

Student Employment Application – Step-by-Step Assistance

Navigation

Use your Web browser to go to Wolverine Access (<https://wolverineaccess.umich.edu>), select **Student Business**, authenticate, and then select **Student Employment Application**.

Important Information

This document details the steps for completing or updating the Student Employment Application pages in Wolverine Access. Ann Arbor students need to complete this application to be eligible for temporary employment at U-M.

Preparing for Temporary Employment – Getting Organized Page

Prepare for Campus Employment

Getting Organized

If you are a University of Michigan student and you plan to work in a temporary employment position at the Ann Arbor campus, use this site to:

- Record and track pre-employment information
- Check employment-related document status
- Provide information about your work history and experience
- Affirm the State of Michigan Oath
- Provide Employment Certification

The employment information you enter and certifications that you make can be used by hiring departments across campus. Additionally, if at any time you wish to make changes, you can return to the Student Employment Application link in Wolverine Access and make updates with your current information. You are encouraged to keep all your employment information as up-to-date as possible. Completing this online application does not guarantee you will be granted an interview or hired.

What you will need before you begin:

- A list of your former employers including their contact information
- A list of your relatives who currently work at the university (if any)

Please note: It is strongly encouraged that you set aside the time to complete the entire employment preparation process in one sitting. The approximate time to complete the process is 10 minutes.

[NEXT](#)

1. After reading the overview on the page, click [NEXT](#).

Preparing for Temporary Employment – Employment Documentation Status Page

Prepare for Campus Employment

Employment Documentation Status **2**

Item	Item Status	Additional Information
1 Direct Deposit	Received	View/Update Direct Deposit 3
2 I-9 Employment Eligibility Verification Form	Needed	I-9 Information

Once you have accepted a position, ask your supervisor for an appointment, including completion of the I-9 form. **4** you need to contact to finalize your appointment, including completion of the I-9 form. This information should be done before your first day of work.

[Federal W-4 Tax Information](#) [Michigan State W-4 Tax Information](#)

5

PREVIOUS NEXT

2. Review the **Item** and **Item Status** values:

- **Direct Deposit:** This item is listed for all students. The status is **Received** when you have direct deposit, or it is **Needed** when you do not.
- **I9 Employment Eligibility Verification Form:** This item is listed for all students. The status is **Received** when you have an active I9 form at U-M, **Expired** when your I9 form expired, or **Needed** when you have not submitted an I9 form.
- **Social Security Card Application:** This item is listed only for students who do not have Social Security Numbers recorded at UM. The status is **Needed**.

3. If desired, click the link(s) in the **Additional Information** column to open the related transaction or website in a new browser window:

- **View/Update Direct Deposit:** If you have charges or credits on your student account, you can use this link to open the Direct Deposit page in Wolverine Access to review, enter, or update your direct deposit information.
- **I9 Information and SS Card Application Info:** These links open the Office of Recruiting and Employment Services website at:
<http://www.umich.edu/~hrraa/empserv/employee/stutempa2.html>

4. If you have active W-4 links on the Student Business menu, you may want to click the **Federal W-4 Tax Information** or **Michigan State W-4 Tax Information** link to open the associated Wolverine Access information page in a new browser window.

5. Click **NEXT**.

Note: This is an informational page. You can continue regardless of any Item Status value.

Preparing for Temporary Employment – Eligibility and Conduct Page

Prepare for Campus Employment

Eligibility and Conduct

Are you legally eligible to work in the United States? Yes No **6**

For foreign national students, information related to eligibility can be found at the International Center's website:
http://www.umich.edu/~icenter/immig/fvisa/fj_emplcampus.html

Have you ever been convicted of a misdemeanor or felony? Yes No **7**

Do you have any felony charges pending? Yes No **8**

For the last two questions, a yes response does not automatically disqualify a job applicant from further consideration. Each applicant is evaluated individually based on a number of factors including the nature of the crime, how long ago the crime and/or release from incarceration occurred, whether a sufficient work record has been established since the crime and/or release from incarceration and the position applied for.

