

Off Campus Work Study Supervisor Guide

Important Contact Information:

Diana Delbecchi, Student Employment Coordinator at UW-Green Bay

Phone Number: 920-465-2556

Fax: 920-465-2299

Email: delbeccd@uwgb.edu or studentemployment@uwgb.edu

UW-Green Bay Payroll Office

Fax: 920-465-5104

Email: payroll@uwgb.edu

IMPORTANT DATES for 2011-2012 Academic Year

Fall Start Date : **SEPTEMBER 06, 2011**

Fall End Date: **DECEMBER 17, 2011**

Only applies if your student is graduating in December or transferring in spring

Spring Start Date: **JANUARY 15, 2012**

FOR NEW HIRES ONLY

End Date For **ALL** Students: **MAY 12, 2012**

What does it mean to be a part of the Federal Work Study (FWS) Program?

- You have the ability to employ UW-Green Bay students who were awarded a Federal Work Study (FWS) award as part of their financial aid package
- This means the Federal Government is paying up to 75% of student earnings for Community Service based jobs and 100% of student earnings for America Reads or America Counts programs
- You are expected to be knowledgeable of the rules and regulations expressed in your agency's FWS Community Service Agreement
- Supervisors and students must monitor FWS balance; FWS earnings may not exceed the FWS award
- You are expected to keep the Student Employment Coordinator current on any new hires, terminations, or changes that occur

Advertising Your Open Positions

UW-Green Bay is happy to post your open positions free of charge. We have an online job search engine called Phoenix Recruitment Online (PRO). There are several ways you are able to post your positions. Please follow one of the suggestions below:

- Complete the Job Description Form here:
<http://www.uwgb.edu/financialaid/employment/resources/jobform.asp>
- Call or email your open position to studentemployment@uwgb.edu (920-465-2556)
- Log into the PRO system and post the job yourself (follow instructions below)

Link to PRO: <https://www.myinterfase.com/uwgb/employer/home.aspx>

PRO Student Employer Guide

- Enter your User ID (Your username is your full e-mail address - i.e. studentemployment@uwgb.edu)
- Enter your Password (Your default password is your last name in lower case)
- Click on Login

*If you are not successful in logging in, click on "Request Access to PRO Here". Type **your organization** in the "Find Your Organization" box, and select your company from the list. Click "Continue." Enter your information in the web form provided. Click "Register." You will not be able to post jobs until your request has been approved. An email notification will be sent confirming your account is active.*

Posting Jobs

Click on "My Jobs" / "Job List" to show any jobs posted with your company. To view the job information, click on the "ID."

Create a New Job:

1. Click on "My Jobs" and then "New Job."
2. Enter "Posting Information." Click on SAVE to update this information.
3. In "Application Instructions," enter the manner in which a potential employee may apply for this position. Click on SAVE to update this information.
4. Note that the "Contact Information" section is pre-populated with your contact information. If you want applicants to contact someone other than yourself, you may make the appropriate changes.
5. In the "Posting Information" section complete all sections fully. For Position Type, you can choose more than one item by holding your CTRL key while selecting. If you do not have a preference for "Student Status" choose all – this aids the student when they are searching the system. Leave the "Major" section blank. Be sure to edit the "Apply By" field.
6. Say "Yes" to "Allow On-Line Applications from PRO", if you want students to submit resumes electronically.
7. Complete the "Miscellaneous Information" Section. Click on SAVE to update this information.
8. Student Employment will approve and activate your job.

Re-Post a previously posted job:

1. Click on "Copy Job" at the top.
2. Read / [Edit] all sections to insure that you are using up to date information. Save each section
4. Student Employment will approve and activate your job.

Make Changes to Current Jobs

There are several sections (Position Information, Contact Information and Posting Information) that you may update. To make changes to any sections, click on the [Edit] link and make your changes. Once completed, click "SAVE." Student Employment will approve and activate your job.

Steps to Hiring a Work Study Student

- Interview and offer employment (conditional on a FWS award)
- Initiate a background check or ask UW-Green Bay to complete one for \$35.00
- Email or Call UW-Green Bay's Student Employment Office with the following:
(studentemployment@uwgb.edu or delbeccd@uwgb.edu or 465-2556)
 - Student's Full Name
 - Job Title
 - Wage Rate
 - Potential Start Date
- Complete & Sign the 'Off Campus Student Employment Form' (sent via email)
- Return via fax to 465-2299 or scan & email to delbeccd@uwgb.edu (you may also mail this form)
- Send your student to The Student Employment Office to complete the necessary I-9, W-4 and direct deposit forms before beginning work
- Once paperwork has been completed, an email will be sent notifying you that your student is cleared to begin working on the set start date

Things to Remember...

