New Student Employee Onboarding Handbook

The purpose of this handbook is to provide University of Michigan-Dearborn student employees with helpful information regarding student employment standard procedures. Our goal is to have the employment process run smoothly and efficiently for each supervisor and student employee on campus.

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The Value of Student Employment

Obtaining work experience while earning your degree can be a great addition to your resume and demonstrate to an employer or graduate program that you have developed professional skills. Through this experience, you will have the opportunity to enhance your professional network and fine-tune relevant or transferable skills, develop as a professional, make the most of your work experiences, and prepare you for life beyond the University.

Getting Started Checklist

This checklist is a guideline; follow up with your supervisor for additional requirements.

❏ Review your job duties with your supervisor so you fully understand your responsibilities

❏ Review expectations with your supervisor such as dress code, what to do if you can't make your shift (requesting time off), etc.

❏ Attend all necessary training that your department requires (these may be conducted by your department or other units on campus)

❏ Check to see if you qualify for federal work-study by checking ***My UM-Dearborn*** or with the Office of Financial Aid *(if you haven't already)*

> ### What is Federal Work-Study?
>
> *Available through FAFSA, the federal work-study is a financial aid program for students who have financial need. The student employee is paid as agreed with the employer, but a percentage of the wages are paid through federal funds, with the remainder paid by the student's employer. This benefits the student who earns money to help pay educational expenses as well as the employer who is reimbursed for a portion of the expense. For more information on eligibility, visit the Office of Financial Aid & Scholarships.*

Federal Work-Study students can work ONLY up to 25 hours/week

❏ **IMPORTANT: You must set up your direct deposit information in Wolverine Access ASAP.** To do this, go to Wolverine Access, then follow this path:

> **> Employee Self-Service > Payroll and Compensation > Direct Deposit**

❏ Provide your supervisor with an emergency contact information

❏ International students should inform the Office of International Affairs that you have obtained a position on campus

**International students can work ONLY up to 20 hours/week**

❏ **Timesheets:** Be sure to complete your timesheet every other week to make sure you get paid! Bi-weekly paydays are always on Fridays; check the pay dates calendar for more information. Below are step-by-step instructions for filling out your timesheet. *Note: If you*

don't see your timesheet in [Wolverine Access](#) (and choose the Time Reporting tile) let your employer know as soon as possible.

Filling Out Your Timesheet

Talk to your employer about when timesheets need to be completed; timesheets are due in the system by the Monday of the pay week, and units need to approve them after they are submitted.

Fill out your timesheet by going to [Wolverine Access](#) and choose the *Time Reporting* tile. If you have more than one campus employer, click *Select a Job* to choose which one you are filling out the timesheet for.
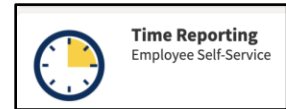
Time reporting has a new look:
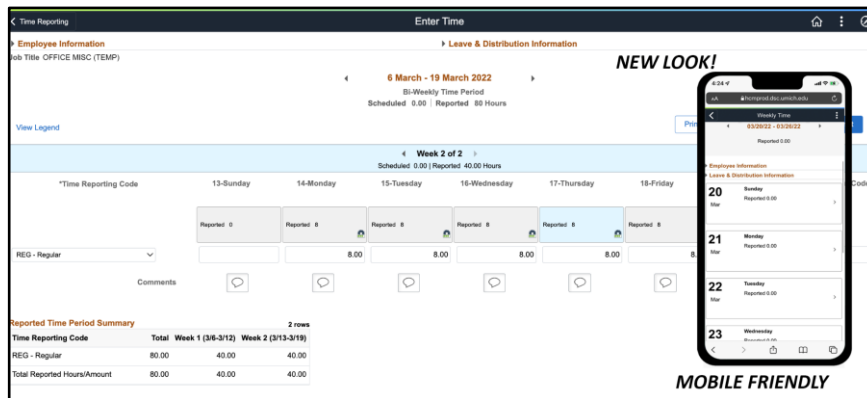
How do I choose a tile to report my time?

New tiles have been added after you click the **Time Reporting** tile on the **Employee Self Service** homepage. Availability of the tiles depends on your time reporting role and which device you are using.

Below is a guide to help you get started.

