

ON-CAMPUS STUDENT EMPLOYMENT UPDATE

SPRING 2021

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December 1st, 2nd and 3rd 2020



THE UNIVERSITY OF
TOLEDO

TODAY'S AGENDA

- **Changes to Student Employment**
 - Dynamic Forms: New Hire Paperwork
 - Background Checks
 - Required comments in the ePAF
 - Job Posting Template - revised
- **Review the new hiring work flow document**
- **SkillSurvey Recap**



Change is the law of life.
And those who look only
to the past and present are
certain to miss the future.
– J.F.K

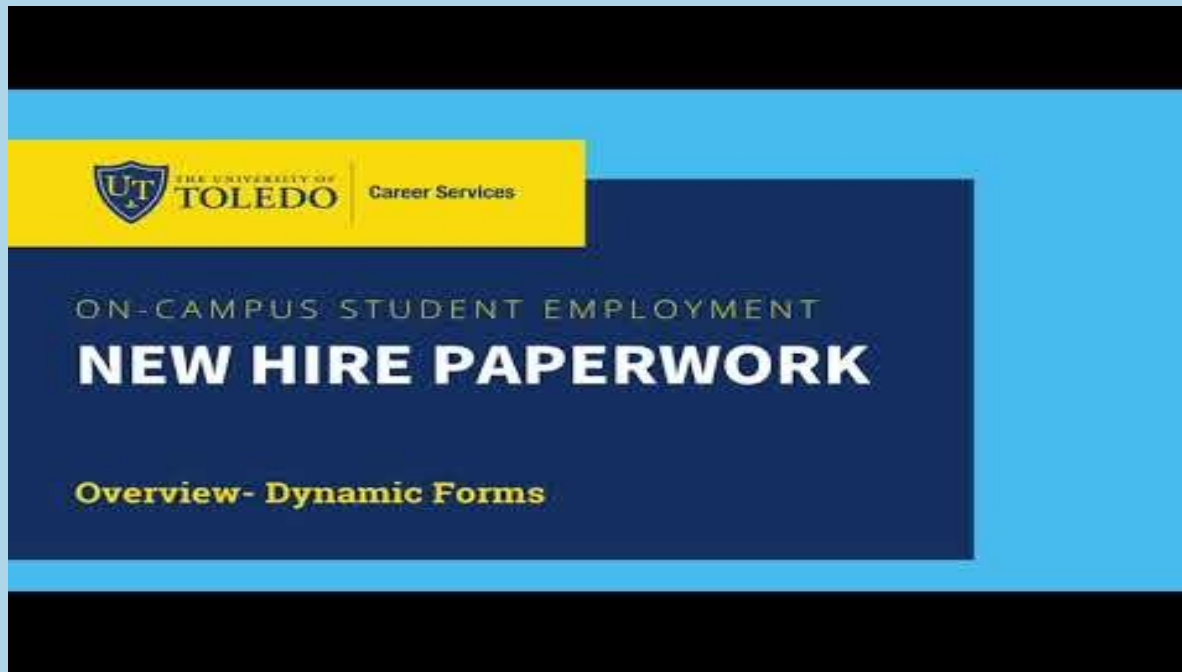
**Over that past 5 ½ years there have been several
changes to on-campus student employment.
Hopefully you have found them to be positive.**

GOING DIGITAL

We are happy to announce that many of the new hire documents have been moved to a new digital format.

- Students will now be able to complete the following forms online.
 - **Personal Information Form – MC and HSC**
 - **Fraud Form – MC and HSC**
 - **Ethical Conduct Statement - HSC Document**
 - **Expected Behaviors of Employees – HSC Document**
 - **Impaired Licensed Independent Practitioners – HSC Document**
 - **Invention Reporting and Assignment Agreement – HSC Document**
- Once each form is completed and submitted it is sent directly to Student Employment.

HOW TO COMPLETE A DIGITAL NEW HIRE FORM





Due to federal regulations pertaining to completing the **I-9 Employment Eligibility Document**, this document will remain in paper form and the process will remain the same.

- Students will still complete page one.
- The student will meet with the hiring department to provide them with their original ID's for verification.
- Departments will complete page two and sign the document.
- Once the I9 has been completed it is sent to Student Employment through on-campus mail.
 - We will not accept emailed copies.



CHANGES TO THE BACKGROUND CHECKS

Currently background checks are only performed for on-campus student employees who are working with minors, money or on the HSC.

Departments initiate the background check process by having the students complete a background authorization form. That form is then sent to Student Employment and they complete the background check.

