

ANNUAL TRAININGS – NEW STUDENT EMPLOYEES

All Student Employees **are required to complete online compliance trainings** (see below). Our expectation is that Student Employees must complete their compliance education trainings after they have been hired and before they begin job-related work, or at the latest within thirty (30) days. Students will be paid for time spent completing required compliance training. Student Employees must also pass each assessment with a score of at least 85%.

UMS Compliance Track for Student Employees AY 2018-2019 can be found at <https://learnit.hoonuit.com/pathways/162?cn=umaine>

Required for All:

Basic Safety Training - UMS

FERPA Essentials – UMS

Information Security Training – UMS

Sexual Harassment Training Essentials for Maine Employees - UMS

Electives:

Required if Job Applicable:

Computer Workstation Training – UMS

Introduction to HIPAA for Covered Entities - UMS

As Interested:

Diversity and Inclusion Essentials – UMS

Introducing UMS Academy

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Federal Work Study Student Guide

All Student Employees **are required to read our Federal Work Study Student Guide**. You can access this document at this web address: <http://www.umpi.edu/work-study-guide>. The information provided in this guide will give you, the student, knowledge of the Federal Work Study Program we have here on campus. This information includes Hiring, Job Titles and Pay Levels, Payroll, Performance, and more. After you have read the Guide, please answer the following questions and bring this questionnaire to the Office of Student Financial Services – you will need to pass this quiz to be placed:

1. How do you apply for a Work Study Position?

- You need to be awarded a Federal Work Study Allotment; attend the Work Study Training Session; and complete all the proper paperwork associated with the position.
- Any student can have a Work Study job on campus, no matter the position.
- Students go to an area and ask if they are hiring.
- Students do not need to work; they will get the money put directly onto their account

2. What is the starting pay for a Level 1 Work Study position?

- \$8.00
- \$11.00
- \$9.50
- \$6.75

3. Whose responsibility is it that a student's hours get inputted into the computer so he/she gets paid?

- Student Financial Services
- Supervisor only
- Student and Supervisor
- UMPI President

4. How many hours a week maximum can a student work during the school year?

- 5 hours
- 10 hours
- 15 hours
- 20 hours

5. What are some of the expectations an employer will require from the student employee?

- Flexible Schedule, come to work when you want, leave when you want, wear what you want for clothing
- It is ok to have friends stop by while you are working, you are able to talk/text on your cell phone while working, it's ok to make personal calls while you are working
- Work study means study while you work – you do not need to work to earn money, it's ok to do your homework too
- Students need to be on time, dress appropriately for the position, ask for time off if needed, set a schedule, and never schedule yourself while you're in class