



MSUSM
DENVER

Student Employment Webinar

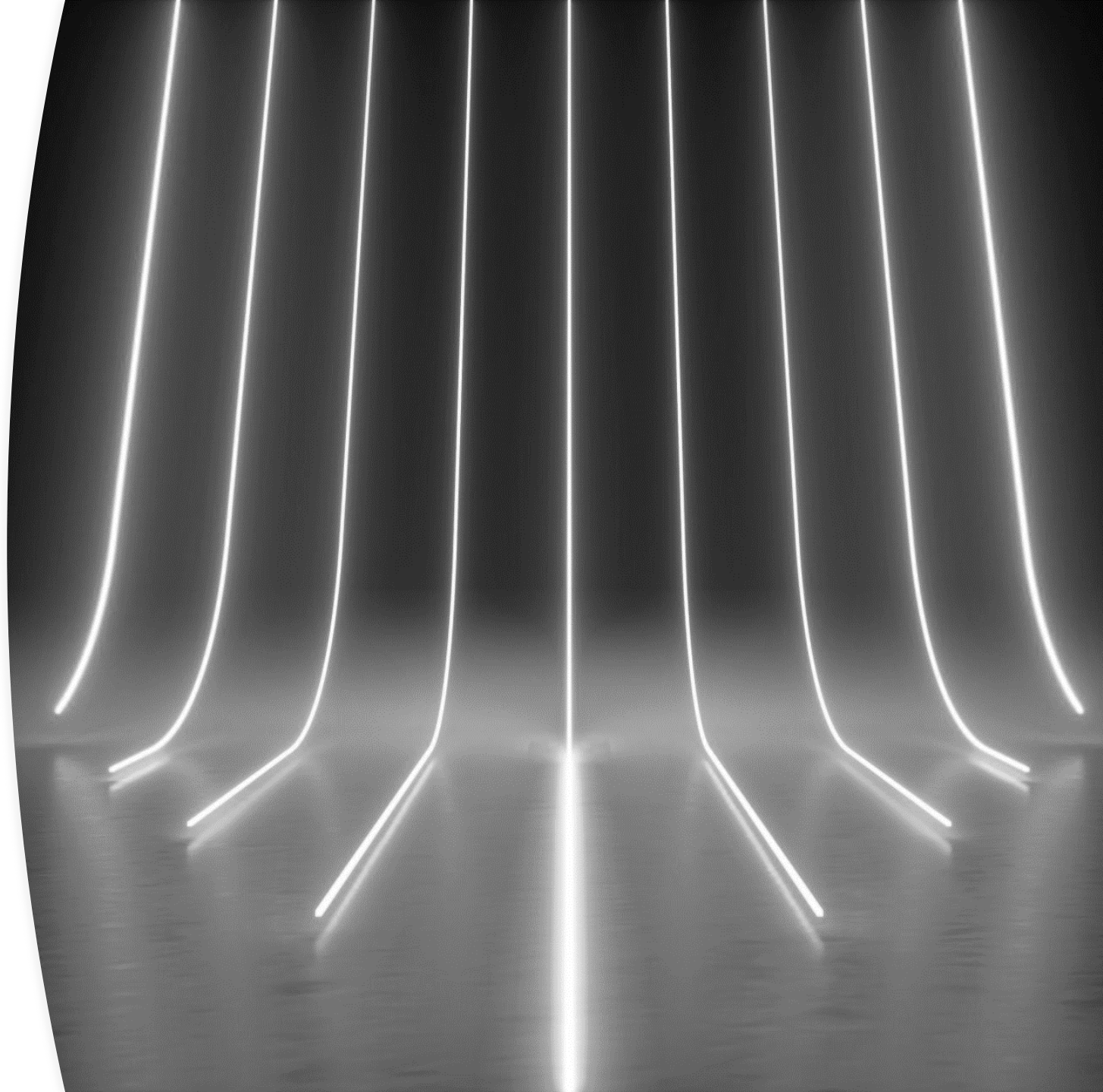
In partnership with the Administration Branch & Student
Affairs

March 1, 2024



Webinar Objectives

- **Address Student Employment Issues by:**
 - Defining roles and responsibilities
 - Answering submitted questions
 - Sharing resources



Main Panelists

Dr. Kerline Eglaus, Executive Director
of Financial Aid & Scholarships,
Enrollment Management

