

Step Up  
SUMMER 2022

**At the University of  
Minnesota**

# Supervisor Orientation Agenda

## May 24, 2022

- Welcome and Introductions
- Step Up Program Updates
- UMN Working with Minors and Intern Onboarding
- Question and Answer Session
- Wrap up and close

## Step Up 2022

- 37 jobs submitted; 32 in matching process
- The road to becoming a Step Up intern and overview of intern placement process
- Current state of UMN intern matching
- Intern placement notification for supervisors & supervisor next steps
- Step Up's Supervisor Orientation Materials (<https://www.achievetwincities.org/step-supervisor-resources-2022>)
- Job Coaching & Transit Passes

# Youth Safety and Compliance: U of MN Lens

Contact: Jazmin Danielson, Youth Safety and Compliance Manager

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The words "Thank You" are written in a black, cursive, handwritten font. The text is centered and surrounded by several short, black, radiating lines that create a sunburst or starburst effect around the letters.

- Over 350 programs across our five campuses
- Serving over 250K youth annually

Youth Employment = Huge impact on confidence, exposure, skill development, leadership opportunities, networking, healthy risk taking, economic support...

# Main areas: Safety and Compliance

- Safety of Minors Policy
- Best Practices
- Support

# Safety of Minors

- Policy
- Within Policy—health and safety requirements
- Register on YouthCentral (5min)
- SOM Training via Training Hub (13min)
- Background checks (already covered per your agreement)
- Mandated Reporting

# Best Practices

Emergency Procedures: basic exits, active threat training, building layout

Should have an emergency preparedness plan—share this information with your intern

Who do they go to to report an concern or incident?



# Best Practices

- What is expected of staff:
- Not sharing personal social media platform information
- Not sharing personal phone #
- Not meeting outside of work hours
- Not being 1:1 with staff if the interaction is not observable and interruptible by others (other guidelines)
- Step-up Interns should know these policies are in place for U of MN staff

# Guidelines for meeting 1:1

Program staff must avoid being alone with a minor, this includes virtual settings too. When one-on-one consultation is needed for coaching, mentoring or instructional purposes, the conversation should take place with view (not hearing distance) of others and another staff member should be aware that the private conversation is taking place.

# Additional guidelines for 1:1

- Be proactive. Identify possible scenarios within the activity where 1:1 could take place. How can you prevent this?
- Involve your supervisor
- Chose public settings, open spaces, in full view of other adults. Stay observable and interruptible
- Use appropriate contact
- Arrange random checks by other adults during the interaction
- Document everything

# Support

- Precollege Network
- Collegeready.umn.edu
- Safety of Minors policy
- Jazmin, Youth Safety and Compliance Manager
- dani0203@umn.edu

# UMN Intern Onboarding

## Prior to their first day of work

- Department placement notice received
- U of M department contact Student via email with:
  - 1). Human Resource Information Form (HRIF) link <http://policy.umn.edu/sites/policy.umn.edu/files/forms/hrisf.pdf>
  - 2). The I-9 Online Information link <http://www.newi9.com/>
- The STEP-UP Student temporary appointment will be set up by the payroll representative in your department. Create the job under job Job Code 0001 (67 day Temporary Appointment. If a Position Management number is not already created for the above job code one will have to be requested by the department)
- Effective dates of appointment **June 27<sup>th</sup>-August 19<sup>th</sup>, 2022**
- Minimum hourly pay rate is \$15 per hour
- Minimum 15+ work hours per week
- Work schedule to be arranged between student and department Monday through Friday 8:00-4:30 p.m.

# Sample I-9 Online email notification

Step Up Student (name),

In order to create your job record and e-mail address in the University's systems, we need you to complete your I-9 information online. Following are instructions on how to submit information for your portion of the form:

Please visit the following website to complete the employee portion of the I-9 employment authorization: <http://www.newi9.com/>.

The employer code to enter is **13636**. Complete Section 1 – Employee Information and Attestation, select “Location for your College/Unit” as the location, then click “Submit.”