9

PREVIOUS NEXT

6. Answer the question that asks “Are you legally eligible to work in the United States?”

Notes:

- If you answer “No,” the hiring department cannot hire you.
- Foreign national students can find information related to eligibility on the International Center’s website at: http://www.umich.edu/~icenter/immig/fvisa/fj_emplcampus.html

7. Answer the question that asks “Have you ever been convicted of a misdemeanor or felony?”

8. Answer the question that asks “Do you have any felony charges pending?”

9. Click **NEXT**.

Preparing for Temporary Employment – Employment History Page

Prepare for Campus Employment

Employment History

Enter your non-UM employment history in the following table. You may add or delete rows as necessary by using the labeled buttons. If your employment has not yet ended for a job you are listing, the Employed To (end date) can be left blank. If you have no work history to report, you may continue and leave all fields blank.

Employer Name:	Adecco	Employed From:	02/13/2008	10	12
Employer Address:	213 Big Bear Dr	To:	06/29/2008		
Supervisor Name:					
Employer Telephone:	734/555-12	Your Job Title:	Various		
delete					
Employer Name:	Accenture	Employed From:	06/14/2008		
Employer Address:	2525 Salmon Dr	To:	09/12/2008		
Supervisor Name:	Martha Patrain				
Employer Telephone:	313/555-12	Your Job Title:	Customer Support Representativ		
delete					
Employer Name:	Airplane Logistics	Employed From:	08/06/2008		
Employer Address:	Southfield, MI	To:	08/11/2008		
Supervisor Name:	Branch Sold				
Employer Telephone:		Your Job Title:	Sales Assistant		
delete					
Employer Name:	BestBuy	Employed From:	05/25/1988		
Employer Address:	Detroit, MI	To:	09/10/2008		
Supervisor Name:	Sally Patrain				
Employer Telephone:	313/555-12	Your Job Title:	Sr. Technical Support Represen		
delete					

11 [ADD EMPLOYMENT HISTORY](#)

[PREVIOUS](#) [NEXT](#) **13**

10. Enter information in the fields to describe your non-UM employment history, unless you have no work history to report.
11. If necessary, click [ADD EMPLOYMENT HISTORY](#) to add a set of fields for each additional employer or time frame.
12. If necessary, click [delete](#) to delete a set of fields.
13. Click [NEXT](#).

Preparing for Temporary Employment – Relative Employment Information Page

Prepare for Campus Employment

Relative Employment Information

If you have any relatives now employed by the University of Michigan enter them in the fields below. You may add or delete rows as necessary by using the labeled buttons. If you have no relatives currently employed by the University, you may continue and leave the fields blank.

14. If you have any relatives currently employed by U-M, complete the **Relative Name** and **Relative Department** fields.

15. If necessary, click

ADD RELATIVE EMPLOYMENT

to add a row for each additional relative and complete the fields.

16. If necessary, click **delete** to delete a row.

17. Click **NEXT**.

Preparing for Temporary Employment – Certifications Page

Prepare for Campus Employment

Certifications

If you are employed by the University of Michigan, you will be expected to execute the following oath as required by State Law: "I do solemnly swear (or affirm) that I will support the Constitution of the United States and the Constitution of the State of Michigan, and that I will faithfully discharge the duties of my position and subsequent positions, according to the best of my ability."