This describes me...	Use this tile...and Why?
I don't know where to start, I don't like change, or I don't like using my phone.	**Enter Time** It's the most similar to the current timesheet and only available on desktop/laptop/tablet.
I like using my phone to do everything.	**Weekly Time or Report Time** They are the mobile-friendly version of the current timesheet
I need to report all of my time and it's usually the same time week to week.	**Weekly Time** Use this view to Copy From Previous Week in the Options drop-down list.

This describes me...	Use this tile...and Why?
I just need to report one day of time or a few days.	**Report Time** It brings up one day at a time.
I like seeing everything that I reported already for the time period.	**Time Summary** On a computer or tablet, you can view the entire pay period or change the time period to check details (mobile devices are one week at a time).

When entering time, biweekly employees should report time to the tenths of the hours. The chart below shows how to convert minutes to tenths.

Minutes	1-6	7-12	13-18	19-24	25-30	31-36	37-42	43-48	49-54	55-60
Tenths	0.1	0.2	0.3	0.4	0.5	0.6	0.7	0.8	0.9	1.0

Letter	Description
A	When the page loads, the current bi-weekly pay period displays (in this example, 6 March - 19 March 2022). Use the Previous Period and Next Period arrows next to the pay period to navigate to different pay periods.
B	The Enter Time page displays by the week within the pay period listed above. Use the View Previous Week and View Next Week arrows to navigate different weeks within the pay period. Click on the week (in this example, Week 2 of 2) to select a different week within the pay period. Note: For Biweekly time reporting, it will be Sunday to Saturday.

Letter	Description
C	Select a Time Reporting Code at the beginning of each line. For student employees, this is almost always "Regular."
D	Save for Later and Submit buttons have moved to the upper-right side of the page and work the same. Print Timesheet is now a button.
E	The Reported Time Period Summary section displays at the bottom. This section only appears after time has been entered and either the Save for Later or Submit button is clicked.
F	View Legend displays a list of possible icons and their descriptions.

For more information, please visit the [Time Reporting Page](#).

Onboarding Expectations of New Employee

Onboarding is a two-way street, as both the employer and new employee have responsibilities during the process.

New employee responsibilities include the following:
- Take the job seriously! Always maintain a positive attitude
- Being engaged, attentive, and eager to learn
- Being open to new work processes, procedures, and styles and being prepared to adapt
- Communicating clearly, effectively, and appropriately with supervisors, new coworkers, students, staff members, faculty, directors, senior leadership, etc.
- Developing essential work relationships
- Researching information and resources needed
- Completing required training and necessary paperwork
- Identifying knowledge, skills, and competencies necessary to succeed in the new position
- Acquiring the necessary knowledge, skills, and competencies
- Establishing developmental plan, goals, and objectives in collaboration with supervisor
- Continuing to grow as a professional during the onboarding process and beyond
- Treating your on-campus employment as a training ground for real-life work experience
- Make an effort to get to know the professional staff around you. They will play an essential role in your success if you let them
- Remember! It's OK to ask questions! If you're not sure of the correct way to handle a situation or if you aren't confident in your response, go to your supervisor for direction
- Be a role model. Make a positive impact during your time at the University

Employment at UM-Dearborn is what you make it!

Setting Expectations

It's important for supervisors and student employees to set and understand expectations. In addition to understanding the specific duties of your position, other topics may include:
- Dress code while working
- Requesting time off, including to study, around finals, etc.
- What to do if you are ill and can't make a shift (not prearranged time off)
- Length of shift(s) and breaks
  - Student employees can get up to 15 minutes of paid break every continuous 4 hours of work
  - Student employees can get a 30 minutes unpaid break if they work over 5 hours
- Expectations of work on weekends and during semester breaks (students may work during these times, so discuss with your supervisor)
- **Students are <u>NOT</u> allowed to work when they are scheduled to be in class!**

Leveraging Your Student Employment Experience

Your student employment experience is something you should highlight on your resume, and Career Services (or ICMC for COB students) can help you translate your tasks into bullets that will stand out to employers. In addition, you can use this experience to help you get future internships or other on-campus employment opportunities. Consider the following:
- What are the learning outcomes of your on-campus employment and how can this relate to the type of position you'd like to have in the future?
- What are some of the "soft skills" that you've learned or developed from your experience? Consider reflecting on these skills in the Talent Gateway.
- Submit your resume to Career Services or ICMC for review, and set up an appointment to discuss career options.

More Resources
- Campus Resource Guide
- Covid email helpline
- CAPS (Counseling and Psychological Services)
- MHealthy