After you have completed this step, **please e-mail me to let me know you have completed the I-9.**

Please note that you **MUST** bring documentation with you on your **FIRST DAY** of work (e.g., passport, driver's license, SS card, etc.). A list of acceptable documents may be found at this link: <https://www.uscis.gov/i-9-central/acceptable-documents>. **No photocopies of your documents.**

Feel free to contact our team with any questions regarding the HR Process:

[aklepp@umn.edu](mailto:aklepp@umn.edu) or [young091@umn.edu](mailto:young091@umn.edu)

# Onboarding Step Up at Uo M

## On their first day of work

- Complete the **I-9 Online process** with proof of documents from the student
- Explain to the student their **Employee ID#** assigned to them and **their X500**
- Assist the student with getting them set up through the Technology Helpline for access to their **MYUaccount** (see script for Tech line help in SO google file)
- Explain and walk them through the **MYUaccount** explaining:
  - UofM Email account- Accessing this account for business**
  - My Time Tab - Explaining how to sign in and enter work hours**
  - My Pay Tab – Direct Deposit, Pay Statement, W-4 form**
- Give them the **Payroll Calendar** explain the Biweekly pay dates and when they will see their first and last paycheck based on their start and end dates.
- Obtain **Emergency contact** from the employee to have on file. Have them set this up through MYUaccount (*This information will remain confidential and will be used exclusively in emergency situations.* **You may also go online to [www.MYU.umn.edu](http://www.MYU.umn.edu) Click on MY INFO tab and change your emergency contact information.**

# Entering your work hours online

## MYU Time Tab

Go to MYU Home page:

Scroll down until you get to the Maroon tabs and Click on **MYU TIME TAB**

1). Click on Submit Time

2). Find the “View By section” – **Click** on the drop down and **click** on “**Calendar**”

3). Find your date that you worked. Enter your start time **(YOU MUST USE AM AND PM)** when entering your hours. In the “In and Out” columns.

**SPECIAL NOTE:** You **MUST** round up or down to the nearest  $\frac{1}{4}$  hour. i.e. if you start at 7:00 and you came in at 7:05 you must put your time in as 7:00 AM. If you came in at 7:10 then you need to enter your time in as 7:15 AM.

4). In the “Time Reporting Code” Column – **always click** on “Regular Time”

5). You have entered all of your time for the day or the week then you will need to: **Click** on Submit: Then **Click** on “OK”: **Click** on “OK” again.

**SPECIAL NOTE:** You **MUST** **click** 3x’s before your time will pass through the system.

**If you do not CLICK all three times** your hours will not be approved by your supervisor.  
**And YOU will NOT get PAID!!!**

6). **YOU MUST ENTER** your time daily after each shift worked.



# Calendar Year 2022

## University of Minn Pay Dates

<u>Pay Date</u>	<u>Pay Period</u>	<u>Wednesday</u>	<u>Pay Day</u>
	6/20/22 – 7/3/22	July 13, 2022	
	7/4/22 – 7/17/22	July 27, 2022	
	7/18/22 – 7/31/22	Aug 10, 2022	
	8/1/22 – 8/14/22	Aug 24, 2022	
	8/15/22 – 8/28/22	Sept 7, 2022	

# Funding Supplement

1. The departments are expected to charge the Step Up payroll to their EFS string for the period of the program June 27<sup>th</sup> through August 26<sup>th</sup>.
2. The employing department's payroll representative should email a copy of the YTD Employee Distributions report for the Step Up Student to OED's Finance Partner, Jeremy Schwanz [[schw0754@umn.edu](mailto:schw0754@umn.edu)]
3. The YTD should be sent no later than September 30th, 2022.
4. The funding supplement will post as a payroll Retro to your departments' EFS string by November 2022.

## Tech line help

### Script for MyU account set up for SO Shared File

- **Temporary /Casual/IATSE Employee Accessing the MYU Portal at the University of Minnesota**
- **Activating your Internet ID at the University will allow you to do the following on the MYU Portal:**
  - 1). Set up direct deposit online (and make changes as needed)
  - 2). Complete your W-4 on line
  - 3). View/print your past and most recent pay statements
  - 4). Request a copy of your W-2 statements
- **You will be asked and need to know the following information in order to get set up:**
  - 1) Have on-line access to a computer during the set up
  - 2) 15-20 Minutes of time for the set up
  - 3) Your name
  - 4) Obtain your University of Minnesota Employee I.D# (Empl I.D# \_\_\_\_\_) obtain it from your hiring department. It will consist of 7 digits (This is assigned to you when you have been set up in the payroll system).
  - 5) You will need to know your last 4 digits of your Social Security number for security purposes
  - 6) Your home address