NEW BACKGROUND CHECK PROCESS

1. Departments will determine if their students are required to have a background check for their position.
2. The hiring department will have the student complete the background authorization form.
3. ***New*** Departments will now be responsible for initiating the background check in Intellicorp.
 1. A Student Employment account already exists with Intellicorp. Each department who will require background checks will be able to have a user added to our account.
 2. Users will have access to initiate the background check but due to compliance they will not be able to look anything up.
 3. Each department will also be billed for the background checks they initiate
4. In the comments section of the ePAF you must indicate if a background check was completed for the student.

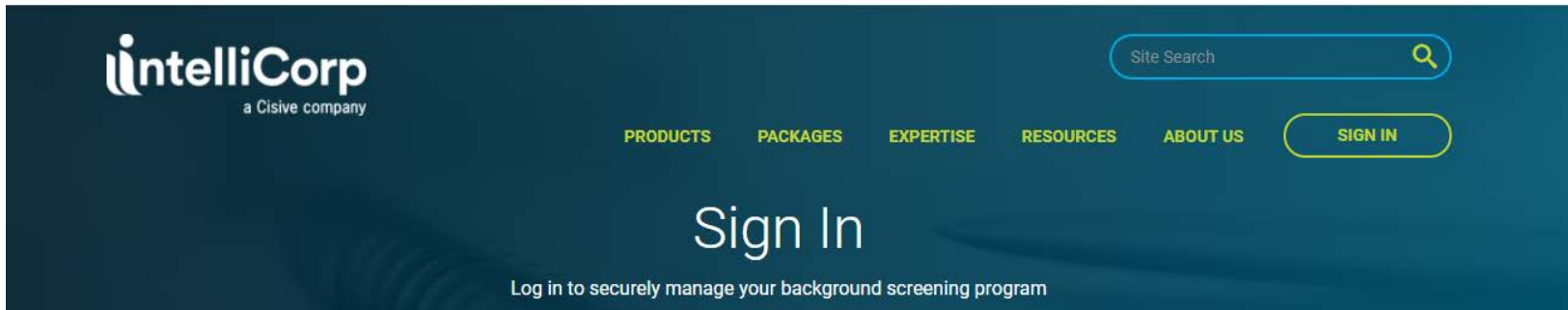
ADDITIONAL POSITIONS WILL REQUIRE BACKGROUND CHECKS.

- (i) Responsibility for care of children or minors, such as child care workers, camp counselors, etc. in compliance with all applicable laws, regulations and standards.**
- (ii) Care of patients in health care settings such as hospitals, dental clinics, clinics, mental health facilities, etc. in compliance with all applicable laws, regulations and standards.**
- (iii) Access to "select agents and toxins," or "controlled substances" as defined under state and federal law.**
- (iv) Access to master keys, electronic access, or key access to residences and areas requiring a high level of security, such as those that store controlled substances or money, research facilities, etc.**
- (v) Entrustment of university vehicles when proof of a valid driver's license is a job requirement.**
- (vi) Students hired into supervisory, resident hall, or teaching responsibilities involving unsupervised, direct contact with students.**
- (vii) Public safety enforcement support.**
- (viii) Access to student/employee personally identifiable information including but not limited to access to the Human Resources Information System.**
- (ix) Handling of financial matters; can be limited to those positions with approval authority or access above a set dollar amount.**

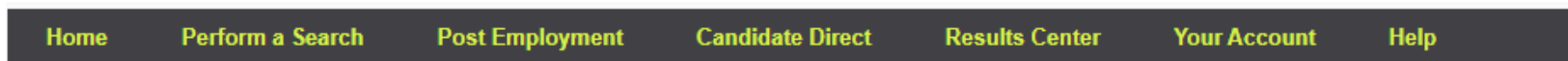


SUBMITTING A BACKGROUND CHECK (OVERVIEW)

1. Sign in to your Intellicorp account



2. Select Perform Search



SUBMITTING A BACKGROUND CHECK CONT.

3. Enter the student's information from their authorization release form.

SUBJECT INFORMATION

Job Code:

Permissible Purpose*:

SUBJECT - Personal Information

Last Name*:

First Name*:

Middle Name*: (if no middle name / initial, enter 'none')

Former Last Name:

DOB*: / /

SSN*: - -

Gender:

Reference:

State/Province of Work/Volunteer*:

Salary Range: OPTIONAL – Based on applicable state law, salary levels determine what data can be reported.

Please make sure that the mailing address and/or email address belong to the subject of the background check and are current. They will be used for contact if needed.

