

STUDENT EMPLOYMENT

Everything a Supervisor Needs to Know

ELIGIBILITY FOR STUDENT EMPLOYMENT

To be eligible to be assigned a campus position a student must be -

- - in a degree-seeking program
- - enrolled fulltime (in some cases a student may work if enrolled at least 6 credit hours)
- - have a cumulative GPA of 2.00
- - have completed 75% of their attempted classes



THE HIRING PROCESS

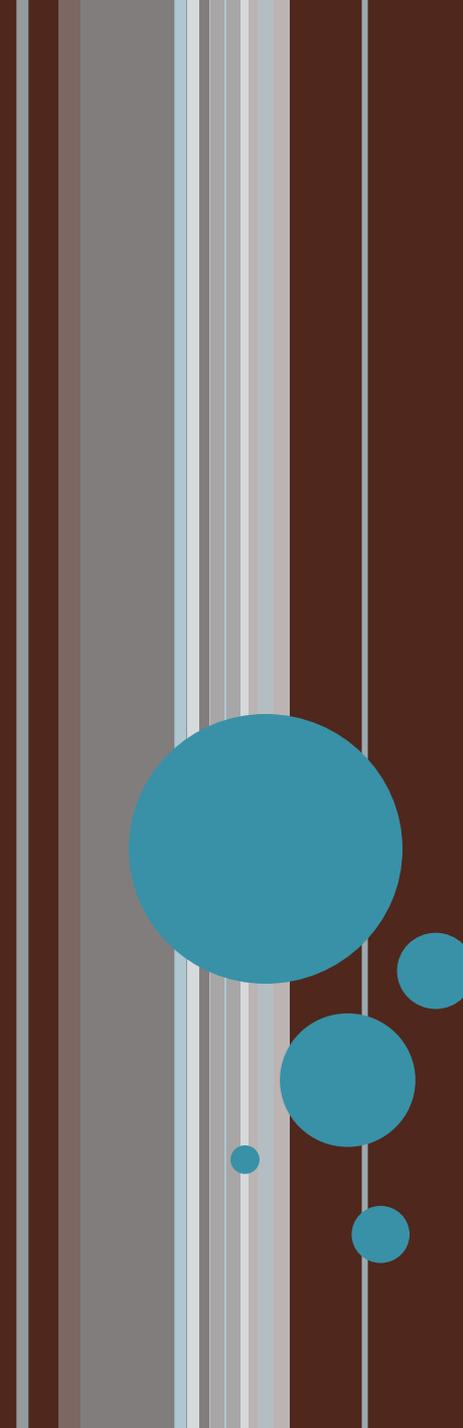
- Complete this PowerPoint presentation and sign Student Employment (SE) Supervisor's Agreement.
- Understand and comply with AAEEOC recruitment and employment regulations (found on HR website).
- Request SE applications from Campus Employment Manager by calling ext. 1685 or sending email to cfitch@umw.edu.
- Review applications and interview students (phone or in person).
- Review departmental SE budget.
- Email Campus Employment Manager the assignment/s including name/s, Banner ID/s, hours per week, pay rate and fall/spring, fall only, spring only assignment/s for student/s selected.
- Wait until WORK AUTHORIZATION FORM has been received from Campus Employment Manager before allowing student to begin working.
- Conduct orientation with student/s, explaining work expectations, assigned tasks, and providing Weekly Time log, SE Pay Schedule (students are paid every three weeks during the academic year), and any additional information needed.



GETTING TO WORK

- Establish work schedule and do not allow student to work more than assigned hours. *Additional hours worked may result in a reduction of a student's other financial aid.*
- Promote 'No Study' policy; assign only official university tasks.
- Students must use Weekly Time Log to log in at the beginning and log out at the end of each shift they work.
- Weekly Time Logs must be maintained in your department for 3 years, pending potential audit.





**DO NOT ALLOW STUDENTS TO
EXCEED THEIR ASSIGNED HOURS.**

Review the timesheets to see how many hours remain to be worked.

