

# Information About Your New University Job

Now that you have been hired as a student employee at the University of Hawaii, there are some important things you should know. This handout has been designed to help you understand the employment process. Please read the information carefully and keep this handout for future reference. Good luck in your new job!

## Establishing a Payroll Record

Establishing a payroll record for you is done primarily online by the employer; however, there are still a few government-issued forms that must be completed on paper. Missing or incomplete forms will result in a delay of processing.

*Note: Employment is not official until all payroll records are approved by the hiring department and the Student Employment (SE) office. You should refrain from working until such time.*

- 1. Obtaining the Referral Number to create an agreement for employment (SEWA):** Each job referral has a unique referral number (R#####) that is needed to initiate the online hiring process. Your employer will use this number to initiate the hire. This referral number will automatically merge your student information with the job information to create an agreement for employment called the Student Employment Work Agreement (SEWA). Do not share referrals with friends as it will always link back to your information.
- 2. Federal and State Tax Forms:** You will need to complete the W-4 and HW-4 forms to determine your income tax withholdings. These should be given to your employer for filing. If you are already employed on the student payroll, tax exemptions claimed for second job will automatically override claims made for the first job.
- 3. Federal I-9 Form:** This form is used to verify your eligibility to work in the United States. All employees must complete the form I-9 at the appropriate Student Employment (SE) office by showing proper documentation. Please consult your SE office for a list of acceptable documents. If your campus uses the electronic I-9 form, you may complete section 1 online on the *sece* jobs database and bring your documents in to the appropriate SE office; otherwise, you may obtain the paper form at your SE office and complete it in its entirety there. 90-day extensions may be made available for students who are awaiting replacement of a document by a government agency (restrictions apply).
- 4. Two-Job Memo (UH Mānoa employees only):** This must be completed for employees working multiple jobs on the student payroll. The memo can be downloaded from the *sece* jobs database by either employer. The student and both employers must sign and indicate the number of hours per week the student will work at each position, then turned in to the Mānoa Career Center.

## Your First Paycheck

Your first paycheck will generally be issued to you by your employer four (4) weeks after you submit your first timesheet online. Paychecks for multiple jobs will be combined on one check and will be available for pick up at one of the employing departments.

If you wish to establish direct deposit ask your supervisor about the Form D-60. Establishing direct deposit means that your earnings will be deposited directly into your account rather than issued as a physical check.

Paydays are on the 5<sup>th</sup> & 20<sup>th</sup> of each month. If the payday falls on a weekend or holiday, you will be paid on the last business day preceding the 5th or 20th.

## Student Employment Eligibility\*

- Enrolled at least half-time; International students must be enrolled full-time.
- In good academic standing, generally meaning maintaining a cumulative GPA of 2.0 for undergraduate students and 3.0 for graduate students. Schools and Colleges may have additional or different requirements.
- Graduating students may not work beyond commencement day.
- Unclassified students are eligible to work for up to three semesters w/ half-time enrollment after which they must either acquire classified status or stop working.

## Hours and Work Conditions\*

- Students may work up to 20 hours during academic periods and 40 hours during the interim periods and breaks.
- Overtime pay will be given for work in excess of 8 hours per day or 40 hours per week, and on any day that is observed as a legal state holiday.
- Student Assistants are entitled to *paid* rest periods of 10 minutes during each four-hour period of continuous work.
- Students are entitled to an *unpaid* meal break of not less than 30 minutes if the shift exceeds four continuous hours of work.
- Employers may not require students to work when they have classes and examinations.

## Pay Increases\*

- Supervisors may award a merit increment (step increase) so long as six months have passed since the hire date or last pay raise (step increase or promotion).
- Mandatory increments must be given if one year has passed and the student has worked a minimum of 400 hours since the date of hire or their last pay increase (step increase or promotion). There can be no further step increases after the fourth step.
- Promotions may be granted at any time. The supervisor must justify the promotion with an increase in duties/responsibilities and qualifications.

## Work Tips

- Be prompt.
- Honor your commitments. Provide advance notice for unavoidable absences. Inquire with the supervisor about departmental policies regarding work attendance.
- Student employment is a learning experience and not just a way to earn money. Use this opportunity to develop a strong work ethic, learn new skills, and prepare for the future.
- Dependability, accuracy, perseverance, teambuilding, cooperation, and responsibility are some important skills needed to be successful later in life.
- Outstanding employees are prepared to give their best.
- Look for new ways to perform more efficiently.
- As a courtesy, provide the supervisor with at least two weeks notice prior to voluntary termination of employment.

*\*as interpreted from the UH APM 9.880 Student Employment*