General Summer Information

• 2014 Summer Employment Dates: May 19 – Aug 22

• Hiring Priority List
  – Current ND students & incoming freshmen
  – Children of faculty & staff members who have graduated high school and are enrolled at other post-high school educational institutions
  – Children of faculty and staff who are enrolled in high school and who are at least 16 years of age
  – All others

Established Pay Rates

Basic $7.50  Intermediate $7.90  Skilled $8.40
Employment of Minors

• Who is required to obtain a work permit?
  – Indiana law requires students who have not graduated from high school and are 17 years of age and younger to obtain a work permit.

• What is the University policy on hiring minors?
  – The University does not employ minors under the age of 16 due to restrictions on work under federal and state child labor legislation.

• How does a student apply/obtain a work permit?
  – Hiring departments must complete an Intent to Employ form and give the form to the student to contact his/her school to obtain the work permit.
  – Please attach the work permit to the Staff PAF.
Employment of Relatives

- The University welcomes the applications of employee relatives and will consider them based on qualifications for openings not under the direct or indirect supervision of a relative.

- For the purposes of this provision, a "relative" is defined as a spouse, parent, child, sibling, grandparent, grandchild, uncle, aunt, cousin, niece or nephew of the employee or of the employee's spouse. Relatives also include "step" relationships such as stepchild and stepparent.

- Due to operational needs, departments may implement more restrictive policies regarding the employment of relatives.
Posting Process

- Request User Account (overnight process – must be submitted by 2pm to be active next business day)
- Initiate posting online at ND.jobs Hiring Manager Site (
  http://jobs.nd.edu/hr)
- Electronically submit to Budget Administrator for approval
- Budget Administrator submits to HR
- Position is posted on ND.jobs Applicant Site (http://ND.jobs)
- View applications online

* Optional - Posting is not required if you have identified & selected candidates.
Pre-Employment Requirements

Sex Offender Registry Check
• Required every year for all Staff hires as well as ND students working with minors
• Online application dated within six months required to initiate check
• Check initiated by Human Resources upon notification from Hiring Dept submitting through NDEmploy - https://employ.nd.edu/
• Results will be communicated to Departments

Criminal Background Check
• Required every year for all Staff hires as well as those ND students working with minors
• Includes a felony & misdemeanor conviction check
• Results typically take up to 7 business days
• Results need to be obtained prior to start date
Hiring Staff

• Everyone **except** current or incoming ND Students are processed as Staff.

What’s needed?

– Summer Application online (Must be updated within 6 months of employment start date)
– Submit Pre-employment request through NDEmploy - [https://employ.nd.edu/](https://employ.nd.edu/)
– Staff PAF to HR - 200 Grace Hall
– **New Hire Forms**
  • I-9s must be completed in HR
– Work Permit (if necessary)
Hiring ND Students

Working with Minors:
- Summer Online Application at [http://ND.jobs](http://ND.jobs) (Must be updated within 6 months of employment start date)
- Submit Pre-Employment Request through NDEmploy (sex offender/criminal background check)* Must clear before entering job into Student Jobs tool in insideND
- Student jobs are submitted electronically by department through the Student Employment Services Channel in insideND
- New Hire Forms
  - Form I-9’s are completed by the hiring department and the student
  - Completed Form I-9’s along with copies of supporting documentation – send to student employment – 115 Main
  - Direct Deposit, W4 and WH4 – now online through insideND.
    - See “Employment” section of HR Forms webpage
Hiring ND Students

Not working with Minors:

– Student jobs are submitted electronically by department through the Student Employment Services Channel on InsideND.

– New Hire Forms
  • Form I-9’s are to be completed by the hiring department and the student
  • Completed Form I-9’s along with copies of the supporting documentation – send to Student Employment – 115 Main Building
  • Direct Deposit, W4 and WH4 – now online through insideND.
    – See “Employment” section of HR Forms webpage
Additional Assistance

• Office of Human Resources – 200 Grace Hall
  Phone: 631-5900   Fax: 631-8263   Email: askHR@nd.edu
  – Shawn Oliver, Recruiting Coordinator (soliver@nd.edu)
  – Alicia Ivy, Employment Eligibility Associate (aivy@nd.edu)

• Student Employment – 115 Main Bldg.
  Phone: 631-6454   Fax: 631-6899   Email: stdempl@nd.edu
  – Lori Fuson, Student Service Rep II

• Payroll – 724 Grace Hall
  Phone: 631-7575   Fax: 631-3138   Email: askpayroll@nd.edu
  – Aaron Blight, UltraTime Administrator (blight.1@nd.edu)
  – Jen Gaddey, Bi-weekly Payroll Coordinator (jgaddey@nd.edu)