HR Monthly Meeting

August 10, 2022
AGENDA

- Resources
- Overview/timeline of process
- How to check hire status
- Pending I-9 notifications
- Deadlines
- Panelists
- Q&A
Resources

> For departments: https://hr.mst.edu/position-management/recruit/student-employee-recruitment/
> For students: https://hr.mst.edu/resources/student-employees/
Overview

1. Select title and pay range for position
2. Post job through Handshake, interview applicants, and extend job offer
3. Verify if and how many hours the candidate is already working on campus
4. Student submits application and training acknowledgement form to department
5. Department submits Hire ePAF, which initiates an automated email to the student alerting them to complete their onboarding documents through myhr.umsystem.edu
6. Student completes onboarding documents
7. Student sets up an appointment to bring in their I-9 verification documents to HR at https://hr.mst.edu/resources/student-employees/
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Note: The 2018 minimum wage law which passed in Missouri specifically exempts public employers. The University of Missouri is a public employer.
Student Employees:

> Student employees should be paid no less than $9.45 per hour effective July 1, 2022.
> Departments retain flexibility to raise student employee pay up to the 2022 Missouri minimum wage ($11.15 per hour) but are not required to (funding considerations).
> Human Resources will continue to approve any student pay increase requests in which the student is at or above the state minimum and which the request is equal to or exceeds $1.00 per hour. These requests need to be sent to msthrsupport@mst.edu for prior approval.
> Before increasing student pay, departments need to consider:
  > Budgets
  > Work itself
  > Student’s status (first year, second year, etc.)
> Departments should also budget or schedule work accordingly where work study funding may exhaust earlier in the semester or the number or work hours covered by work study is reduced due to a change in base pay rate.
> Departments must work with their fiscal managers to anticipate any budgetary impacts.
Access Student Pay Scales

https://hr.mst.edu/position-management/recruit/student-employee-recruitment/

Student Employee Recruitment

Student employment opportunities are advertised through the Career Opportunities and Employee Relations (COER) website. Please contact the COER office for information on posting your student employment opportunities.

Please note that students are not eligible to work until the hiring department receives an email verifying that the ePAF has been executed into the system. Students must submit their documents to human resources before this will occur.

Steps Required for Department

- Step 1: Eligibility Verification
- Step 2: Complete Student Forms
- Step 3: Submit ePAF
- Step 4: Inform Student of Their Responsibilities
- Step 5: Await HR Approval

Graduate Stipend

Stipends are to be paid for services rendered on an hourly basis from salary and wage accounts.
**Student Title Definitions**

<table>
<thead>
<tr>
<th>Job Title(s) Grouping</th>
<th>Job Code</th>
<th>Nature of Work (Undergraduate)</th>
<th>Pay Range Level (Examples)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student Assistant Clerical</td>
<td>4022</td>
<td>Perform clerical work for the university, usually on a part-time basis which may include a wide range of office/clerical responsibilities.</td>
<td>Levels I-II</td>
</tr>
<tr>
<td>Student Assistant Paraprofessional</td>
<td>4024</td>
<td>Perform a wide range of office responsibilities at a mid-level for the university, usually on a part-time basis.</td>
<td>Levels II-IV</td>
</tr>
<tr>
<td>Student Assistant Crafts &amp; Service</td>
<td>4023</td>
<td>Perform manual labor for the university, usually on a part-time basis which may include: food service, warehouse, facility operations, grounds work or general labor.</td>
<td>Levels I-II</td>
</tr>
<tr>
<td>Student Assistant Information Technology</td>
<td>4029</td>
<td>Provides a variety of IT services for the university relating to systems and/or jobs which may include troubleshooting system and printer problems; assisting with desktop and server-related issues; miscellaneous duties as requested by the system administrators including software installation and compilation; documenting changes to systems; ensuring compliance with department policies regarding computer usage; monitoring daily operation of computing laboratories, and other related responsibilities. NOTE: this title is restricted for use by Campus IT departments only. Technical student jobs in other departments may use the 4027 Student Assistant Technical title.</td>
<td>Levels II-V*</td>
</tr>
<tr>
<td>Student Assistant Research</td>
<td>4025</td>
<td>Perform a variety of support services for the university, usually on a part-time basis related to research which may include: assisting with research projects; conducting research related tests; literature searches; data mining; providing laboratory support and monitoring; and other related responsibilities.</td>
<td>Levels II-V*</td>
</tr>
<tr>
<td>Student Assistant Teaching</td>
<td>4026</td>
<td>Provides support to a teaching function for the university, usually on a part-time basis which may include: setting up a laboratory; preparing materials for a discussion section; posting materials online; assisting with recording grades; providing support for the administration of a course and classroom instruction, and other related responsibilities.</td>
<td>Levels II-V*</td>
</tr>
<tr>
<td>Student Assistant Technical</td>
<td>4027</td>
<td>Perform technical work for the university, usually on a part-time basis, in a variety of settings which may include: editing, photography and lab related work.</td>
<td>Levels I-III</td>
</tr>
</tbody>
</table>

