This is a comprehensive manual that is meant to serve the supervisor and their student(s) by guiding them through the hiring process as either a new or returning student for employment at the University of Maine. The following material will cover all steps and tips for hiring undergraduates.

UNDERGRADUATE HIRING GUIDELINES

THE HOW-TO MANUAL FOR EMPLOYING STUDENTS

A Student Authorization Form needs to be completed every academic year and every summer (if the student is working during the summer term) before the student begins work.

Before hiring a student, determine if the student has been employed by the University within the last year. If YES, the following paperwork is required:

1) Student Authorization Form (mark as “Returning”)
2) Break Waiver Form (If working more than 6 HR/Day)
3) Individual Data Form

If NO, the following paperwork is required:

1) Student Authorization Form (mark as “New Hire”)
2) I-9 Form → MUST have Passport or valid photo ID and original social security card or birth certificate
3) Break Waiver Form (If working more than 6 HR/Day)
4) Individual Data Form

If hiring an international student:

1) Student Authorization Form
2) I-9 Form → MUST have Passport, Visa, I-20, I-94 and Social Security Card (or at least a receipt of application)
3) Break Waiver Form (If working more than 6 HR/Day)
4) Individual Data Form

International students who are entering the US for the first time may not begin employment until the start date of the semester and may only work 20 hours/week during the Fall and Spring semester; 40 hours/week during the Summer term.

International students on an F-1 visa do not need special authorization from Office of International Programs to accept employment.

International students on a J-1 visa need an additional letter from the Office of International Programs in order to be eligible for employment.

The Office of International Programs offers an on campus social security number (SSN) application session during the first week of classes each semester. If the student does not attend this session, they must apply for their SSN in Bangor.
Where to find these offices:

- The Office of International Programs is located at Estabrooke Hall, Room 240
- US Social Security Administration Office is located at 202 Harlow Street Bangor, ME.

When hiring any student, they must currently be enrolled in a **minimum of 6 credit hours**.

I-9 forms must be completed at the office of Student Employment in Wingate Hall. The student must bring a valid passport or photo ID with a social security card or birth certificate (no photocopies accepted). The back of the I-9 form lists other acceptable forms of identification that may be used for work verification.

The Student Authorization form must be signed by the student and supervisor; the form may then be returned to the CUGR office.

The CUGR office fills in all chartfields, titles and wage band and submits the final copy to the Office of Student Employment for enrollment verification and processing.

Once the student has been entered with an active profile in MaineStreet, the student may then specify State and Federal tax withholdings, direct deposit information, as well as enter their time.

Undergraduate students are paid bi-weekly. All hours must be entered and approved no later than the Monday of that pay week. Any hours submitted late may not be included in that week’s payroll.

It is the student’s responsibility to enter hours on MaineStreet in addition to recording these hours and submitting them to the supervisor. The supervisor must then convey written approval and send timesheets via e-mail to the CUGR office for final approval. All students should anticipate their first paycheck to be issued as a paper-check, which may be collected at Student Employment with a valid photo ID.

**Students may only work no more than 8 hour days and a maximum of 40 hours per week.**

If an employer needs to make a change to a student’s current position and a Student Authorization Form has already been submitted, a Student Employment Change Form will need to be completed.

The Student Employment Change Form only applies to:

a) An increase to the student’s Step (hourly wage)

b) Changes to the Chartfield Combination

c) Changes to the student’s position type (e.g. Work-Study, Regular, or Other) – Please note: if a student has run out of Work-Study funds, you don’t need to complete a Change Form, the account indicated on the Student Authorization will automatically default to Regular

d) Changes to Free Match

There may be special circumstances when a student is unable to submit hourly time as a regular student employee (e.g. nature of the job being performed, length of position, location of job, etc.). In these cases employers may be granted permission to use a Student Employment Lump Sum Form. To request a Lump Sum form please email Jessica Hickernell at jessica.hickernell@maine.edu or Connie Smith at csmith@maine.edu. *The Faculty Mentor and student must state the preference for a stipend or lump sum pay on your CUGR contract and discuss this
with the CUGR Administrative Specialist, Alexandria Jesiolowski, she will then contact Student Employment for a Lump Sum Form.

Checklist of tasks and due dates:

<table>
<thead>
<tr>
<th>TASK</th>
<th>DUE DATE</th>
<th>DONE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sign a Student Authorization form and return to CUGR office</td>
<td>Before day of employment</td>
<td>☐</td>
</tr>
<tr>
<td>Fill out I-9 Verification Form at Student Employment – Have a passport or valid driver’s license with social security card</td>
<td>Before or day of employment</td>
<td>☐</td>
</tr>
<tr>
<td>Log-in to MaineStreet to enter preferred W-4 and direct deposit information</td>
<td>Within 10 business days after I-9 submission</td>
<td>☐</td>
</tr>
<tr>
<td>New Student Employee Training (Blackboard, Office of Equal Opportunity)</td>
<td>Once, Upon Hire</td>
<td>☐</td>
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<tr>
<td>Basic Safety Training (UMaine Website: umaine.edu/safety-training)</td>
<td>Annually</td>
<td>☐</td>
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<tr>
<td>Information Security Awareness Training</td>
<td>Annually</td>
<td>☐</td>
</tr>
<tr>
<td>Submit weekly timesheets to Supervisor by the end of each work week</td>
<td>Weekly</td>
<td>☐</td>
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<tr>
<td>Supervisor to submit timesheet to CUGR Contact every Monday</td>
<td>Weekly</td>
<td>☐</td>
</tr>
<tr>
<td>Collect first paycheck at Student Employment – Have valid photo ID</td>
<td>First Pay Period</td>
<td>☐</td>
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