# Tech line help Script for MyU account set up (continued)

- **Getting started you MUST do and say the following in order to be properly helped:**
  - 1) Call the University of Minnesota Technology HELP line – (612) 301-4357
  - 2) When you get a representative on the line please say the following: **“I am a new employee and I need to RESET my PASSWORD”**.
  - 3) They will ask you questions for security purposes and give you a Temporary password.
  - 4) **Ask them for your Username and to stay on the line with you as you activate your account.**
- **Now your account is set up you can access the MyU Portal at the following website:**
  - 1) [www.myu.umn.edu](http://www.myu.umn.edu)
  - 2) This will bring you to your MyU page
  - 3) On the left hand side of the page you will see and click on **“My Pay”**.
  - 4) After you click on the **“My Pay”** you will be brought to a page that will have maroon hyper links at the bottom in the middle of the page, you can click and follow the online services as needed (you can set up Direct deposit, W-4, W-2, view/print pay statements) etc:
    - [Pay Statement Job Aid W-4 Tax Information View W-2/W-2C Forms View/Print All Pay Stmt W-2/W-2C Consent Reimbursements/Payments Understanding Your Pay Stmt Traveling on U Business Compensation History Direct Deposit Set-Up W2 Reprint \(2014 & before\)](#)
  - 5) If you do not have anymore questions etc. then you are now set up to access your MyU account for the University of Minnesota.

**Please note**, IT Help line services are the only resource for getting you set up with your MyU account. If you're having problems with the set up please call back **to IT Help line 612-301-4357, they are open 24 hours a day.**

# “Getting To Know You” Tips”

- You might want to ask them what made them want to get involved in the Step Up program?
- Ask them to share something that they like about themselves?
- What do they think/feel is a strength that has assisted them in getting through the program?
- Since being in the program what have they learned with regards to being prepared for the work force or what have they learned that they did not know prior to being in the program?
- Is there a particular new skill that they would like to learn during their work experience over the next 8 weeks?

# Step Up Interns

## Four things to take away

- They should know Supervisor's name, working title and contact information (business card).
- Request a written job description and have it electronically sent to them.
- Learn at least one new skill from their work experience.
- Ask the Supervisor if they would serve as a reference in the future?

# Resource Links

- Step Up Supervisor Orientation Materials
  - <https://www.achievetwincities.org/step-supervisor-resources-2022>
- Student Employment policy link:
  - <https://humanresources.umn.edu/recruiting-and-hiring/working-student-employees>

# New Employees: Compliance I-9 Federal Law

Dear Supervisors,

In the flurry that comes with onboarding your new employees, it's important to remember one important deadline :

Federal law requires that all employees be authorized to work in the United States. This employment offer is contingent upon verification that you meet this requirement. In addition, if you are here on a non-immigrant visa, you must be authorized specifically to work at the University of Minnesota. Regardless of your citizenship status, you must: 1) complete and submit Section 1 of the I-9 Form found at <http://www.newi9.com> on or before your first day of work for pay, 2) provide the required I-9 documentation described on the I-9 form to establish your identity and authorization to work on or before your first day of work for pay, and 3) receive confirmation from the University that your documentation satisfies the federal law requirements. **Your employment, including any rights and privileges afforded under the University's codes, policies, and agreements applicable to your position, does not begin until all of these steps have been completed. If you report to your first day of work without the required I-9 documentation, you will not be allowed to start work, or remain in the workplace until you present the required documents.**



# Questions???

- Thank you all for being a Step Up Sponsor and thank you for taking the time to come and learn about the Step Up Program.
- Should you have any questions over the course of the program do not hesitate to contact us:
  - Payroll and HR processes contact Morrill Hall Shared Services: [mhr@umn.edu](mailto:mhr@umn.edu) – Subject line Step Up Program
  - Step Up Program process/information contact Jeremiah Brown, Senior Director of Partnerships & Internship Innovation: [JBrown@achievements.org](mailto:JBrown@achievements.org)
    - \*\*Stay tuned for info on your summer Job Coach who will be you and your interns' main contact and support this summer.
  - General questions contact Office for Equity and Diversity: [ddieffen@umn.edu](mailto:ddieffen@umn.edu)