



Student Employment Best Practices

This document is intended to provide information regarding the employment of students within the Division of Student Affairs and Enrollment Management and Academic Initiatives and Student Success, and address challenges associated with ACA and ASRS for student employees. All departments must follow University Policy in regards to employing students. The additional guidelines contained in this document are intended to serve as a recommendation for student employment.

All student data is considered confidential:

Any employee having access to, reviewing, processing or handling student records must be trained on FERPA federal law guidelines.

➤ <http://registrar.arizona.edu/ferpa/tutorial>

Best practices when making the decision to hire or continue a student employee:

Verify eligibility for student employment (verification at least 6 credit hours are in progress)

Student employees MUST be enrolled in at least 6 Credit hours during the current academic semester. This is to ensure that they would not be eligible to participate in ASRS. Enrollment during the winter and summer sessions is NOT required if enrollment for the previous and subsequent semesters is demonstrated.

Verify cumulative GPA for a student employee

A minimum cumulative GPA of 2.5 is preferred, once established. Hiring or continuing a student employee at a lower GPA is at the discretion of the department.

Verify employment status (is a student employee currently working in another department)

Maximum of .625 FTE or 25 hours per week during the academic year (Fall and Spring semesters). *This is a combination of all positions held within the University.*

Maximum of .75 FTE or 35 hours per week during the Winter and Summer Sessions. *This is a combination of all positions held within the University.*

Note: Student employees averaging 30 or more work hours per week during the [measurable period](#) will become eligible for employer-sponsored health insurance under the Employer Mandate of the ACA. Also refer to ACA Break-In-Service Rules http://www.hr.arizona.edu/files/ACA_BREAK_IN_SERVICE_RULES.pdf . A Calculator is available to help you estimate hours worked [ACA/ASRS Calculator](#)



Best practices for active student employees and what should be reviewed regularly:

Verify compliance with University of Arizona policies regarding ACA and ASRS

Review compliance at least once per week throughout each semester, or as time allows.

Evaluate total hours worked (includes all positions held within the UA):

- ✓ Comply with the ACA - verify student employees have not been working an average of 30 hours per week over measurable period.
 - UAccess Analytics > Dashboards > Employee > Business Manager Home Page > Affordable Care ACT (ACA) (TAB).
- ✓ Comply with ASRS - Verify student employees have not worked 20 or more hours per week for 20 or more weeks within the fiscal year at less than 6 credit hours.
 - UAccess Analytics > Dashboards > Employee > Business Manager Home Page > Retirement Eligibility (TAB). ***This report includes Student and Ancillary employment.***

Verify that units taken have not dropped below 6 units within the current semester

Verify that cumulative GPA has not dropped below the preferred 2.5 cumulative GPA (or other department minimum)

Verify continuing eligibility for student employment (ensure a student employee has not dropped below 6 units, or is no longer enrolled)

Students enrolled in fewer than 6 credit hours may continue to be employed, but must be employed in a non-student employment category.

When a department is aware that a student is no longer enrolled, it is the responsibility of the department to end the student employment immediately OR make a change to a non-student employment category.

Departments should give preference to hiring student employees versus making a change to a non-student employment category when possible.



Frequently Asked Questions:

Where can I look to see if a student employee is not enrolled in the current semester?

- UAccess Analytics > Dashboards > Employee > Business Manager Home Page > Unenrolled Student Employees (TAB).

Where can I find a student employee's total enrolled credits hours?

- UAccess > Student > Administrative Staff > Campus Community > Student Services Center > Enter EID or Name > Academics (TAB)
- UAccess Analytics > Dashboards > Student > Student Detail > Student Academic (TAB) – Enter Person ID
- UAccess Analytics > Dashboards > UA Colleges > Student Affairs and Enrollment Management¹ > Student Enrollment Status-Student Employment (TAB) –Student GPA and Credits Report

Where can I look to see if a student was enrolled in the previous and following semester and number of enrolled units?

- UAccess Analytics > Dashboards > UA Colleges > Student Affairs and Enrollment Management > Student Enrollment Status-Student Employment (TAB).
- UAccess > Student > Administrative Staff > Campus Community > Student Services Center > Enter EID or Name > Academics (TAB)

Where can I find a student's cumulative GPA information?

- UAccess Analytics > Dashboards > UA Colleges > Student Affairs and Enrollment Management > Student Enrollment Status-Student Employment (TAB) –Student GPA and Credits Report
- UAccess > Student > Administrative Staff > Campus Community > Student Services Center > Enter EID or Name > Academics (TAB)

Where can I look to see if a student is working in more than one department or position within the University?

- UAccess Analytics > Dashboards > UA Colleges > Student Affairs and Enrollment Management > Employees with Multiple Active Jobs (TAB)
- UAccess Analytics > Dashboards > Employee > Workforce > All Personnel Relationships (TAB) Input Department Code and ABOR Code – Student Employee, Graduate Assistant

¹ SAEM college dashboard developed for use within the Division of Student Affairs and Enrollment Management



Where can I look to see the weekly reported hours for a student employee by EID or Name?

- UAccess Analytics > Dashboards > Employee > Business Manager Home Page > Weekly Reported Time For ACA (TAB).

You may need to analyze this report in excel in order to get a total of hours worked when a student employee is in multiple positions.

Where can I see if a student employee is approaching 20 or more hours per week for 20 or more weeks within the Fiscal Year?

- UAccess Analytics > Dashboards > Employee > Business Manager Home Page > Retirement Eligibility (TAB). ***This report includes Student and Ancillary employment.***

What options are available if a student is no longer eligible for student employment? (Revised 10/27/14 based on recommendations from Human Resources and upcoming changes effective January 2015)

- There may be different courses of action that can be taken. You may contact the Human Resources Employment Advising Team for assistance. http://www.hr.arizona.edu/contact_info:
- After a review of the student's work history - including number of hours worked to determine benefit eligibility, you may consider a change.
 - ✓ Consider ending the student employment.
 - ✓ Consider conducting a competitive search.
 - ✓ Consider if the student is eligible to apply for an open pooled job posting?

Is there a Student Employment Manual?

You can locate the UA Student Employment Manual at <https://financialaid.arizona.edu/types-aid/work-study/student-employment-manual>

Where can I find additional information on the Affordable Care Act?

<http://www.hr.arizona.edu/affordable-care-act>

In order to view student data represented, provisioning access is required which includes FERPA training.

In order to view employee data represented provisioning access is required which includes Analytics HR Medium.

This document was created in support of the Division of Student Affairs and Enrollment Management. Team representatives: Diane Jensen, Norma Ortega, Ron Roberts, Terri Sweet, Patti Waters, Teresa Whetzel, Sylvia Xu