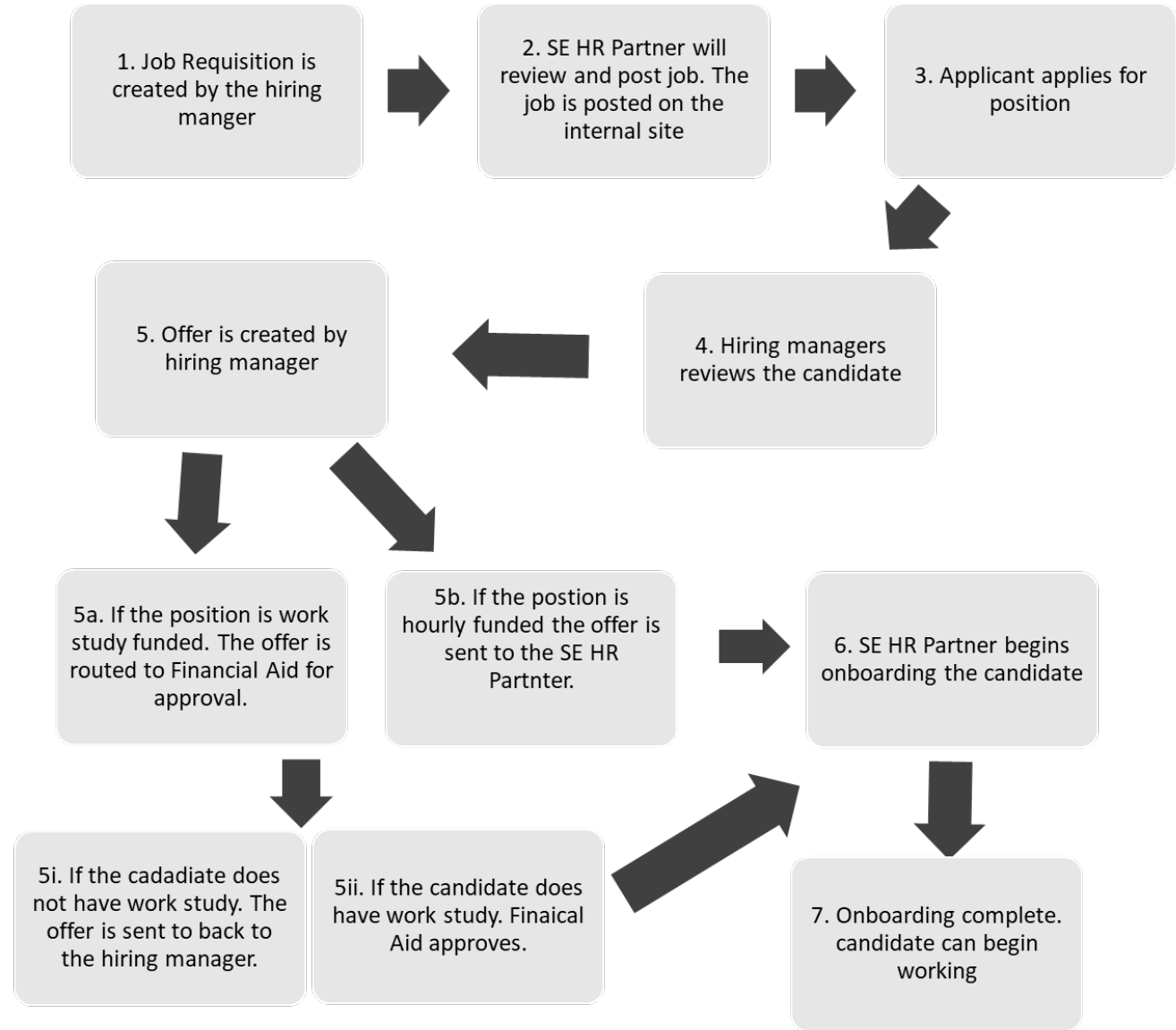
Jazmin Rodriguez Delariva, Student
Employment Manager, Human
Resources

Jennie Nguyen, Payroll Manager,
Office of the Controller

Set the Stage

- **Student Employment Hiring Options & Processes**
- **Work-Study Explained**
- **Student Employment Budgeting Expectations**
- **Improved Reporting - Coming Soon**

Student Employee Lifecycle



Roles & Responsibilities

Financial Aid/ Enrollment Management

Award Work-Study, Work-Study Payroll Adjustments

Finaidwks@msudenver.edu

Supervisor

Monitor Work-study Dollars Spent, Manage Performance, and Share Resources

Student Employment Team/ Human Resources

Establish Student Jobs in Workday and Onboarding

Studentemployment@msudenver.edu

Payroll/ Office of the Controller

Pay Students and Hourly Payroll Adjustments

Payroll@msudenver.edu

Financial Aid Work-Study Questions

- Can Work-Study funds be prioritized to departments with critical needs or to jobs related to career skills and growth?
- How can my Work-Study student employees receive more Work-Study funds or be guaranteed future funds?
- Can you explain the “WK” form and its routing process?
- Is there a process to expedite a Work-Study award?
- What is the process for Summer 2024 Work-Study fund applications and awards?
- What is the cut-off date to apply for 2024-25 Work-Study funds and when will they be notified of their award/denial?

Human Resources Questions

- What is the onboarding process for student employees and has it changed?
- There are several approval routing processes, how do we learn more about these and possibly change our position involvement?
- Why was the decision made to allow student employees to edit their own timesheet hours in Workday?
- Can a department proxy be set up to view student employee data?
- How can job requisitions roll over from semester to semester?
- Can students work for different departments after they graduate?

Payroll Questions

- How are costing allocations set up for hourly student employees as compared to Work-Study student employees?
- If there are errors related to a student employee's worktags, how do these get adjusted for hourly student employees as compared to Work-Study student employees?
- What if a supervisor needs to pay their hourly student employee via a mechanism other than the default department worktag (such as grant funding, several worktags, or a project code)?
- How would a supervisor know if their student employee's worktags are set up correctly (or not)?
- Can worktags be set up to auto-populate within positions?

Performance/Benefit Questions

- How is performance and growth tracked for student employees?
- What professional development opportunities exist for student employees?
- Why are student employees not able to cash out their sick leave?
- I want to give my student employee a raise. How do I know what level they are at and what are the steps involved?
- Can you explain student employee bonuses, tuition reimbursement, flexible work schedules, health and wellness benefits, retirement plans, and other perks?

Resources

- Understanding Payroll Worktags Job Aid: [Understanding Payroll Worktags.pdf](#)
- Student Employee Engage Results: [Click here](#)
- Budget Office Contact Page: <https://www.msudenver.edu/budget-office/contact-us/>
- Federal Work-Study explainer: <https://studentaid.gov/understand-aid/types/work-study>
- Supervisor hiring, management and mentoring resources:
<https://www.msudenver.edu/student-employment/supervisor-resources/>

Thank you

Administration Branch & Student Affairs