Regents' Bylaws 3.10 stipulates the conditions governing intellectual property rights of the University of Michigan:

Unless otherwise provided by action of the Regents:

1. Patents and copyrights issued or acquired as the result of or in connection with administration, research, or other educational activities conducted by members of the University staff and supported directly or indirectly (e.g., through the use of University resources or facilities) by funds administered by the University regardless of the source of such funds, and all royalties or other revenues derived therefrom shall be the property of the University.
2. Computer software created by members of the University staff in connection with administration, research, or other educational activities supported directly or indirectly by funds administered by the University, regardless of the source of such funds, shall be the property of the University. Such computer software may be made available for use on a nonexclusive basis by those who pay appropriate charges to reimburse the University for the costs of development, distribution, and reproduction.
3. The provisions of 1 and 2, supra, shall apply unless they are inconsistent with the terms of any applicable agreement with a third-party sponsor or provider of funds in which case the University's agreement with such sponsor or provider shall control.
4. Patents, copyrights, and property rights in computer software resulting from activities which have received no support, direct or indirect, from the University shall be the property of the inventor, author, or creator thereof, free of any limitation which might otherwise arise by virtue of University employment.
5. In cases which involve both University-supported activity and independent activity by a University staff member, patents, copyrights, or other property rights in resulting work products shall be owned as agreed upon in writing and in advance of an exploitation thereof by the affected staff member and the Vice-President for Research in consultation with the Committee on Patents and Copyrights and with the approval of the University's Office of General Counsel. It is understood that such agreements shall continue to recognize the traditional faculty and staff prerogatives and property rights concerning intellectual work products.

Adherence to this bylaw and all the Regents' bylaws, as they are from time to time amended, is a condition of continued employment at the University of Michigan.

18 If offered an appointment, I certify that I will adhere to the conditions stated above.

PREVIOUS

NEXT

19

18. Read the information on the page, and then select the checkbox to certify you will adhere to the conditions.

19. Click **NEXT**.

**Preparing for Temporary Employment –
Certifications Page**

Prepare for Campus Employment

Final Confirmation

James Pstrain

I certify that the answers on this document are true to the best of my knowledge. I realize that all the information furnished by me is important and that the University of Michigan will rely on such information in engaging me and in continuing my employment.

By clicking OK, you agree to electronically sign this document.

20

20. Click to electronically sign the document, which consists of the information you entered on the Preparing for Temporary Employment pages.

**Preparing for Temporary Employment –
Information Summary Page**

Prepare for Campus Employment

Information Summary

Below is a summary of the information you provided in relation to your employment.

Are you legally eligible to work in the United States? Yes No

Have you ever been convicted of a misdemeanor or felony? Yes No

Do you have any felony charges pending? Yes No

Employment History	
Employer Name: Adecco	Employed From: 02/13/2006
Employer Address: 213 Big Bear Dr	To: 06/29/2007
Supervisor Name:	
Employer Telephone: 734/555-1212	Your Job Title: Various
Employer Name: Accenture	Employed From: 06/14/2004
Employer Address: 2525 Salmon Dr	To: 09/12/2005
Supervisor Name: Martha Pstrain	
Employer Telephone: 313/555-1212	Your Job Title: Customer Support Representativ
Employer Name: Airplane Logistics	Employed From: 08/06/2001
Employer Address: Southfield, MI	To: 08/11/2003
Supervisor Name: Branch Sold	
Employer Telephone:	Your Job Title: Sales Assistant
Employer Name: BestBuy	Employed From: 05/25/1998
Employer Address: Detroit, MI	To: 09/10/2001
Supervisor Name: Sally Pstrain	
Employer Telephone: 313/555-1212	Your Job Title: Sr. Technical Support Represen

21

Relative's Employment	
Relative's Name	Department Name
NANCY PSTRAIN	College of Engineering

Once you have accepted a position, ask your supervisor who you need to contact to finalize your appointment, including completion of the I-9 form. This must be done before your first day of work.

If offered an appointment, I certify that I will adhere to the conditions stated above. Additionally, I certify that the answers on this document are true to the best of my knowledge. I realize that all the information furnished by me is important and that the University of Michigan will rely on such information in engaging me and in continuing my employment.

Name: James Pstrain Date/Time: 03/20/2008 10:18:45AM

21. Review the information on the page.