*Level V requires the equivalent of a bachelor’s degree or completion of specific courses which qualify the student to work on specific projects or grants, for example.

**Level VI** requires completion of an undergraduate degree. This level can be used for graduate students who may not be eligible for a stipend.
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Students are our primary purpose as an institution. Students who are also employed in an on campus job:

- Have improved financial security
- More likely to remain enrolled and graduate
- Benefit from an on-campus support system (you!)
- Have the work flexibility to support their academic load
HR-130 Student Workers Policy highlights:

> Hiring units are responsible for ensuring effective recruitment, reference checks, and selection practices for student positions.

> Students are responsible for positively representing the university in their work capacities, adhering to the university's Code of Conduct expectations, following all applicable university policies, and supporting an inclusive environment.

Students may be subject to disciplinary action defined in HR-601, including discipline and summary termination.
There are lots of S&T students seeking part time employment! All departments are encouraged to forward their job opportunities to the COER office so they can be posted in Handshake for students to access.

Please Email Job Descriptions To: Julie Mayfield: mayfieldju@mst.edu
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Eligibility to Work

> Before initiating a hire ePAF, check MIS Web Applications (https://webapps.umsystem.edu/secure/default.aspx) to see if the student is currently working. The combined standard hours for all concurrent jobs should not exceed 20 hours.

> Check Joe'SS to verify that the student is eligible for student title.
Web Apps vs Job Data

University of Missouri System

Please select from the list below to proceed. Move your cursor over each item for a description of the application.

- Cognos Budget Reports Portal
- Cognos Reporting
- FIN Authorization
- FIN CBASS
- FIN Finance Structure
- FIN Financial Reports
- FIN Grant Searchable Database
- FIN Journal Entry
- FIN Production EQP/ED
- FIN Reporting-EIRPT
- FIN Search Options
- FIN Supplier Request Form
- FIN Training Documents
- FIN Travel and Expense-HR Supervisor Rpt
- FIN Travel and Expenses
- FIN Trip Optimizer
- HR ISIT Dashboard
- HR ISIT
- HR Payroll
- HR PRODUCTION Database
- HRPROD Search Options
- HRIPT
- Human Resources Planning
- HRIS
- PayRunNet Reconciliation
- Test
- Workday Planning
- Acct Code Lookup
- Employee Lookup
- JobCode Lookup
- HR Dept Security Tree

Enter any of the values below and click Search to locate the Employee.

Filling in multiple values assumes you want all conditions to be met, ex. Name like 'Johnson' and Business Unit like 'COLUM'.

Employee Name: Miner, Joe
EmpId: 00000000-1
Department: CDEANBPA
Business Unit: BiW-ROLLA

<table>
<thead>
<tr>
<th>Name</th>
<th>EmpId</th>
<th>Jobcode</th>
<th>Dept.</th>
<th>EmpType</th>
<th>Paygroup</th>
<th>Business Unit</th>
<th>Standard Hours</th>
<th>Reg/Temp</th>
<th>Employee Status</th>
<th>Effective Date</th>
<th>Employee Class</th>
</tr>
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<tr>
<td>Miner, Joe</td>
<td>00000000-1</td>
<td>4023</td>
<td>BiW-ROLLA</td>
<td>Hourly</td>
<td>BiW</td>
<td>BiW-ROLLA</td>
<td>10.00</td>
<td>Temp</td>
<td>A</td>
<td>06-01-2022</td>
<td>A Student</td>
</tr>
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<td>00000000-1</td>
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Web Apps vs Job Data

Job Data

Enter any information you have and click Search. Leave fields blank for a list of all values.

