

Student Employment **Coordinator** Summer 1998

Office for Student Financial Affairs
S-107 Criser Hall
Gainesville, FL 32611-4025
(352) 392-1275

Lobby Hours: 8:00 a.m.--5:00 p.m.,
Monday through Friday.
Switchboard Hours: 9:00 a.m.--5:00 p.m.,
Monday through Friday.

Annual Coordinators Workshop

We need to know what problems you experience when processing student payrolls. What topics would **YOU** like us to address at the workshop? Call in or mail questions to P.O. Box 114025 by July 10, 1998.

When: Monday, July 13, 1:00 p.m. **Please Attend!**

Where: SFA Conference Room, P-113B Criser Hall.



REGISTER BY JULY 10 by contacting Student Employment at 392-0296. If you can't attend, you can call to arrange a one-on-one training session.

Available Online

Sample forms here are available for reference in the [UF Employers Handbook](#). To print, go to [SFA Forms to Print](#).

News for 98

Employment Forms Computerized

In keeping with the new UF requirement that all students acquire or have access to a computer, Student Employment is taking steps to computerize many of its forms and publications! Our [UF Employers Handbook](#) is already available on Student Financial Affairs' website. Several forms in the handbook, such as the *Pay Rate Justification Form*, can be printed for use directly from this handbook. We have also added print and use versions of the [SP-100 and the new Form UPS 50](#) (includes the *Loyalty Oath*, *Intellectual Property Agreement*, *Controlled Substance Questionnaire*, and *Florida Retirement Plan Form*).

SP-100 on THE WEB

The *Student Assistant Appointment Form (SP/100)* will soon be available on the web in a format usable by UF offices to appoint student assistants to payroll online. We are excited about implementing this new format and will let you know as soon as it is available. We see this as a step towards computerizing employment processing!

20-Hour Work Week Lifted

Under new guidelines received from the Internal Revenue Service, the restriction limiting student employees to 20 hours of work per week to qualify for FICA tax exemption has been lifted. Effective since May 3, 1998, student assistants are no longer limited to working 20 hours weekly. In some cases, they may work up to 40 hours weekly. UF policy is that the number of hours a student may work is based on the number of credit hours for which they are enrolled. Some students who wish to increase their work hours will need to petition. For more information, see the Deans, Directors, and Department Chairmen memo dated April 6, 1998, or call Student Employment at 392-0296 for a copy of the memo.

Student Employment Week (April 5-11, 1998)

We hope that during UF's first participation in National Student Employment Week this April you recognized your student employees by showing them how much you appreciate them--how valuable they are to your department and the university. Please share with us the type of activities, gift, ceremonies, or acts of appreciation you planned for your students during this week. In 1999-2000, we hope to widen participation and nominate a UF student for "student of the year" with the Student Association for Southern Education Association.

Let us know how you recognized your students. Contact: Gordon Andrews, Assistant Director, at P. O. Box 114025, S-107 Criser Hall.

Form Hot Spots

SP-100--Appointing Student Assistants

Clearing Accounts: FWS no, OPS yes

When appointing student assistants on the *SP-100*, please **be sure to use your department's position number and to verify that the position number and account number match**. Federal Work-Study (FWS) students cannot be appointed on "clearing accounts," but rather must be appointed on your department's *stateor grant* accounts. Clearing accounts **may be used** when appointing students on Other Personnel Services (OPS). **Please verify that all updates sent to Student Employment are applied to the UF Employee Information File correctly.**

Contact Person Info

In Section #8, enter your complete phone number (392-0296), P. O. Box, room number, and building. If located off campus, use your complete off-campus address.

Account No. Info

In Section #9, use your department's name and nine-digit account number. Be sure to sign and date. Be sure the position number and account number match. For law students, send the *SP/100* to P. O. Box 117628, 161 Holland. The department contact person should *always* be the person who completes the form.

W-4 Cards

Be sure your students claim a withholding allowance (00 or 01) when they complete their *W-4* cards.

Monitor FWS & FCS Earnings

Please monitor your students' Federal Work Study (FWS) earnings, including Federal Community Service (FCS) earnings. A sample "Record of Money Earned" is provided for your use in the *UF Employers'*

Work Permit Request Line (352) 392-0296

Work Permits can be mailed to students' hiring departments or to their campus address. Students with resident alien cards or I-20's or who are requesting dual employment must come to the office to pick up permits.

Campus Job Boards

Updated Daily: Criser Student Services Center Courtyard, outside SFA; and on SFA Web site (see below).

