I-9 E-verify

Questions contact:
UNT HR System
1-855-878-7650

- The Hiring Manager is responsible to confirm student's eligibility to work.
- The Hiring Manager will initiate an ePAR following receipt of complete background check, i-9 verification completion, and completion of E-Verify.
 - *Be sure to work closely with your department's I-9 coordinator.*
- **First day of employment** students should arrive with acceptable i-9 documents.
- ***Important!!*** You cannot advise your student employee which documents to use or name specific types of documents. Please refer them to the i-9 form acceptable documents.

UNT Onboarding is required to be completed before the first day on the job.

Onboarding

UNT SYSTEM

Reports & Data Forms My Un

About Us - Leadership - Service Teams - HR, IT & Business Services - Universities -

New Employee Onboarding and Orientation

Home > HR, IT, & Business Services > Contact Human Resources > New Employee Onboarding and Orientation

Onboarding is the process of creating a formal employment record for a newly hired employee at any location. All newly hired employees must complete Onboarding.

Newly hired employees will be emailed a link to begin the on-line process. Access the link with these browsers:

- Firefox - Version 24 or higher
- Internet Explorer - Version 10 or higher
- Safari - Version 5 or higher
- Do not use a tablet or phone.

⊕ How to Complete Onboarding

What documents are required for Employment Eligibility (Form I-9)?

What is Orientation?

- **Website:** UNT System New Employee Onboarding and Orientation
- **Select the drop-down menu - How to Complete Onboarding**
- **Click on - Onboarding link for hourly, non-students and student**

Questions contact:
 UNT HR System
 1-855-878-7650

Exp ⊖ How to Complete Onboarding Expand All

The hiring manager should notify a [Talent Acquisition](#) recruiting assistant that a new employee has been selected.

Newly hired employees receive an email from the Talent Acquisition department with an offer of employment, criminal history authorization form, deadlines and a link to the Onboarding process. All offers of employment are contingent upon the results of the criminal history check, Form I-9 completion and, at UNTHSC, a drug screen.

If Onboarding is not completed on schedule, the new employee's starting date - and pay - could be delayed.

- [Find Onboarding checklists.](#)
- Find separate [Onboarding link for hourly, non-students and student](#) (graduate and undergraduate) employees and for [UNT Dallas non-benefits-eligible faculty](#).
- Find the [UNTHSC Employee Ethics and Standards of Conduct](#) policy (must be read and acknowledged by third day of employment.)

Managing Student Employees

Terms of Employment

05.025 Employment of Students for Hourly Positions

At-Will Employment. At-Will employment applies to Hourly Student Employees; it is an employment relationship of indefinite duration that may be terminated by either party, at any time, without cause or for any reason except one that is unlawful.

Rate of Pay. Hourly Student Employees must be paid at least minimum wage, but may receive a higher wage depending on qualifications and job duties.

Class 1st Job 2nd

- Student are required to provide supervisor with a copy of your class schedule
- Student are required to provide supervisor with a new copy of your class schedule every time a change is made: Add, drop, or withdrawal
- Enrollment Requirements:
 - ✓ Hourly – Must be enrolled in a minimum of 3 hours Fall or Spring
 - ✓ Work Study – Must be enrolled in a minimum of 6 hours Fall, Spring, Summer

No student employees are allowed to work during a scheduled class time

- Even if class is cancelled
- Even if class gets out early
- Even if the instructor doesn't show
- Even if the University is closed.
- Finals Week has a separate schedule – Use University finals schedule when scheduling shifts during finals week

Weekly work hour limits

- An Hourly Student Employee may not work more than a total of **twenty-five (25) hours per week**, regardless of the number of positions held on campus at one time. Between long semesters (Fall/Spring), an Hourly Student Employee may not work more than a **total of forty (40) hours per week**.
- International students are subject to the terms and conditions of their visa/work authorization status and may not work more than a total of **twenty (20) hours per week** except as authorized by UNT Policy 05.010.
- College Work-Study students may not work more than **twenty (20) hours per week**.
- Hourly Graduate Research Assistants may not work more than **nineteen (19) hours per week**.

Student Employee Benefits

- Hourly Student employees are not eligible for University benefits.
- Hourly Student employees are not eligible to receive paid holidays, retirement, vacation nor sick leave.
- Hourly Student employees are covered under the University's workers' compensation, automobile, and employee practices liability insurance programs.
- Hourly Student employees are eligible to participate in Direct deposit.

Supervisor's : Role, Responsibilities, and Expectations

- Supervisors train, motivate, guide, and evaluate the student employee.
- Establish a work schedule that does not interfere with student's class schedule. Follow weekly work hour rules.
- Provide proper training for student employee and establish standards of expected behaviors.
- Treat your student employees with respect.
- Set a good example.
- Maintain professionalism at all times.
- Resist the impulse to discuss your employer, coworkers, supervisor or your patrons/customers.
- Encourage student employee to seek additional Professional Development training opportunities, such as Career Center workshops and job fairs.
- Serve as a mentor or coach to assist students with work and life balance.
- Provide student employee with timely constructive criticism.
- Be prepared to provide student employee with a letter of recommendation.

National Student Employment Week

- The second full week of April each year, UNT joins the National Student Employment Association, the Southern Association of Student Employment Administrators, and hundreds of colleges and universities across the nation in celebrating National Student Employment Week (NSEW).
- This week gives us the opportunity to show our appreciation for student employees contributions, and the juncture to draw awareness, both on and off campus, of the influences student employees make in our day to day operations.
- UNT Career Center sponsors an annual award for the **Student Employee of the Year**. In March each year, supervisors nominate outstanding student employees for this award.



Questions?

If you have questions regarding Eagle Careers or Student Employment:

- Call: (940) 565-2105
- Email: student.employment@unt.edu
- Office Chestnut Hall, room 103

