Student Employment FAQs

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What’s changing?

All student employment job postings will be posted in Handshake, an all-inclusive, easy to use, job search platform for students. The UTA Lockheed Martin Career Development Center manages Handshake and will take over this aspect of student employment.

When is it changing?

Starting Wednesday, October 23, 2019, the Handshake platform will be open to post on campus student employment jobs.

As of Wednesday, November 27, 2019, faculty/staff will no longer utilize SNAPJob to post positions.

What’s NOT changing?

- Your HR Business Partner will remain the same.
- Every offer is still contingent upon a successful background check.
- You still need to fill out and complete an eForm for new hires.
- Work-study eligibility forms still need to be sent to Human Resources (see below student instructions in case you’re asked).
- Everyone must attend a New Hire Paperwork Session if they want to be paid.
- Compliance training must be completed within 30 days.

What do you need to do?

- Visit the on-campus student website for guides, resources, and additional information at this website.
- Attend a training to learn how to use Handshake (see dates below).
- Create a Handshake account by going to this website – app.joinhandshake.com
- Print your old postings from SNAPJob for your records.

What are some important dates I need to know?

- **Monday, October 21, 2019** – Start moving your on-campus student worker positions from SNAPJob to Handshake so students will be able to view them.

- **Monday, October 21, 2019 - Wednesday, November 27, 2019** - Students could potentially search and apply for on-campus positions in both SNAPJob and Handshake. As we transition to the new Handshake system, all jobs posted in SNAPJob need to have a close date on or prior to Wednesday, November 27, 2019.

- **Monday, November 11, 2019** – Students will be notified about the change. Student Jobs entered in SNAPJob after this date won’t be approved. All student worker positions need to be entered into Handshake.
Student Employment FAQs

- **Wednesday, November 27, 2019** - All jobs posted in SNAPJob will close on or prior to this date. You will still be able to print and pull information from SNAPJob through Friday, December 20, 2019.

- **Friday, December 20, 2019** – SNAPJob will go away permanently and you will be unable to access any records or information.

**Student Employment Workshops**

Overview sessions on Student Employment and How to Post a Job on Handshake are available, (see dates below). All training sessions will take place in the UTA Lockheed Martin Career Development Center, located in the University Center. You can sign up for those sessions here: [https://signup.com/go/JBVXhfQ](https://signup.com/go/JBVXhfQ)

- Wednesday, October 23, 2019: 9:30 a.m. - 11:00 a.m.
- Wednesday, October 23, 2019: 3:00 p.m. - 4:30 p.m.
- Tuesday, October 29, 2019: 9:30 a.m. - 11:00 a.m.
- Tuesday, October 29, 2019: 1:30 p.m. - 3:30 p.m.
- Wednesday, October 30, 2019: 3:00 p.m. - 4:30 p.m.
- Friday, November 1, 2019: 2:00 p.m. - 3:30 p.m.
- Monday, November 4, 2019: 10:00 a.m. - 11:30 a.m.
- Tuesday, November 5, 2019: 9:30 a.m. - 11:00 a.m.
- Wednesday, November 13, 2019: 2:30 p.m. - 4:00 p.m.

**What is Work-study?**

Federal Work Study is a federally funded, need-based, financial assistance program administered by the Office of Financial Aid. This program provides eligible participants (undergraduate and graduate students) with employment opportunities in which to earn funds to help with educational expenses.

There are several distinct advantages associated with program participation:

- Federal Work Study positions are only open to those students who have financial need and have been awarded funds by the Financial Aid Office. Since the position is federally funded, the student’s wage will not impact departmental finances.
- The vast majority of work-study positions are conveniently located on-campus. However, the program also offers an off-campus community service-oriented employment.

**What is a Work-study Award Period (Employment Dates)?**

The award period is the period during which students may earn their WS award. Students may never begin their WS job prior to the start of the award period or continue to work after the award period ends. A student's WS award is meant to be earned over the entire award period --
Student Employment FAQs

it is unacceptable for a student to earn the full award in the first half of that period. Award periods (Employment Dates) are as follows:

**Employment Dates for Each School Year:**

**FALL:** September 1 – December 31

**SPRING:** January 1 – May 31

**SUMMER:** June 1 – August 31

**How do I create an account in Handshake?**

See instructions on this PowerPoint.

