

## ❖ SUBMIT EMPLOYMENT OPPORTUNITY FOR ADVERTISING

1. **REQ SUBMISSION:** Agency Job Posting/Requisition (REQ) details must be submitted by using the online *Off-Campus FWS Job / Advertising Requisition* form and will be posted by Student Employment Office (SEO) Representative to our internal Student Employment Talent Gateway. All applicants **must** apply to the posted REQ to be considered for hire.

*Note: The Agency may not engage in discussions offering employment prior to reviewing applications received. Engaging in such discussions will VOID the recruitment and the Agency will be required to submit a new request for hire. Engaging in or promising or offering employment prior to receiving an application or hosting an interview violates EEOC guidelines as they relate to Equal Access to Employment.*

2. **REQ POSTING CONFIRMED:** SEO Rep will review the submission and contact Agency with any questions. If approved for posting, the position will be prepared and SEO Rep will notify the Agency with the REQ #, usually within a few days of receipt. *Agency should note the REQ # and must include in all further related correspondence.*

**PLEASE NOTE:** *Agency MUST follow the above process to request a FWS job posting. Job postings submitted through the Off-Campus Part-Time Job site are direct hires to your Agency and **are not** eligible for FWS. All hiring arrangements are strictly between the posting Agency and any respective candidates' considered.*

## ❖ HIRE PROCESS

1. **AGENCY REVIEW of APPLICATIONS:** After the initial posted close date on the REQ, the Agency will receive an email attachment containing the first pool of candidates. Information provided to the Agency will include the REQ # as well as candidate's cover letters, resumes, contact info, and references (if applicable). The Agency will review these documents and identify candidate(s) for interview; however, **candidates may not be contacted** during the application review process.
2. **AGENCY RESPONSES:** Agency will notify SEO Representative of all candidate updates via the **Off-Campus FWS Candidate Hiring Action Request** form. A response must be submitted for **each** candidate the Agency has received an application for indicating whether the applicant will be offered an interview, declined from the pool, or application held.

Responses must be received within the week (7 days) of the Agency's receipt of applications for review. Failure to provide updated responses for each candidate within this timeframe will result in the REQ expiring, resulting in cancellation of the recruitment.

- ✓ **INTERVIEW:** *Candidate meets qualifications for the job and does possess relevant skills per review of the application documents; Agency submits a status of "Request to Contact Applicant for an Interview."*

Upon receipt of submission confirmation, SEO Rep will forward electronic form links for completion by the Agency to include the *Interview Evaluation Form* and *Reference Check Results Form* (when applicable).

*\* Once the decision has been made to contact candidates and move forward with interviews, the REQ will expire from advertising and no new applications may be considered.*

- ✓ **DECLINE:** Candidate *does not meet qualifications* for the job or *does not possess* relevant skills per review of the application documents; Agency submits a request to Decline using the most relevant decline status option.

If there are no valid applications remaining, the Agency may request to advertise the REQ for another week at which time another pool of candidate applications will be forwarded for review, and the Agency has another week to provide responses for the new pool.

The REQ may continue to be advertised weekly until a valid candidate is identified to move forward with for an interview.

- ✓ **HOLD** (optional process): Candidate *meets qualifications* for the job but the Agency wishes to hold the application and reserve a decision about offering an interview for a later time, the Agency may request to hold the candidate's application by submitting a status of "Meets Desired Quals."
  - Agency must follow-up to provide an updated response to Decline or Interview.

3. **AGENCY INTERVIEW PROCESS:** Agency may contact eligible candidate(s) to arrange for interviews and is required to notify SEO Rep with updated responses, i.e. continue with hire or decline using the *Interview Evaluation Form*. Should the Agency wish to conduct reference checks, a *Reference Check Results Form* will also need to be completed. Electronic links to complete required hiring forms are emailed (see *INTERVIEW* above) and when completed by the Agency, electronic confirmation is automatically sent to SEO Rep for follow up.

All candidate updates must be provided using the **Off-Campus FWS Candidate Hiring Action Request** form. Any changes to a response should be submitted in the way of a new response.