- Students CANNOT begin working until all paperwork has been completed and an all clear is given.
- It is the supervisor's responsibility to fax in the signed bi-weekly timesheets to UW-Green Bay's Payroll Office at 465-5104 or email to payroll@uwgb.edu
- Your agency is responsible for orientation and training of the student. That time is payable through Work Study.
- Students CANNOT work more than 20 hours per week during academic periods and 40 hours per week during non-academic periods (summer & winter breaks).
- Your agency CANNOT accept any voluntary services from FWS students. They must be paid for all hours worked.
- Work Study Balance reports will be periodically sent via email. It is both the student and the supervisor's responsibility to monitor and adjust hours according to that amount. (This is to ensure the student does not earn more than his/her award)
- Once a Work Study award has been depleted, the student must STOP working. Any hours worked after that date will be charged to your agency in full.

Submitting Timesheets

Signed timesheets are due to UW-Green Bay's Payroll Office by the Monday following the end of a bi-weekly pay period.

- Students will present Supervisors with a screen print of the HRS timesheet
- One of the two approved Supervisors must sign and date the timesheet
- Signed timesheets must be faxed to 920-465-5104 or scanned and emailed to payroll@uwgb.edu
 - o You may also mail this form, but note that students cannot be paid until Payroll has received a signed timesheet

* EXAMPLE *

Timesheet Page 1 of 1

ORACLE Home | Worklist | Add to Favorites | Sign out

Timesheet

NAME: _____ EmpID: 00000000
 Job Title: STUDENT HELP Employee Record Number: 0

[Click for instructions](#)

View By: Time Period Date: 02/27/2011 Refresh << Previous Time Period Next Time P

Populate Time From: Schedule Information

Reported Hours: 10.00 Hours Scheduled Hours: 0.00 Hours

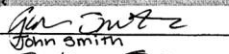
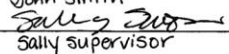
Reported time on or before 03/28/2011 is for a prior period.

From 02/27/2011 to 03/13/2011

Day	Date	Status	In	Out	In	Out	Punch Total	Time F
Sun	2/27	New						
Mon	2/28	Submitted	9:00:00AM			1:00:00PM	4.00	
Tue	3/1	New						
Wed	3/2	Submitted	9:00:00AM			11:00:00AM	2.00	
Thu	3/3	New						
Fri	3/4	Submitted	9:00:00AM			1:00:00PM	4.00	
Sat	3/5	New						
Sun	3/6	New						
Mon	3/7	New						
Tue	3/8	New						
Wed	3/9	New						
Thu	3/10	New						
Fri	3/11	New						
Sat	3/12	New						
Sun	3/13	New						

Clear

[Summary of Hours](#)
[Absence Event - click to view](#)
[Reported Hours Summary - click to view](#)

 04/08/11
 John Smith date
 04/08/11
 Sally supervisor date

* EXAMPLE *

Student Signature and Date

Supervisor Signature and Date

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**UW-Green Bay Work Study Payroll Schedule
2011-2012**

Pay Period	Pay Period Dates	Timesheets Due
Sept A	08/06--09/10	Sept 12, 2011
Sept B	09/11--09/24	Sept 26, 2011
Oct A	09/25--10/08	Oct 10, 2011
Oct B	10/09--10/22	Oct 24, 2011
Nov A	10/23--11/05	Nov 07, 2011
Nov B	11/06--11/19	Nov 21, 2011
Dec A	11/20--12/03	Dec 05, 2011
Dec B	12/04--12/17	Dec 19, 2011
Jan A	12/18--12/31	Jan 02, 2012
Jan B	01/01--01/14	Jan 17, 2012**
Jan C	01/15--01/28	Jan 30, 2012
Feb A	01/29--02/11	Feb 13, 2012
Feb B	02/12--02/25	Feb 27, 2012
Mar A	02/26--03/10	Mar 12, 2012
Mar B	03/11--03/24	Mar 26, 2012
Apr A	03/25--04/07	Apr 09, 2012
Apr B	04/08--04/21	Apr 23, 2012
May A	04/22--05/05	May 07, 2012
May B	05/06--05/12	May 21, 2012

** Change from normal day

Any questions, please contact Student Employment at 465-2556 or
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