**Why don’t I see my department in Handshake when I’m creating my account?**

Check if your division or college is listed. If so, create your user account under that umbrella. If your division, college or department isn’t listed, reach out to the Lockheed Martin Career Development Center so we can resolve your issue.

**How do I post an on-campus job in Handshake?**

See instructions on this PowerPoint.

**What job posting information is required in Handshake?**

Details on required information is located here.

**Am I required do use a certain job titles for positions?**

Yes, at this time the only job titles that can be used for student positions are:

- UTA Student Assistant
- UTA Work-Study Student Assistant
- UTA Student Associate
- UTA Work-Study Student Associate

**How long should a job be active in Handshake?**

Jobs are required to be posted for a minimum of 5 days.

**Will I be notified when my job is approved (activated) in Handshake?**

Yes, the linked contact of the job posting will receive an automatic email notification.

**Will I receive an email when my job(s) are nearing expiration?**

Yes, the linked contact of the job posting will receive an automatic email notification.
Once I have posted a job in Handshake, and want to repost that same job in the future, can I email the Lockheed Martin Career Development Center and ask them to repost it?

Yes, send an email to careers@uta.edu that includes the following, and we will be happy to repost your job.

1. Dept. Name
2. Handshake Job ID
3. Job Title
4. Desired expiration date (please note jobs must be posted for a min. of 5 days)

I have conducted interviews and want to hire a student. What’s the process?

1. Department faculty/staff POC makes a verbal offer to the student.
2. Department faculty/staff POC submits a Criminal Background Check (CBC) Request.
3. HR processes the CBC request.
4. Student receives an email from universityoftexasarlington@screening.services with the subject line: Background Check Request. If the student doesn’t receive this link, they are to contact their hiring department.
5. HR notifies the department faculty/staff POC with the CBC results.
6. Department faculty/staff POC sends an offer letter to the student using this standardized template.
7. Department faculty/staff POC receives the signed letter back.
   a. If student accepts job, create/submit an eForm for Work-study/Non-Work-Study positions.
   b. If no, begin the recruitment process again (as well as the posting process if job expired/closed).
8. Close out the position in Handshake (if not already expired/closed).
9. Student prints work-study eligibility form from MyMav ten days before class starts and turns in work-study eligibility form to employing department faculty/staff if work-study award received.
10. Department faculty/staff attaches completed work-study eligibility form to eForm for appointment processing.

Where do students access their Work-study Eligibility Form?

MyMav – FYI, the form is available on a student’s MyMav account 10 days prior to the start of the term. Please ask your WS hire to follow these steps:

- Log onto the Student Center of your MyMav account.
- Click “Accept/Decline Awards” under the “Financial Aid” section on the left-hand side of the page.
- Select the appropriate aid year.
- The Work-study Eligibility Form will be a blue link at the bottom of the page.
- Copy and paste the form to a Word document, print it, turn it into your Hiring Manager/Supervisor.
What happens when my work-study employee uses up their work-study award?

When a work study student employee uses up their work study award, a department will pay 100% of earnings beyond the award amount and transfer to a non-work-study position ID thru an eForm. If the department has the budget to do this, the student can continue working as needed by the department. If the department does not have the budget to continue to keep a student employee working beyond their award amount, they should let the student know up front and should work to spread the work study award amount over the term.

I hired an international student. What else do I need?

In addition to all other Student Employment processes, international students also need to complete this social security number form to verify their on-campus employment.

How long does it take for a job posting to be approved?

Your posting will be approved within 1-2 business days (24 – 48 hours). During the initial transition, it may take up to 3 business days (72 hours) due to the volume.

How many hours can students work?

- Work-study students are only allowed to work up to 19 hours while attending classes.
  - It is important to know your student’s class schedule as a student can’t work during the time they are scheduled to be in classes.
- Non-Work-study students can work up to 19 hours while attending classes; however, in some case can work up to 40 hours (spring break, after finals during winter break, summer break).

Can I hire a student who is working for another department?

Yes, as long as the student does not work more than the maximum allowed hours per week, which is 19 per the above. It is your job to coordinate this with the other employing department.

Where are off-campus positions, including internships, posted?

Handshake.

Questions?

Please contact our office at 817-272-2932 or at careers@uta.edu.