To initiate the Hire, Agency must submit a valid an **Off-Campus Federal Work-Study Hiring Authorization** form (via email) to SEO Rep. Form should include a start date and verify the hourly wage being offered. Upon receipt, SEO Rep will advise Agency how much FWS funding the applicant is eligible for during the applicable enrollment/hire period.

4. **CANDIDATE HIRED:** Upon completion of the ASU-required paperwork, SEO Rep will initiate the final step of the hiring process activating the candidate in ASU's payroll system. An intent to hire offer letter will be provided to the candidate on behalf of the Agency. The candidate is required to accept their Offer Letter via their candidate profile on the Student Employment Talent Gateway to confirm their acceptance of the position.

SEO Rep will contact Agency and candidate to provide the official start date upon the candidate's acceptance of the Offer. Student ***may not*** report to work until SEO Representative has provided a confirmed start date.

Once active in the payroll system, employee will have electronic access to complete their W-4/A-4 tax withholding elections and set up Direct Deposit (recommended) via their online Employee Portal (MyASU>Payroll>Tax Information tab).

## ❖ MANAGING STUDENT EMPLOYEES

1. **WORK SCHEDULE:** Work schedules are to be arranged and approved between the student employee and the Agency. Student employees may not work when they are schedule to be in class.

Due to **Affordable Care Act**, (effective October 1, 2013) guidelines, student employees may not work more than 25 hours per week under *any* circumstances. Should a student employee average more than 25 hours per week during their measurement period, their employment will be terminated and the student employee will not be eligible for rehire for a minimum of 6 months.

Regular updates are provided to the Agency regarding the student employee's FWS Award, continued eligibility, and remaining FWS balance but it is ultimately the Agency's responsibility to oversee the scheduling to ensure the FWS Award is not exceeded. *Any earnings in excess of the student's FWS award or earned as overtime will be billed to the Agency at 100%; there are no cost shares provided for these events.*

2. **TIME SHEETS: Time sheets** are due every 2 weeks. A **Payroll Schedule** is available which outlines dates and times time sheets are due however, it is ultimately the students' responsibility to ensure completed and appropriately signed time sheets are received by SEO Rep on time.

Time sheets must be complete with all required signatures, supervisors name, etc. and in the interest of timely reporting, may be faxed or e-mailed (preferred) to SEO Rep.

Use of white out is not permitted. Only a single line ~~cross-out~~ in the event of an error is permitted; cross-outs must be initialed by BOTH the student employee and Agency Rep. Any time sheets appearing to be altered may be rejected and a legible corrected time sheet will be requested for audit purposes.

Time sheets must be submitted for all hours worked during the time period. Hours may not be added to a current pay period's time sheet to account for hours in a prior or upcoming pay period (or vice versa).

SEO Rep will confirm receipt of time sheet and submission of hours as well as advise of any issues (incorrect reporting, error in addition, missing signatures, etc.) concerning time sheets via e-mail to the student employee and Agency. Regular updates regarding FWS balances may be provided as well.

3. **PAYCHECKS:** Paychecks are available the payday following a time sheet submission. Pay will be direct deposited (if elected). Paper checks are available for pick up in the Cashiering Office after 11:00am on payday and the student employee must show valid photo ID to claim their check.

- ## ❖ MONTHLY BILLING INVOICE:
- The Agency will receive billing notices from ASU Financial Services on a 30-day cycle for hours worked during the previous months' pay periods. Hours for late time sheets are reflected on the billing for the respective pay period in which they were *received* not for the month during which the hours were worked.

It is recommended that the Agency retain copies of time sheets for record keeping as well as track earnings to ensure the student does not exceed their FWS Award allotment. Any earnings that exceed a student employees' FWS Award are solely the Agency's responsibility.

❖ **CONTINUING STUDENT EMPLOYMENT TO THE NEXT SEMESTER OR TERM:**

Students will continue with their employment at the Agency from one term to another, i.e. Fall/Spring to Summer and/or Summer to Fall/Spring, unless the Agency notifies SEO that they wish to discontinue the student's employment via email or phone. The SEO Rep will advise the Agency if the employee(s) is/are eligible for continued employment and if so, how much FWS funding they are awarded for applicable enrollment periods.

**STUDENTS.ASU.EDU/EMPLOYMENT/EMPLOYERS**

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