

Campus Student Employee Handbook

Congratulations on securing your on-campus student employment position!

Did you know that 35% of the UM-Dearborn workforce is made up of current students? For that and other reasons, we recognize how important the student employment experience is not only for the growth and development of the student and their future but also for the growth and development of the University. This handbook is meant to inform student employees about their rights and responsibilities and offer considerations to gain and practice skills and build a robust student employment experience.



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WOLVERINES @ WORK

Student Employment Defined @ UM-Dearborn



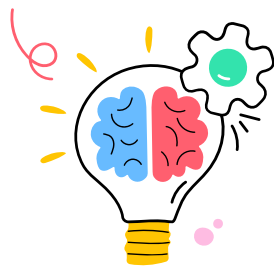
- Part-time job opportunities on campus while pursuing an academic degree: may include research, teaching or tutoring, administrative roles, facilities, food, event support, and a variety of others
- Supports financial needs during their academic journey
- Provides practical work experience, develops transferable skills, and establishes a professional networks



Benefits of Campus Student Employment



Flexibility; balance academic professional, and personal demands



Enhance transferable skills



Develop connections and expand your network

O Z Y D P Z C G
H V A C A N C Y
N W E U A R E M
Q R E S U M E W
T H I F I N G D
N N E W P J O B
X V N O F T R X

Build your resume

Campus Student Employment Eligibility

Federal Work Study

- Based on financial needs - [see Financial Aid](#)
- Undergraduate students enrolled in a minimum of 6 credit hours; Graduate students must be in min of 4
- Students can work up to 25 hours per week during the regular semester and are eligible for up to 40 hours in the summer semester

International On-Campus Student Employees

- Eligibility criteria and requirements through the [Office of International Affairs](#)
 - Up to 20 hours per week during the semester and are eligible up to 40 hours in the summer semester
- International Students may be exempt from some taxes (ex.: OASDI or Medicare Taxes)
 - Contact Payroll at payroll@umich.edu or (734) 615-2000
- Learn how to obtain your social security card at [Social Security Administration's site \(SSA\)](#)

Non-Work Study

- Domestic students may work up to 29 hours per week during the regular semester, depending upon the office's needs, and the student's class schedule
- Students are eligible to work up to 40 hours per week during summer

My Campus Student Employment

Pre-Employment Activities



I-9 Form Completion

You will receive an email from the Human Resources Office to self-schedule an in-person appointment to complete the I-9 Form in the Administration Building – Suite 1020.



HireRight Background Check

You will receive an email from HireRight, requesting information to initiate your background check. Please respond at your earliest convenience.



First Week of Employment Activities

Direct Deposit

Wolverine Access >
Employee Self-Service >
Pay and Compensation



Know how to Report your Time

Wolverine Access >
Employee Self Service >
Time Reporting > Enter Time



Campus Personal Information

Wolverine Access >
Employee Self Service >
Campus Personal Information



Tax eForms (if applicable)

Wolverine Access > Employee Self-Service > Pay and Compensation >
W-4 Federal Tax Information, W-4 Michigan Tax Information, Voluntary Deductions

To determine if exempt from FICA withholding, all non-resident employees must complete a form for submission to the University Payroll Office. For additional information and possible exemptions, please see [Payroll/Tax Forms & Information](#) or contact Payroll at 734-615-2000, option 2; payroll@umich.edu.

Required Online Training



Cultivating a Culture of Respect: Sexual Harassment and Misconduct Awareness

A mandatory 15-minute online session for all new employees about maintaining a respectful, inclusive, and equitable working and learning environment free from sexual harassment and misconduct.

MyLINC OL_19SMC01: Cultivating a Culture of Respect

Building Supportive Communities: Clery Act and Title IX

An automated email invitation for this online training with the Subject line reading, "Vector LMS, Higher Education Edition Online Training". Also required is "Part Two: the Follow-Up Survey".

Follow up with direct supervisor for potential departmental required training.

Student Expectations

Supervisors and student employees need to set and understand workplace expectations and responsibilities. Here are some ways you can demonstrate your skills with workplace expectations.

Leadership



- Approach tasks with confidence
- Maintain a positive attitude
- Motivate and inspire others

Teamwork



- Listen carefully to others
- Ask appropriate questions
- Build strong, positive relationships

Technology



- Use technology to improve efficiency
- Identify appropriate technology for completing specific tasks
- Be open to learning new technologies

Equity & Inclusion



- Keep an open mind
- Identify resources and eliminate barriers
- Seek global cross-cultural interactions and experiences

Career & Self Development



- Show an awareness of your own strengths and areas for development.
- Identify areas for continual growth while pursuing and applying feedback.

Communication



- Understand the importance of & demonstrate verbal, written, and non-verbal abilities
- Frame communication with respect to diversity

Critical Thinking



- Make decisions and solve problems using inclusive reasoning
- Proactively anticipate needs and prioritize action steps



Professionalism

- Act equitably with integrity
- Maintain a positive personal brand
- Be present and prepared

Additional questions to help set expectations with your supervisor early on



- What are your overall expectations of this role?
- How do I notify you if I am sick and cannot make it to my shift?
- How will I be trained to succeed in this role?
- How do you prefer I communicate with you (google chat, email, etc.)?
- What does my schedule look like during exams, breaks, etc.?
- Could you identify three key skills I might build upon while in this role?

Celebrating Your Student Employment

National Student Employment Week

National Student Employment Association (NSEA) declares the second full week in April to be National Student Employment Week - this week is designed to nationally recognize student employees & their supervisors!

Student Employee Celebration Event

Celebrating & recognizing the invaluable contributions of student employees and supervisors. Your dedication and hard work play a crucial role in advancing the mission and success of our campus community! We believe that acknowledging the efforts of our student employees is essential, and this event serves as an opportunity to recognize your outstanding contributions.



Student Employee Digital Stories

Showcasing the impact student employment has on the lives of our students.



Student Employee W@W Factor



Wolverines@Work has created an opportunity to spotlight student employees who embody the "W@W Factor" - those students who go above and beyond. Every act matters, and we believe those deserve recognition. Share a student employee who possesses the W@W Factor and we'll convey your words of gratitude straight to them each month. The smallest token of recognition can make a huge difference. So, why wait? Let's appreciate the Wolverines@Work making a difference on our UM-Dearborn campus.

Additional Resources

**Financial Aid &
Scholarships
+
U-M Payroll**

**Human
Resources
(HR)**

**Counseling &
Psychological
Services
(CAPS)**

**Career
Services**



**Disability and
Accessibility
Services (DAS)**

**Department of
Public Safety
(DPS)**

**Center for
Social Justice
and Inclusion
(CSJI)**

**Ombuds
Services**