SUBJECT - Email Address

Subject Email:

SUBJECT - Address Information

Address 1:

Address 2:

City:

State:

Zip:

Country:

4. Verify the information and submit the request.



JOB POSTING TEMPLATE

We developed and launched the current job description template for fall 2019. This was based on an outside audit that had found many of our on-campus job descriptions were incomplete.

Student Employment is a high impact practice and to help bring this idea to the forefront we have added additional section template.

Starting for Spring 2021 all job descriptions will now list at least 2 NACE Career Competencies students can expect to gain experience in developing.



University of Toledo – On-Campus Job Posting & Description

Job Title: Click or tap here to enter text.

Classification: Choose Employment Classification

Department/College: Click or tap here to enter text.

Campus: Select the Campus.

Building/Campus Location: Click or tap here to enter building.

Off Campus Location: Click or tap here to enter off campus address

Start Date: 3/25/2019 **Potential End Date:** 3/27/2019 **Pay Rate:** Enter pay rate

Supervisors Name: Click or tap here to enter supervisor.

Job Duties (description): Click or tap here to enter text.

Qualifications: Click or tap here to enter all qualifications for position.

Purpose of Position:

A major goal of on-campus student employment is to ensure student workers are provided with opportunities to develop the competencies employers have indicated are important. The NACE competencies in conjunction with your degree from UTOLEDO will help make you stand out as a stronger candidate when you graduate and leave the University.

Learning Outcomes/NACE Competencies: This position will focus on helping develop the following NACE Competencies (select at least 2).

- Select a Competency
- Select a Competency
- Select a Competency
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Critical Thinking & Problem Solving: Exercise sound reasoning to analyze issues, make decisions, and overcome problems. The individual is able to obtain, interpret, and use knowledge, facts, and data in this process, and may demonstrate originality and inventiveness.

Oral and Written Communication: Articulate thoughts and ideas clearly and effectively in written and oral forms to persons inside and outside of the organization. The individual has public speaking skills; is able to express ideas to others; and can write & edit memos, letters, and complex technical reports clearly and effectively.

Team Work & Collaboration: Build collaborative relationships with colleagues and customers representing diverse cultures, races, ages, genders, religions, lifestyles, and viewpoints. The individual is able to work within a team structure, and can negotiate and manage conflict.

Digital Technology: Leverage existing digital technologies ethically and efficiently to solve problems, complete tasks, and accomplish goals. The individual demonstrates effective adaptability to new and emerging technologies.

Professionalism & a Strong Work Ethic: Demonstrate personal accountability and effective work habits, e.g., punctuality, working productively with others, and time workload management, and understand the impact of non-verbal communication on professional work image. The individual demonstrates integrity and ethical behavior, acts responsibly with the interests of the larger community in mind, and is able to learn from his/her mistakes.

Career Management: Identify and articulate one's skills, strengths, knowledge, and experiences relevant to the position desired and career goals, and identify areas necessary for professional growth. The individual is able to navigate and explore job options, understands and can take the steps necessary to pursue opportunities, and understands how to self-advocate for opportunities in the workplace.

Global & Intercultural Fluency: Value, respect, and learn from diverse cultures, races, ages, genders, sexual orientations, and religions. The individual demonstrates, openness, inclusiveness, sensitivity, and the ability to interact respectfully with all people and understand individuals' differences.

Leadership: Leverage the strengths of others to achieve common goals, and use interpersonal skills to coach and develop others. The individual is manage his/her emotions and those of others; use empathetic skills to guide and motivate; and organize, prioritize, and delegate work



REQUIRED COMMENTS IN THE ePAF'S

Enter Comment

Handshake posting number: 20201130
Background check submitted on: 11/30/21

Save

In order to maintain an efficient approval period, ePAF's lacking the following information will be returned for correction.

WORK FLOW

Reference Guide



MAIN CAMPUS

HIRING FOR A STUDENT EMPLOYMENT POSITION

STEP 1: JOB POSTING

Will you be hiring students who will be in this position for the 1st time or rehiring a student who was not employed in this role during the previous semester?

***A student must have also applied to the position to be eligible to be hired.**

Yes: The position must be posted using the job template on Handshake for a minimum of 7 days.

Handshake Job Posting Number:

No: You will not need to post the position.

STEP 2: BACKGROUND CHECKS

Departments are required to submit a background check for their student workers if they meet any of the following criteria defined in the Universities Background Check Policy 3364-25-47.

Please check the list to determine if your student worker will require a pre-employment criminal background check. [Click Here for Complete list of qualifying duties](#)

Yes: Your department should have a designated staff member with access to [IntelliCorp](#) who can enter the student's information to initiate the process.

