

Student Employment Direct Wage and Work Study

Hiring Procedures

Supervisor Frequently Asked Questions

HANDSHAKE - JOB POSTING PORTAL

1. What is Handshake?
 - a. Handshake is the job portal students use for searching and applying for on campus part time jobs.
2. How can I get access to student job postings in Handshake?
 - a. On campus department supervisors automatically have access to Handshake.
 - b. However, if you are having trouble accessing it, or if you are a new staff/faculty member contact studentemployment@utrgv.edu for assistance or for troubleshooting.
3. Can I create my own Handshake user access?
 - a. No, please contact the Student Employment office at studentemployment@utrgv.edu so that a user access account is created for you. If you create your own access, you will not have access to the features needed.
4. When do I need to create a job posting?
 - a. A departmental posting is created **ONLY** when the department has a position that requires unique job duties and when the posting requires specific qualifications necessary to fulfill the position.
5. I have created a job posting but I am not getting enough applicants, what can I do to get a larger pool of student applicants?
 - a. The Student Employment Office has created job postings that entail job duties that are generic in nature. These are postings that require standard duties for which students are commonly hired for.
 - b. The generic job postings have a high number of applicants and any hiring official can view and access the listing of applicants for interviewing and hiring.
6. How can I find in Handshake the Generic Job Postings?
 - a. Log into Handshake using the single-sign-on under myutrgv.edu link. Click on Handshake, then Jobs. Select “Divisions” in the drop-down arrow key and select **Human Resources & Talent Devt** in order to see the listing of generic job postings. Click on the job title according to the position you are hiring for to view the list of student applicants.
7. Can I select the student as “hired” in Handshake?
 - a. Yes, it is recommended for the status to be changed. After a student has been selected the student can be identified as “Hired” in the Applicants page under Status. The status can also be changed to “Reviewed” which means the application is being reviewed.
8. Why is a job posting needed?

- a. For the recruiting of new student employees.
9. How do I get a position number for processing of the assignment using the PAF system?
 - a. Please follow the instructions provided on the Position Control website:
<https://www.utrgv.edu/planning-and-analysis/services-and-resources/position-control/index.htm>
 10. How do students apply for on-campus student part time jobs?
 - a. By logging into my.utrgv.edu or utrgv.joinhandshake.com.
 11. What if the student I am interested in hiring cannot see the job postings?
 - a. All enrolled students should be able to view and apply to the general job postings as well as the posting created by the department. The generic job postings are open to all majors, however not all departmental job postings are open to all majors.
 - b. If the student still cannot see these postings, have the student contact studentemployment@utrgv.edu so that a student employment coordinator can review and troubleshoot the issue with him/her.
 12. Why can't students view my job postings that were created by the department?
 - a. Sometimes a student may not be able to view a posting because his/her job preferences do not match the requirements for the position. For example, the department may have included a requirement of 3.0 GPA but the student trying to apply has a GPA of 2.5. In this case the student will not be able to view that particular job posting.

NON-STUDENT RECRUITING

13. When is the **job code/title (10061 PT Non-Student)** used?
 - a. When the individual being hired for the pertinent semester is not enrolled in the current, past or upcoming terms.
 - b. When a non-student is selected to perform specialized duties that an enrolled student cannot perform since these duties require special training/degree/certification that an enrolled student does not have.
 - c. A job posting for PT Non-Student is not required in Handshake, as non-students do not have access to Handshake. Only enrolled students can view Handshake job postings.
14. What if I am recruiting someone PT from the outside who is not a student, where do I post my job? Can I create it in Handshake?
 - a. The posting can be created in some cases through HR. Please contact HR Recruitment at careers@utrgv.edu for assistance.
 - b. Individuals who are not enrolled at UTRGV do not have access to view jobs posted in Handshake but can view postings at <https://careers.utrgv.edu/>
15. What if the student I am hiring for the summer is not enrolled for the summer but is enrolled for the Fall, is he/she a Non-Student?
 - a. No, the student is still considered a student. The PAF should be created under a Student job title (i.e. Student Assistant or Student Academic Assistant etc.). A student can be

hired under a student job title for the summer as long as they he/she attended Spring and is enrolled for upcoming Fall semester.

INTERNATIONAL STUDENTS

16. Can an International Student work more than 19 hours during the summer?
 - a. Yes, they may be permitted to work up to 39 hours per week during the summer only. The maximum hours per week during the Spring and Fall is 19 hours. For additional questions, e-mail International Admissions Office at international@utrgv.edu

17. Do International Students qualify for a WS assignment?
 - a. No, international students do not qualify for work study. However, they may qualify for other types of aid. For more information on other types of financial assistance, e-mail International Admissions Office at international@utrgv.edu and/or Financial Aid Office ucentral@utrgv.edu .

MULTIPLE ASSIGNMENTS

18. Can a direct wage student work more than 19 hours in two different departments?
 - a. Not in two different departments. In select cases a student can work more than 19 hours, but under one single department particularly during the summer only.

19. Can a direct wage student have two direct wage assignments?
 - a. This is not recommended as may cause timecard issues.

