

## **Hiring Students and Non-Students (Temps)**

- Hiring Work Study and non-work study students

Work-study and non-work study student positions should be posted through the Student Employment Office website

([https://studentemployment.umich.edu/JobX\\_JobControlPanel\\_Wide.aspx](https://studentemployment.umich.edu/JobX_JobControlPanel_Wide.aspx)).

**Note:** You need access to be able to post jobs on the Student Employment Office job site

### ***Things you need to post a job***

- Job Description
- Educational value of this job
- Job Requirement
- Available openings (if you're hiring more than one student)
- Hours student will be working (eg. 10-15hrs)
- Compensation
- Option to indicate if this is a work study job or not
- Indicate if this is for Fall/Winter/Spring/Summer term
- List the supervisor and then submit

**Note:** It takes 24 hours for the job to be approved and posted on the Student Employment site

- The person who submits the posting will have access to the Student Employment site to pull up all applications
- After you review the applications, interview and select your candidate/s, send their information to the Shared Service HR Coordinators (SSC HR) to begin the hiring process, you can do this using a system called Case Connect

[Job offer/Hire for Student temporary employee](#)

- The information you send to SSC HR should include: name of person you're hiring, start date, work study or non-work study. If work study, you will need to provide the Student Employment Office (SEO) work-study code.
- The Central HR Coordinator will reach out to the selected candidate/s if the student doesn't have an active record in the system, the student/s may be asked to complete the "Student Application for Employment" located in the Student Business area of Wolverine access, Complete personal information in MPathways, or complete an I-9 if needed or expired, etc.
- Work-Study students are required to notify the department office if they accept an additional assignment in another department since it impacts their work-study funding and work hours
- When a department hires a work study student the department pays 40% of the wage and the workstudy percentage supported by federal funds is 60%. Therefore, it is important for you to know if the students you're hiring are work study so that you can activate the work study funding.

**Note:** Work study has to be activated to enable it to work

- Once the hiring is complete, the student receives a confirmation of their hire date from the SSC HR team.
- Please make sure the student completes an I-9 before the first day of work (please see locations below)

## **Hiring External Candidates/Non-Student (temps)**

Since the University introduced the Shared Service Center, departments have to send out all job postings through Case Connect to the SSC HR Coordinators:

### [Job Posting\\_Temporary Employees](#)

- Your request should have the Job description, educational value, job requirements, pay range, hours etc.
- You can have the SSC HR Coordinators send you all applications



- Once you review applications, interview candidates and make your selection, you send the SSC HR Coordinators the information of who you want to hire, ie. name of person, hourly wage, supervisor, short code, start date etc. through Case Connect:

#### [Job offer/Hire Request for Student Temporary Employees](#)

- The SSC HR Coordinators will send out emails to the selected candidate to: Complete background check, complete self-validation piece etc. All these have to be completed before the selected candidates information will be uploaded into the HR system
- Be sure to have the SSC HR Coordinators copy you on these emails since the students/temporary employees do not always respond on time and that can put a hold on their hire
- **An I-9 (Employment Eligibility) has to be completed before the person's first day of work**
- At the Center for Educational Outreach (CEO), on their first day, we incorporate the [Strengths Finder Assessment Test.](#), to learn about the new student employee/s strengths and how you can help them maximize their contributions to the team.

## Resources

- Caroline Williams

Student Employment office (all questions about work study)

Carolwil@umich.edu

Office # 734-763-4128 or

734-763-5619

- Shared Service HR Coordinators

734-615-2000 Opt. 1 and then Opt. 3

[Student Temporary staff wage schedule](#)

## **I-9 stations**

### North Campus Locations

#### **North Campus Administrative Complex – Room 1111**

2901 Hubbard Road  
Ann Arbor, MI 48105

Monday – Friday 8:00 a.m. – 5:00 p.m.

#### **Pierpont Commons – Room: 2202**

2101 Bonisteel Boulevard  
Ann Arbor, MI 48109-0402

Monday – Friday 8 a.m. -11:30 a.m. and 12:30 p.m. - 5 p.m.

### Central Campus Locations

#### **Student Activities Building – Room 512**

515 E Jefferson Street  
Ann Arbor, MI 48109-1360

Monday – Friday 8:00 a.m. – 5:00 p.m.

### South Campus Locations

#### **Wolverine Tower – Room G250**

3003 S State Street  
Ann Arbor, MI 48109-1281

Monday – Friday 8:00 a.m. – 5:00 p.m.