The Office of Student Employment

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Spring 2018, Student Employment Office Newsletter

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Staff Changes in Student Employment
Last week, the Strategic Enrollment Management division celebrated the retirement of Norma Prado. After nearly 37 years of employment with USF, Norma is on to new adventures. Her departure is a change for Student Employment on many levels and we miss her. (Note: see the EPAF Submission announcement below.) In the weeks and months ahead, a new Office Assistant will be joining the team as well as a new Manager. Meanwhile, operations will continue to be supported by Kathleen Antokhin, Kim Novak (assisting Coordinator) and our student employee assistants, Kartik, Paul and Sabrina. As usual, employment related questions may be directed to stuemp@usfca.edu and x6770.

Student Employment EPAFs
EPAF Initiators: Effective immediately new EPAFs will be approved at the Student Employment level by KANTOKHIN and Kathleen’s proxy approvers. ‘PRADO’ is no longer an option for the Student Employment -40 approver level. EPAFs that are already in the queue with PRADO as approver will be processed and applied.

Announcements Online
For updates and timely announcements, the Student Employment homepage on MyUSF is regularly updated. At this time, Supervisors and student employees will find information about Spring Break Hours. Please refer to this page and the contents of Student Employment webpages to find answers to frequently asked questions as well as how to’s for onboarding a new employee (see the new Supervisor Checklist!).
Support for International Students with Tax Filing Questions
By now, most student employees have received 2017 W-2 Wage and Tax Statements. Receipt of this statement often results in questions such as “what do I do with this?” or “am I supposed to file a tax return?” For the international student, receipt of a W-2 may be especially perplexing.

If you are the supervisor of an international student employee, please know that the International Student and Scholar Services (ISSS) department is hosting two Tax Workshops on March 22 and April 6. Students may find information about the on campus workshops and register for one online at https://myusf.usfca.edu/isss/taxes.

Student Employee Evaluations
At least once during the academic year, supervisors are encouraged to complete a performance evaluation with a student employee. The performance evaluation process is an important part of any employment experience. Formal or even casual performance evaluations that are thoughtful and complete benefit the supervisor and the employee, facilitating greater investment in the work being performed and the results being sought.

The one-page Student Employment Performance Evaluation form is a helpful template for preparing and completing an evaluation/appraisal of your student employee. In the weeks ahead, please plan to meet with your employee(s), using this form or another format of your choosing, to review past performance and to set goals and strategies for the remainder of the semester and/or the year ahead.

Questions or suggestions? Contact Your Student Employment Team!
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The Student Employment Office is a sub-department of the Office of Financial Aid.