WORK STUDY

1. How many credit hours does a WS need in order to work in the summer?
 - a. There is no minimum credit hour requirement as long as the student is enrolled for the semester that he/she will be working.
 - b. For any questions regarding WS status, awards, eligibility, etc, please contact Stefani Ocon at 665-2934 or Stefani.ocon@utrgv.edu.

2. Does WS pay for all the hires' wages?
 - a. No, 30% is paid from the department's pool and 70% is paid from Financial Aid-Work study fund pool of the student's total earnings.

3. How many credit hours does a WS need in order to work during the Fall/Spring semester?
 - a. This depends on the funding source the student is eligible for. State funds and federal funds involve different enrollment requirements.

4. Can a student have two work study assignments?
 - a. No, this is not permitted.

CBC/I-9 LINKS

1. When is the CBC needed?
 - a. When the student is a new hire to UTRGV or when student has had a break of employment for 6 months or more.
2. What is the CBC link students need to use to submit it online?
 - a. Submission of Criminal Background Check Link (CBC) used is below.
 - b. <https://utrgv.quickapp.pro/apply/applicant/new/5385>
3. When is the I-9 needed?
 - a. It is needed when student is a new hire or has had a break of employment for 2 years. It is a two-step process. The first step is to complete the online I-9 form and onboarding documents found on the HR website. The second step is for the student to visit HR to certify documents.
 - What is the I-9 Link students need to use to submit it online?
 - o <https://secure.i9.talx.com/preauthenticated/LoginCAPTCHA.aspx?Employer=17817>
 - Where is the Biographical Form Link?
 - o [Biographical Information Form](#), *only if you are a new hire* at UTRGV. This form is not required if you have worked at UTRGV at any prior point.
4. Where can I find the links?
 - a. The links are sent via email from Student Employment Office to the creator of the PAF and student hire once the PAF has been reviewed by a student employment coordinator. They can also be found in the Student Employment website, under Guides and Resources titled “**Hiring Guide**”. **The Hiring Guide also includes all the steps that need to be followed for hiring a student worker.**

EPAF/CPAF

1. What is an ePAF?
 - a. It is an Electronic Personnel Action Form used to propose a candidate to be hired. The candidate is usually an individual who has never been hired at UTRGV and has not worked for the university for the last six months.
2. What is a cPAF?
 - a. It is a Change of Personnel Action Form also referred to Change of PAF. It is used to recommend changes to a current employee’s job data such as the funding source, hiring dates, number of hours per week, job position, pay rate, change in location and room number and change in department within the university.
3. Who do we contact for status on an epaf/cpaf?
 - a. If the PAF is at Student Employment approval level, the department can email studentemployment@utrgv.edu or their assigned coordinator for requesting the status. The Assistant Director for Student Employment is Ana Perez, ana.perez@utrgv.edu

4. Can I have the student hire contact the Student Employment office for status of the ePAF or CPAF?
 - a. Not, it is the responsibility of the hiring official to contact the SEO for status on the ePAF/cPAF and in turn inform the student of the ePAF/cPAF status.
5. Will the different approvers contact me when they have approved my PAF at their level?
 - a. No, it is the supervisor's responsibility to track the ePAF and CPAF workflow approval level by logging in the PAF portal in order to inform the student of their first day.
6. Can my student start working once I submit my PAF?
 - a. No, under no circumstance can the student start working while the PAF is in process. The student can start working when HR has approved the PAF.
7. How soon can I create an ePAF or CPAF for a student hire?
 - a. The PAF should to be submitted no less than two weeks before the proposed start date in order to allow ample time for all the approvers in the workflow to review and approve the request and to avoid the student being paid late. It takes several days for the Payroll Office to create and provide access to the student's timecard.
8. Who do I contact if I cannot access the ePAF/cPAF system?
 - a. By default, all UTRGV employees automatically have access to the ePAF/CPAF system. If the hiring official cannot access the system, employee may send an e-mail to HR@utrgv.edu
9. Do I need to create a new position control number if I am hiring a new student?
 - a. If you cannot identify an appropriate existing position, a new position should be requested; send email to positioncontrol@utrgv.edu .
10. If I have a work study who will be exhausting his/her WS funds, when can I submit a CPAF to transfer the assignment to direct wage?
 - a. Yes, it is recommended to submit the cPAF at least two weeks ahead of time in order to allow ample time for all the approvals to be completed in the workflow.
 - b. It is the responsibility of the hiring official/supervisor to track the earnings of the work study, in order to anticipate when the transfer to DW should be initiated.
11. Who do I contact for any questions or concerns regarding student employment?
 - a. E-mail your questions/concerns to studentemployment@utrgv.edu
12. Can I hire a student under 18 years old?
 - a. Yes, additional steps would need to be taken when hiring a student worker under 18 years old. For information regarding the limitations, please read <https://www.twc.texas.gov/jobseekers/texas-child-labor-law#hoursOfEmploymentFor1And1yearOlds> or contact Student Employment at studentemployment@utrgv.edu