No: A background check is not needed at this time.

STEP 3: NEW HIRE PAPERWORK

In an effort to increase efficiency and reduce our paper consumption, we are excited to announce we have made several of our new hire documents digital.

Forms for Student Employment are required before the student may be approved to begin working.

DIGITAL FORMS

- [Personal Information Form](#)
- [Fraud Form](#)

PAPER FORM

- **I-9 Employment Eligibility Verification**
A paper version of the I-9 is still required. Your students are still required by law to bring in their original forms of identification for the hiring department to verify. Once you have completed, please send the original I-9 and copies of the IDs used to Student Employment Mail Stop 112.
[Print PDF Form Here](#)

PAYROLL FORMS

- **Direct Deposit & Federal Tax Withholdings**
These documents are digital and available through the student's employee tab.
- **W4 (State Tax)**
A link is available through the employee tab or on the Human Resources hiring page.
- **OPERS Exemption/Enrollment**
Once the student's ePAF is uploaded into the system; they will receive a text message from OPERS within a couple of days. If they do not exempt out within 30 days of starting their position, they will be automatically enrolled in OPERS.

STEP 4: CREATING THE ePAF

Once you have completed all of the necessary steps for hiring your on-campus student worker, the final step is to create your ePAF and submit it for approval. Once the ePAF is fully approved through all approval stages and uploaded into the system, you will receive a system-generated message informing you your student has been cleared to begin working. As the ePAF creator, you can also look in your ePAF Originator Summary and see where the student is at in the process.

To ensure that we can continue to process students as quickly as possible, the following information will be required in the comments section of your ePAF.

Failure to provide the following information will result in your ePAF being returned for correction.

Handshake Posting Number:	
Background Check Submitted on (list N/A if not required)	

ADDITIONAL INFORMATION AND QUESTIONS

The Student Employment website <https://www.utoledo.edu/career/student-employment/> contains all the links found in this document and many other useful tools including but not limited to handbooks, forms, SkillSurvey, and information pertaining to on-campus student employment for both campuses.

If you have any questions, please contact those in each specific area:

Joshua Vail, Student Employment Specialist

Mail Stop 112 | 419.530.8553 | Joshua.Vail@utoledo.edu

Payroll

Mail Stop 975 | 419.530.8780 | payroll@utnet.utoledo.edu

Financial Aid

Mail Stop 314 | 419.530.8700 | utфинаid@utoledo.edu

SKILLSURVEY

Fall 2020



We would like to thank everyone who completed the surveys for their student workers and encouraged their students to complete the surveys this past fall.

