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.

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

1. After reading the overview on the page, click **Next**.
### Preparing for Temporary Employment – Employment Documentation Status Page

1. 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**.

2. 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/~hraa/emplserv/employee/stutempa2.html](http://www.umich.edu/~hraa/emplserv/employee/stutempa2.html)

3. 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.

4. 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

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](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

<table>
<thead>
<tr>
<th>Employer Name</th>
<th>Employer Address</th>
<th>Supervisor Name</th>
<th>Supervisor Telephone</th>
<th>Supervisor Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>Adirio</td>
<td>213 Big Bear Cr</td>
<td>Marketing</td>
<td>734-999-12</td>
<td>Sales Manager</td>
</tr>
<tr>
<td>Accenture</td>
<td>1215 Saltn Gr</td>
<td>Marketing</td>
<td>734-999-12</td>
<td>Quality Control</td>
</tr>
<tr>
<td>Airways Logistics</td>
<td>1215 Saltn Gr</td>
<td>Marketing</td>
<td>734-999-12</td>
<td>Data Entry</td>
</tr>
<tr>
<td>Smbuy</td>
<td>Waite, IN</td>
<td>Daily Payroll</td>
<td>513-999-12</td>
<td>Technical Support</td>
</tr>
</tbody>
</table>

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

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

If necessary, click ADD RELATIVE EMPLOYMENT to add a row for each additional relative and complete the fields.

If necessary, click delete to delete a row.

Click NEXT.

Preparing for Temporary Employment –
Certifications Page

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 stipulate 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 to 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 intellectual property shall be assigned as agreed upon in writing and in advance of 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.

If offered an appointment, I certify that I will adhere to the conditions stated above.
Preparing for Temporary Employment –
Certifications Page

Prepare for Campus Employment

Final Confirmation

James Foulks

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. Click OK 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

<table>
<thead>
<tr>
<th>Employer Name</th>
<th>Address</th>
<th>Employee Position</th>
<th>Date of Hire</th>
<th>Date of Separation</th>
<th>Supervisor Name</th>
<th>Supervisor Address</th>
<th>Supervisor Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Adecco</td>
<td>213 Big Bear Dr</td>
<td>Various</td>
<td>02/13/2006</td>
<td>06/28/2007</td>
<td>Various</td>
<td>Various</td>
<td>Various</td>
</tr>
<tr>
<td>Aetna</td>
<td>21411 W. Valley Dr</td>
<td>Various</td>
<td>08/14/2004</td>
<td>09/12/2005</td>
<td>Various</td>
<td>Various</td>
<td>Various</td>
</tr>
<tr>
<td>Anytime Logistics</td>
<td>15111 W. Valley Dr</td>
<td>Customer Support Representative</td>
<td>05/08/2001</td>
<td>06/11/2009</td>
<td>Various</td>
<td>Various</td>
<td>Various</td>
</tr>
<tr>
<td>Target</td>
<td>5948 W. Valley Dr</td>
<td>Sales Assistant</td>
<td>05/28/1998</td>
<td>06/10/2001</td>
<td>Various</td>
<td>Various</td>
<td>Various</td>
</tr>
</tbody>
</table>

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.

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.

21. Review the information on the page.