POP QUIZ
How many hours is a post-graduate intern allowed to work?
How many hours is a post-graduate intern allowed to work?

A: 40 Hours/Week
B: 19 Hours/Week
C: 30 Hours/Week
D: Intern Hours
Interns are allowed to work a 30/30/30/19 hour schedule.
What should a student do if they forgot to enter their time and it is past the 12 o’clock Monday deadline?
What should a student do if they forgot to enter their time and it is past the 12 o’clock Monday deadline?

- Contact their manager
- Fill out a Workday Time Tracking Edit Form
- Contact Student Employment
- Contact Workday Help
CORRECT

Students should fill out a Workday Time Tracking Edit Form, have it signed by their manager and email it to fnspayroll@byuh.edu.
What does it mean if you opted in to the new employment standard?
What does it mean if you opted in to the new employment standard?

A. You agree that you will hold and be worthy to hold a temple recommend.

B. You get discounted admission to the Laie Temple.

C. You agree that you will be worthy to hold a temple recommend.

D. You do not need to do an ecclesiastical endorsement each year.
By opting in to the new employment standard, you agree that you will hold and be worthy to hold a temple recommend.
How many hours can a student work during the first week of a semester if school starts on Wednesday?
How many hours can a student work during the first week of a semester if school starts on Wednesday?

A 40 hours  
B 19 hours  
C 25 hours  
D 20 hours
CORRECT

If the semester begins in the middle of the week, student employees can only work 19 hours.
What is the first step when requesting an independent contractor?
What is the first step when requesting an independent contractor?

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<table>
<thead>
<tr>
<th></th>
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<tbody>
<tr>
<td>A</td>
<td>Fill out the Request for Independent Contractor Payment form</td>
<td>C</td>
</tr>
<tr>
<td>B</td>
<td>Complete an Invoice</td>
<td>D</td>
</tr>
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CORRECT

Contact Human Resources first! You may contact employeebenefits@byuh.edu, Noemi Paddock, or Naomi Pasi.
What is the age limit for an employee's dependent to be eligible for a half-tuition waiver?
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<tbody>
<tr>
<td>A</td>
<td>35</td>
<td>C</td>
<td>30</td>
</tr>
<tr>
<td>B</td>
<td>29</td>
<td>D</td>
<td>26</td>
</tr>
</tbody>
</table>

What is the age limit for an employee's dependent to be eligible for a half-tuition waiver?
CORRECT

The dependent must be under the age of 30, or have earned less than 152 credits. Also, they must not already have a Bachelor’s degree.
Change Job Updates

Rainn Takashima
Student Employment

Ofa Tilini
Graduating Students

• Managers should process the termination in Workday.

• Students leaving the island near graduation will need to stop work 3 days prior.

• Students not leaving the island near graduation will need to stop work on the day of graduation.

• Complete a request for final payroll check.
Winter 2022

- Graduates leaving the island - last day of work is Wednesday, April 13, 2022.
- International graduates leaving after April 29 - last day should be April 16, 2022.
- Domestic graduates - last day of work is April 16, with notice to HR may extend until May 7, 2022.
Graduates Unable to Return Home

- Graduates will be terminated.
- To receive special approval to work post-graduation, contact ISS for more information.
- Approval letters will need to be presented to Student Employment to apply for a new job or be rehired to their old job.
Job Offer

• Call the student to extend the offer.
• Job offers will be withdrawn at 2 weeks.
• Manager needs to request to reactivate job application.
• Decline candidates in screen and interview stages.
Job Offer Letter

- Title of Job offer
- Accept the job offer with Student Employment.
- Complete Workday Onboarding tasks.
- Bring required documents to complete the I-9 form.
- Link to a list of acceptable documents.
- Students cannot start work until they have a yellow card.
- Contact Student Employment with questions.
FTE Process
Melissa Martinez
FTE Process

Requests VP Approval
Manager provides FTE to their line VP for existing and repurposed FTE.

Presidents Council Review/Approval
Line VP takes the FTE to the Presidents council for review and approval.

Complete FTE Form
The hiring manager fills out the FTE.

Open the Requisition on Workday
Hiring Manager opens the requisition in Workday and attaches the FTE as step number 7.
Why Do I need to fill out an FTE?

Policy

➢ BYU–Hawaii has a lot of moving parts. To ensure the campus continues to function at its best the presidents council must be apprised to changes and allocated needs campus.

Process

➢ Reviewing all replacement and repurposed FTE’s keeps the council informed and helps to ensure that we are making the best use of the scared allocated funds that support each position.

Procedure

When do I need to fill out a FTE form?

✓ Replace a worker
✓ Create a new job
✓ Repurpose a job
## FTE Approval Request Form

Complete this section for a request that is for a REPLACEMENT with an existing authorized position.

<table>
<thead>
<tr>
<th>Job Title:</th>
<th>Last Occupant:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Department:</td>
<td>Admin/Staff/PT:</td>
</tr>
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</table>

<table>
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<tr>
<th>Brief Description of the role</th>
<th>Start Date:</th>
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</table>

Why is this position vacant?

Why is this position needed or justified?

Why is now the right time to fill this position?

If this position were not filled, which areas or individual(s) would absorb the work?

### PROCEDURE

1. The requesting manager fills out this form.
2. The requesting manager forwards the form to the Line VP for approval.
3. The Line VP forwards the form to the President for approval.

If the request is approved:

A. The President’s Executive Assistant sends the form to the requesting manager and HR.
B. When manager receives approval, they post the req. on Workday and attach the FTE form in step 7 in the job requisition process.
C. The President’s Executive Assistant approves the job requisition on Workday.
D. HR posts the requisition on the job board.
FTE Repurpose (Full Time Employee) Process