Convenience for Your Evaluators and Students



4.73 Days

Median number of bus. days
for Evaluators to respond
to the evaluation request



5.77 Minutes

Median time for Evaluators
to rate Students on 28–30
behavioral items

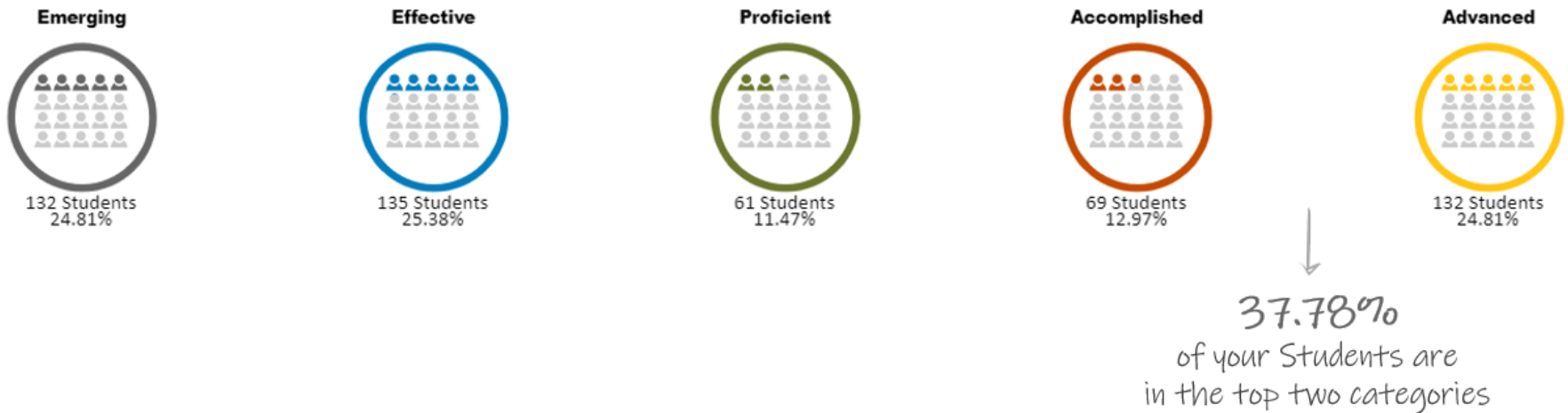


6.52 Minutes

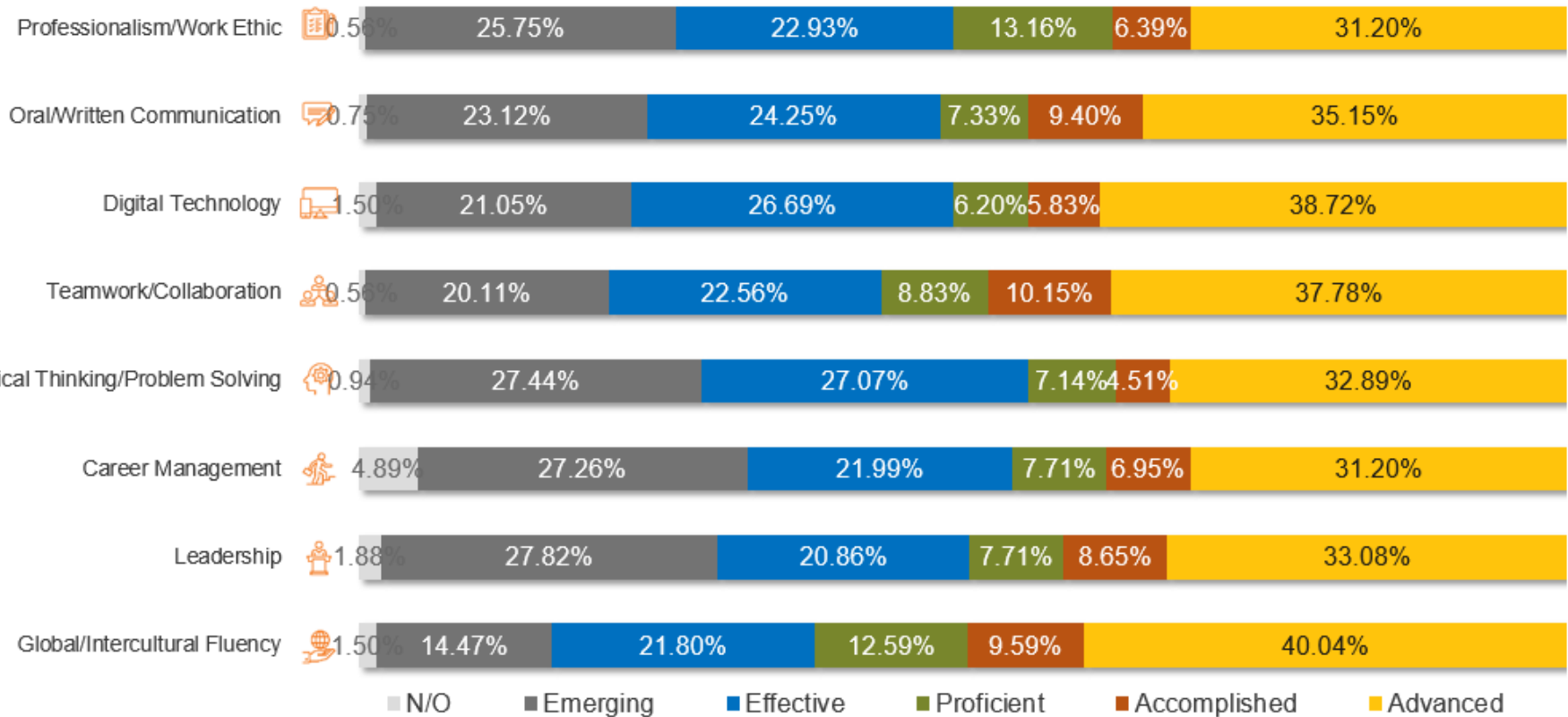
Median time for Students to
complete a self-assessment with
the same 28-30 behaviors



HOW OUR STUDENTS RATE OVERALL



HOW OUR STUDENTS RATE BY CATEGORY



SKILLSURVEY **Coming Spring 2021**

The projected period for the spring assessment is the end of March. We appreciate your support and participation with SkillSurvey.

We are always happy to meet with you to discuss SkillSurvey.

Joshua Vail

December 1, 2, and 3, 2020