Search Criteria

Empl ID begins with
Empl Record =
Name begins with
Last Name begins with
Second Last Name begins with
Alternate Character Name begins with
Middle Name begins with
Include History
Correct History
Case Sensitive

Search Clear Basic Search Save Search Criteria

Work Location Details

*Effective Date 01/09/2022
Effective Sequence 1
HR Status Active
Payroll Status Active

*Action Data Change
Reason FICCA status change

Position Number
Position Entry Date

*Regulatory Region USA
Company UM
Business Unit ROLLA
Department RHUMNRES

Department Entry Date 08/08/2021
*Location 0752
Establishment ID

Last Start Date 08/08/2021
Expected Job End Date
End Job Automatically

Earnings Distribution

Benefits Program Participation
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Welcome to the University of Missouri and congratulations on accepting a student position with Missouri University. We are pleased to offer employment opportunities to students like yourself, and hope you will gain valuable job experience while pursuing your academic goals.

The initial step in the onboarding process includes completing required new hire forms in myHR. To accomplish this, we strongly recommend using a Windows platform desktop or laptop and the Firefox web browser. Mobile devices are not compatible with our forms.

Steps for completing required new hire forms:

1. Login to myHR using your Student Login and Password: https://myhr.umsystem.edu
   - If you need to change your password, visit the IT System Research page.
   - If you need to update your authentication methods, you can do so by visiting https://password.umsystem.edu/managedsettings to add another method such as a security key, authentication app, or secondary number.
   - Contact your campus IT Helpdesk for additional assistance.

2. Upon logging into myHR, click the Onboarding Welcome tile and complete and submit the following forms. Please note: If a form requires an electronic signature, enter only the user name portion of your student login in the position prior to @umsystem.edu.
   - My Personal Information
   - My Direct Deposit
   - My Federal and State Tax Info
   - My I-9 Information
     • IMPORTANT: You are required to physically present employment eligibility verification & identification documents in person as part of the I-9 process. Please follow your campus’s procedure, as communicated to you upon acceptance of your job offer. Click this Acceptable Documents link for a list. All documents presented must be originals.

3. Click the Home Icon in the upper right corner.

4. Click the Additional Onboarding tiles to complete the following forms:
   - Appointment Notification - Sign for student positions.
   - Veteran Status and Disability - The University of Missouri does business with the government, no must reach out to hire, and provide equal opportunity to qualified people with disabilities and protected veterans. To help us measure how well we are doing, you may voluntarily self-identify as having a disability or being a protected veteran by adding/updating your information.

   - Royalty Use (Invention Assignment) Agreement - Please review and provide electronic signature if you haven’t already provided during previous employment with the University.
   - If you previously signed electronically but no longer agree, you will need to email iu-research@umsystem.edu.

   • University Policies and Labor Law Posters - University of Missouri System Policies are located at https://umsystem.edu/policies. By completing your onboarding forms, you are acknowledging that you have been informed where university policies are located, including Human Resources, Finance, Facilities, and Board approved, as well as electronic labor law posters.

After completion of your onboarding forms, there may be a few days that you won’t have access to Log in to myHR. Full employee access is available once your hire form has been signed and you are within 30 days of your start date.

If you experience issues or have questions while completing the forms, contact PeopleSoft HR Support by calling 800-486-2265 (toll-free) or emailing umshr.support@umsystem.edu.

For information about the University of Missouri system vision, mission and values, please visit www.umsystem.edu.

