★ Student Employment ★

Bio Department Onboarding Survey & Procedures

This orientation should take 10-15 minutes. After the orientation there will be additional steps that need to be completed to adhere to state and federal guidelines.

This orientation will cover: Click on orientation topics to for links to pages

- Employment Eligibility Verification (I-9)
- The Wage Theft Prevention Act
- Student Confidentiality Training
- Occupational Safety and Health Administration (OSHA) Training
- How to Report Time in HRMS
- Getting Paid/Direct Deposit
- Meal Periods
- Work Week Hour Limitations
- Reporting time for more than one job at the UR

IMPORTANT: Please note that students may not begin employment until they are processed in the University's Human Resources Management System (HRMS) and an official start date is generated by Student Employment.

Go Back to Main Index

Next

★Employment Eligibility Verification I-9★

Federal Requirement

Students must complete Part I of the I-9 Form at http://www.newi9.com

You will need the following information to complete Part I:

- Employer Code: 11968
- Employer Location: 100000-Student Workers; (this is the first option)

After completing Part I of the I-9 Form, students can go to the Student Employment Office in Wallis Hall Monday through Friday from 10:30am to 11:15am and 1:30pm to 2:15pm (with the exception of University holidays). They can also accept 1-9's by appointment for those unable to attend walk-in hours.

Part II requires students to present their documents to verify identity at the Student Employment Office on the River Campus, the HR Service Center at Brooks Landing, or the Financial Aid Office at the Eastman School of Music or School of Medicine and Dentristy.

- For a list of acceptable documents, visit http://www.uscis.gov/i-9-central/acceptable-documents

Any student that may have completed an I-9 form through another University affiliated location can verify this information with the HR Compliance Coordinator. If you are unsure if you have completed an I-9 before please email msherloc@u.rochester.edu. **There is no reason to start working before the I-9 is complete.**

★ The Wage Theft Prevention Act (WTPA) ★

State Requirement

Students must acknowledge their wage and sign in compliance.In order to complete the Wage Theft Prevention Act, you will need to go to JobLink through Blackboard using your Net ID and password.

- Log into JobLink and select Applicants and Employees, then UR Hired from the Home Screen.
- Read through the necessary requirements for employment.
- At the bottom of the page, select Employee Acknowledgement. You will need the information in this email to complete the form (wage, job ID, etc.).
- Read and acknowledge your wage and primary language.
- Please note, if your primary language is one listed on the drop down menu (Spanish, Haitian-Creole, Chinese, Korean, Polish or Russian), you must also meet with your employer to complete a paper WTPA form.

If you indicate in this section that your primary language is Chinese, Haitian, Creole, Korean, Polish, Russian, or Spanish, you will need to contact the UPBM office (525.275.3850) to make arrangements to fill out the Wage Theft Prevention Act in your primary language.

Until this section is completed, you will not be hired into the position.

Go Back to Main Page

★Meal Periods★

Employees are required to take a uninterrupted 30 minute meal period when they work a shift of 6 hours or more; consistent with New York State Labor Law. Be sure to log in and out to the minute.

You must acknowledge this NYS Law while filling out the WTPA.

Go Back to Main Page

★ Student Confidentiality Training ★

University Requirement

The University requires that all student employees complete the Student Confidentiality Training via the employee training portal, MyPath. **The training is compensable and must be completed upon hire during the department on-boarding process.** If the training is not completed within 30 days, the Student Employment Office reserves the right to terminate employment.

Visit https://mypath.rochester.edu and log on with your username and password that is used to gain access to HRMS.

If you have any questions regarding this process please contact the Student Employment Office (SEO) at 585.275.3226 or seo@rochester.edu

★ Occupational Safety & Health Administration (OSHA) ★

Mandatory Check with Mary Bissell- Training & Keys

Each and every undergraduate student **MUST** check in with Mary Bissell in Hutchison 213 (weekdays 8:30am–12pm or 1-4:30pm) or by email before starting in the lab EACH new semester (fall, spring, summer) regardless if the student is new or returning from a previous semester. This includes students who are paid, volunteering, taking an independent research course, or visiting.

OSHA safety training is REQUIRED prior to starting in a laboratory. Additionally, data must be collected so that space study reports may be filed with the University. This should not be completed before meeting with Mary Bissell

Distribution of keys or swipe access must be authorized by a senior lab member (i.e.: P.I., Post Doc, Lab tech, etc.). Each key requires a $10 deposit that is refunded upon return of the key(s). Please have a member of your lab contact Mary Bissell to authorize your access to the building/lab.

★ Work Week Hour Limitations ★

The University of Rochester recommends that undergraduate students work no more than 20 hours per week between all campus jobs during the academic year.

Students are not limited to hours worked during the summer, holidays, and breaks.

International Students are limited to working 20 hours total between all campus jobs while classes are in session, and up to 40 hours during breaks that are full weeks (Winter and Spring).

Federal Work Study is active during the academic year only, this does not include summer break.

It is your responsiblity to make sure that you adhere to this guideline.

Go Back to Main Page

★More than One Job at the UR?★

If you have more than one job within the UR you will need to make certain that you are submitting time under the correct Empl Record. Please contact Marianne Arcoraci at marianne.arcoraci@rochester.edu to get the correct Empl Number for your UPBM student employment position.

Go Back to Main Page

★Recording Time in HRMS★

The Human Resources Management System (HRMS) is used to track and approve hours. https://ps.its.rochester.edu/psp/HRPRD/?cmd=login&languageCd=ENG&

Students will need to log in with their user name and password to access the system. **The system is most easily accessible on campus.** Access to the HRMS is available off campus through a "Double Authentication System" or "DUO"

For instructions on how to enroll, visit: http://tech.rochester.edu/services/two-factor-authentication/

For help with HRMS: ASK-URHR (585.275.8747) or ask-urhr@rochester.edu

★Time Reporting Guidelines★

Log in your hours daily at the start and end of each shift.

Employees are required to submit accurate time records that are to the minute. Student employees must utilize the web clock in HRMS to log their time. Accurate time records should reflect all time worked, including overtime.

Time worked includes any time spent working on behalf of, or for the benefit of, the University. Employees CANNOT waive their rights to receive compensation for time worked under the law.

Go Back to Top

★ Direct Deposit ★

All student employees must sign up for direct deposit. To enroll visit:

http://www.rochester.edu/people

- Log in with your NETID and password.
- On the left-hand menu, choose SELF SERVICE.
- On the left-hand menu or the icons at right, choose PAYROLL AND COMPENSATION.
- Choose DIRECT DEPOSIT.
- Enter your information.

Go back to top

★ Payroll Problems? ★

You can report any payroll problems directly to UR Payroll and Employee Records at 585.275.2040 or Payroll@ur.rochester.edu

When do you believe you will have all of these steps done? (pick a date below)

Remember, you cannot start working until all of these steps are complete and you have received a start date from Student Employment.

Go Back to Top