Updated Tuesday & Thursday: Norman Hall, 1st Floor, NW end; McCarty Hall, 1st Floor, NW end; 305 Reitz Union and G-1 Reitz Union; Health Science Center near Your Campus Federal Credit Union.

Online: <http://www.ufsa.ufl.edu/sfa/programs/employframe.html>

Do NOT allow students to work during scheduled classes!

Work Permits/Job Lists mailed July 13

Fall FWS work permits and job lists will be mailed July 13 to students awarded fall '98 FWS. Fall OPS work permits will be issued starting July 20. Students can come to S-107 Criser to pick up a work permit, or call 392-0296 to request one by telephone. The first day students may work using fall permits is August 9th. Please be sure students calling for a work permit know your correct departmental P.O. Box No.

Reminders:

1. **Do not allow students to work without a permit.**
2. Be sure students have signed their work permits before you appoint them to payroll.
3. Be sure students sign their time cards at the beginning of each pay period.

Scholarships and work requirements

Scholarships **cannot** have a work requirement and should not require any kind of service. Students who are compensated in exchange for service **must be paid** for that service through the University Payroll/Personnel system!

1998-99 Employers' Handbook Online

The UF *Employers' Handbook* is available on Student Financial Affairs' website. Departments can print a paper copy directly from the online version of the *Handbook*. We are therefore discontinuing distribution of paper updates except by special request.

CRITICAL DATES/ PAYROLL DEADLINES

Fall 1998

Fall 1998 work permits cover the period August 9, 1998, to December 24, 1998. The first fall time card is due August 20, 1998. The first day of fall classes is August 24, 1998. Fall classes end December 9, 1998.

Paperwork Due	Pay Period Dates	Pay Dates
08/14/98	08/07/98 - 08/20/98	08/28/98
08/26/98*	08/21/98 - 08/26/98	09/11/98
09/11/98	09/04/98 - 09/17/98	09/25/98
09/25/98	09/18/98 - 10/01/98	10/09/98
10/09/98	10/02/98 - 10/15/98	10/23/98
10/23/98	10/16/98 - 10/29/98	11/06/98
11/04/98*	10/30/98 - 11/12/98	11/20/98
11/18/98*	11/13/98 - 11/26/98	12/04/98
12/04/98	11/27/98 - 12/10/98	12/18/98
12/14/98*	12/11/98 - 12/24/98	12/31/98
* Early payroll deadlines.		

Spring 1999

Spring 1999 work permits cover the period December 25, 1998, to May 1, 1999. The first spring time card is due January 7, 1999. The first day of Spring classes is January 5, 1999. Spring classes end April 21, 1999.

<i>Paperwork Due</i>	<i>Pay Period Dates</i>	<i>Pay Dates</i>
12/28/98	12/25/98 - 01/07/99	01/15/99
01/15/99	01/08/99 - 01/21/99	01/29/99
01/29/99	01/22/99 - 02/04/99	02/12/99
02/12/99	02/05/99 - 02/18/99	02/26/99
02/26/99	02/19/99 - 03/04/99	03/12/99
03/12/99	03/05/99 - 03/18/99	03/26/99
03/26/99	03/19/99 - 04/01/99	04/09/99
04/09/99	04/02/99 - 04/15/99	04/23/99
04/23/99	04/16/99 - 04/29/99	05/07/99
05/07/99	04/30/99 - 05/13/99	05/21/99

Summer 1999

Summer 1999 work permits cover the period May 2, 1999, to August 19, 1999. The first summer time card is due May 13, 1999. The first day of summer classes is May 10, 1999. Summer classes end August 6, 1999.

<i>Paperwork Due</i>	<i>Pay Period Dates</i>	<i>Pay Dates</i>
05/07/99	04/30/99 - 05/13/99	05/21/99
05/21/99	05/14/99 - 05/27/99	06/04/99
06/04/99	05/28/99 - 06/10/99	06/18/99
06/18/99	06/11/99 - 06/24/99	07/02/99
07/02/99	06/25/99 - 07/08/99	07/16/99
07/16/99	07/09/99 - 07/22/99	07/30/99
07/30/99	07/23/99 - 08/05/99	08/13/99
08/13/99	08/06/99 - 08/19/99	08/27/99

About the STUDENT EMPLOYMENT COORDINATOR

This newsletter is produced by the publications section of the Office for Student Financial Affairs. Please direct questions to: Student Employment Office, S-107 Criser Hall, P. O. Box 114025, (352) 392-0296/(352) 392-1272 (V/TDD).

This document is available in alternative formats for individuals with print-related disabilities. Call the Office for Student Financial Affairs' telephone line for students with disabilities: 392-1272 (V/TDD).



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