For HR campus-specific questions, please contact your campus’s Human Resources office:

University of Missouri-Columbia
University of Missouri-Kansas City
Missouri S&T
University of Missouri-St. Louis
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Schedule Appointment through Bookings

> Calendar lists available dates and times
> During peak season there is a 24 hour lead time to schedule appointments
> Prior to the appointment we verify previous steps have been completed. If they have not been completed the appointment is canceled. The student will need to register for a new appointment once all steps are completed.
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Located on the back of the Student Employee Registration handout

Provide students with this list instead of telling them to submit a driver’s license and social security card. Some students may not have those documents.
Pending I-9 Notifications

Send an email to the initiator of the ePAF on Monday

Should be tracking your hires within your department

Not 100% accurate, student could have submitted the I-9 verification documents and they have not been processed yet

Please note just because a student is not on this list does not necessarily mean they are authorized to start working

Students NOT Authorized to Work

<table>
<thead>
<tr>
<th>Name</th>
<th>Eff Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pipkin, Delaney, Joel</td>
<td>8/22/2022</td>
</tr>
</tbody>
</table>

Good morning,

The following students have not submitted I-9 documents to the HR office yet. They are not authorized to work until after this has been completed.

Please verify with the students above that they know they need to schedule an appointment to submit I-9 documents at: https://hr.mst.edu/resources/student-employees/

If you would like to learn more about the student employment process, please check out: https://hr.mst.edu/position-management/recruit/student-employee-recruitment

If you have additional questions please email hrs@mst.edu

Thank you,

Human Resources
113 Centennial Hall, 300 W. 12th Street, Rolla MO 65401
573.341.4341 | fax: 573.341.4984 | hr.mst.edu
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From: PeopleSoft@umsystem.edu <PeopleSoft@umsystem.edu>
Sent: Monday, August 8, 2022 11:03 AM
To: Miner, Joe <joeminer@mst.edu>
Subject: [eForms] FYI: Request to HIRE for Joe Miner — EXECUTED by SYSTEM. Paygroup: BIW

For your information, final HR approval has occurred for this request. Processing is complete!

No further action on your part is needed at this time.

Form ID: 2005782
Status: EXECUTED
Request: HIRE Joe Miner, EmplID 00000000, Empl Rd 0, DeptId RCHEMENG, Position Number
Action: HIR Reason: NPW
Requested by MINER on Wed, Jul 6 22, 10:42:08 AM

Last Comment:

Previous Comments:

** Miner, Joe
** Wed, Jul 6 22, 10:42:08 AM
Application HR training

Link To View Hire
Click Here
Check Hire ePAF Status

- Login to hrprd.umsystem.edu
- HR & ePAF Administration Tile on the home screen
- ePAF Classic > ePAF Home Page (current automatic landing page)
- Search by employee ID number or eForm ID
- If you searched by ID number select the correct hire form
- Scroll to the bottom and select the yellow/orange Next>> button
Check Hire ePAF Status

1. Pending
   - If the hire ePAF has not been executed, see if there are any comments.

2. Executed
   - On hold for NEO means the student has not submitted I-9 verification documents yet.
   - System Auto Withdrawn means it was pending too long in the system.

3. Withdrawn
   - Other comments should provide instruction on who you need to contact.
4. Error

> If error status, you will be contacted.

> If the ePAF has been recycled back to you will not be able to resubmit it. Follow the instructions in the comments and do not worry about resubmitting it.
Deadlines

> Effective date on the Hire ePAF should be the anticipated start date

> To be in compliance with the US Department of Homeland Security, students need to turn in and HR needs to have processed the I-9 within 3 business days of the effective date.

> Pending Hire ePAF s will automatically withdraw on Friday at 7:00am if the effective date is over 60 days old. If you still want to hire them, new hire, onboarding, and I-9 verification documents will need to be submitted. Note: If the student has already started then you need to hire them at least to pay them for time worked.
Debi Willy

Mechanical & Aerospace Engineering
5 years of experience with student hiring
Q&A
For departments: https://hr.mst.edu/position-management/recruit/student-employee-recruitment/

For students: https://hr.mst.edu/resources/student-employees/

Please email hrs@mst.edu with student hiring questions

Zoom drop-in session for questions in the coming weeks, information will be included in the recap email.
Meetings will be held on the third Wednesday of each month. Specific dates can be found on the website: https://hr.mst.edu/updates/hr-meetings/.

> 1:00pm-2:30pm

> Zoom invite, agenda, and recap emails will be sent to the contact group. Please email hrs@mst.edu to add someone to the group.

> Past meeting presentations can also be found on the website: https://hr.mst.edu/updates/agendas/.
Please join us again on September 21

Additional meeting dates are located on the website: https://hr.mst.edu/updates/hr-meetings/
Thank you for attending.

We appreciate all you do in support of our campus!