YOUR GUIDE TO

HIRING STUDENTS

for on-campus jobs

UAB CAREER AND PROFESSIONAL DEVELOPMENT

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HIRING STUDENTS

for on-campus jobs

UAB CAREER AND PROFESSIONAL
DEVELOPMENT SERVICES

HIRING STUDENTS

Procedures concerning Graduate Assistants, Graduate Research Assistants, Graduate Teaching Assistants, and Graduate Student Trainees differ from those listed in this quick guide. For more information about these classifications, please refer to the Graduate School's webpage, Administering Fellowships and Assistantships.
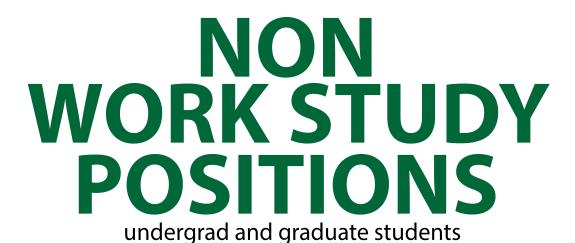
WORK STUDY POSITIONS

undergrad and graduate students

(Assignment Category 11 in Oracle)

- **Work study positions must be approved by the office of Student Financial Aid (hereafter, SFA).** Departments need to fill out a [UAB Work Study Request Form](#) and send it to the SFA. Once the position has been approved, the **SFA will post the position on DragonTrail Jobs**.

- The job posting will instruct students to contact a representative the hiring department selects for more information or to apply for the position.

- Students do **NOT** apply for Work Study positions through Dragon-Trail Jobs

- If hired, the department must fill out a [Work Study Placement Form](#).

NON WORK STUDY POSITIONS

undergrad and graduate students

(Assignment Category 06 in Oracle)

A. If your department has not already created an account on DragonTrail Jobs, [click here](#) and select Create New Account; then select Click here to register! Otherwise, select Login.

B. For help setting up your account, refer to [How to Create an Account on DragonTrail Jobs](#) (page 5).

- For help posting your job, refer to [How to Post a Job on DragonTrail Jobs](#) (page 6).

- Departments can opt to have students submit their resumes through DragonTrail Jobs or directly to them. However, regardless of how you choose to receive resumes, students must complete the [Student or Irregular Employment Application](#).

REGISTER FOR DRAGONTRAIL JOBS

www.myinterfase.com/uab/employer

Click on "CLICK HERE TO REGISTER!"

Search & Select your Organization

If your organization is not listed, click on "Can't find your organization"

Complete All Sections

Click on Register!

Once registered, you will be able to post jobs!

HOW TO POST A JOB

DRAGONTRAIL
JOBS
internships & experiences

Click on "MY JOBS" on the top of the menu bar

Click on "NEW JOB"

Enter in Job Information & Click "Save"

ORACLE INFORMATION

(New or Reactivated Work Study AND New or Rehired Student, Non Work Study)

- The student must complete both a [Student or Irregular Employment Application](#) and the [I-9 Employment Eligibility Verification Form](#)

- I-9 Employment Eligibility Verification Form Helpful Information
  - Section 2 must be filled out by the department representative
  - Official UAB Address: **UAB - 701 South 20th Street, Birmingham, Alabama 35294**
  - Make sure the form is not dated before the student's start date

- Create a New Hire ACT document ([official Oracle instructions on completing ACT docs](#))

- Hiring Documents for all students: Student or Irregular Employment Application, I-9, and Main ACT Form

- Additional hiring documents for Work Study: Copy of the Work Study Placement form

- ROUTING OF DOCUMENTS: All hiring documents are to be sent to UAB Records Administration (2nd floor of the Admin Building). The original Work Study Placement form and copy of the main ACT document should be sent to the SFA (Lister Hill, Rm G40) for review and approval once the ACT document comes into the SFA Office work list in Oracle

ORACLE INFORMATION

(Students with Multiple Assignments OR Changing Assignments-Departments)

Work Study students cannot hold more than one Work Study Assignment

- Contact the primary department's Oracle HR representative and request an Additional Assignment be created and reassigned to your department's Oracle HR representative

- Make changes to the ACT doc as needed (official Oracle instructions on ACT docs)

- Refer above for a list of hiring documents and where to route them

REPORTING TIME WORKED

- The employer is responsible for ensuring accurate reporting of time worked
- Hours are to be reported on a timesheet that is signed by the student and employer
- The department's timekeeper OR the student may enter hours into Oracle TEL
- Work Study students MAY NOT approve their own timesheets
- Students set up direct deposit information through the Self-Service Applications in Oracle
- Click here for additional information regarding paying student employees/trainees

OTHER USEFUL WORK STUDY PROGRAM INFORMATION

- Students must be awarded and ACCEPT work study funding in order to secure positions

- The department sets the rate of pay based on federal minimum wage, experience, and duties to be performed…the
  average is $7.25/hour, and the average schedule is 16 hours/week

- The federal share of work-study wages cannot exceed 75%; the employer share of wages is 25%; any hours worked above the award amount will be paid 100% by the department

- To determine the maximum number of hours a student can work per week without going over their award amount, divide the total number of hours allotted by the hourly rate to determine the total hours allotted; Divide the result by number of weeks in the semester (i.e. 2100 hours/$7.25 = 289.66 hours/16 weeks = 18.1 hours/week)

- A work study student's hourly rate must be at least minimum wage. Please keep in mind that students are awarded a total sum of work-study funds for the academic year and an increase in the hourly rate will decrease the hours per week a
  student may be eligible to work

- Students must maintain at least half-time enrollment at all times in order to be eligible for Work Study. [Fall, Spring, & Summer: 6 hrs for undergrads, 5 hrs for grads (for Summer, hours are a combination of all sessions)

- Since work study funds are awarded annually based on financial aid eligibility, each annual work study award has an end date. The annual end date is on the TEL LOV button. Any hours reported after the annual end date will be charged 100% to the department. The SFA office will send reminders and updates periodically as well as the start date for the new school year if the department provides an email address on the Work Study Request form

OTHER USEFUL WORK STUDY PROGRAM INFORMATION

- Students transferring to a new work study position must do so at the beginning of a new pay period

- On campus departments should process an end assignment or termination in Oracle when a student will no longer be working for the department

- Complete a performance evaluation on each student employee at least once a year and provide the student with a copy

- Remember that this employee is a STUDENT. Be sure that the student's work schedule will not interfere with classes and studying

- A student employee who falsifies the number of hours worked, or alters a timesheet after the employer has signed the timesheet, will no longer be eligible for the Federal Work-Study Program. Any amounts paid based on a falsified timesheet will be charged back to the student employee. The student will be reported to the U.S. Department of Education and the UAB Non Academic Judicial Officer.

Any student assistant (work study or otherwise) who works with confidential student information is required to complete FERPA training. Register for the online class by logging into UAB's Learning System using your BlazerID and strong password. Once logged in, click on Catalog and search for FERPA.

TRACK YOUR HIRE

Partner with us as we gather important information about career services engagement for successful students and alumni, and happy employers!

DRAGONTRAIL
JOBS
internships & experiences

1 Access DragonTrail Jobs online at: https://myinterfase.com/uab/employer

2 Click on "Report a Hire" on the left side of the screen

3 Select job or enter position & entries will be recorded!

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