Check with Campus Employment Manager to add additional hours as needed and as your budget allows.

GETTING PAID

- Using Weekly Time Log as a reference, students must complete and sign Time Sheet in ink, recording only the hours actually worked to the nearest quarter hour, for example 15 minutes = .25 or 30 minutes = .50 or 45 minutes = .75.
- Supervisor will review and sign Weekly Time Log and Time Sheet in ink, initialing any additional hours worked beyond assignment, i.e. making up time missed previously.
- Corrections will be made by putting a line thru the error and writing the correct number nearby. Corrections must be initialed by student and supervisor.
NO Wite-Out!!
- Time Sheets will be submitted to Campus Employment Manager, Lee Hall room 229, in a **sealed envelope** by supervisor, designated staff member, or designated student aide by the due date listed on the SE Pay Schedule. Late Time Sheets will be processed with the next pay period.



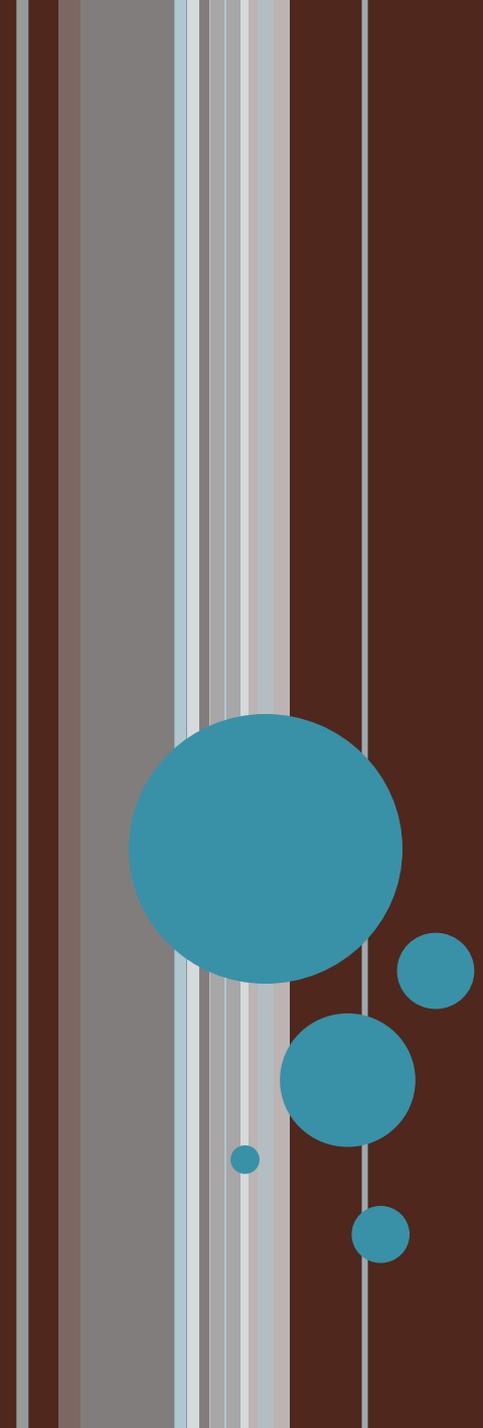
DISMISSAL

Students may be dismissed if they exhibit improper behavior, insufficient skills for the job, or do not report to work as scheduled without first contacting their supervisor.

Two incidences will result in a written warning, with a copy being sent to the Campus Employment Manager and a third incident may result in dismissal.

Students who are dismissed or voluntarily terminated will not be considered for another position on campus until the following semester.

Supervisor will complete a Notice of Cancellation, including the Separation Checklist, and submit to Campus Employment Manager immediately.



**PLEASE REVIEW YOUR DPPR
REPORT WHEN RECEIVED WITH
YOUR TIMESHEETS EACH AND
EVERY PAY PERIOD.**

END OF SPRING SEMESTER

- Complete a Service Rating (provided by Campus Employment Manager in early spring) for each student worker.
- Discuss this rating with the student and ask if they wish to sign it.
- Unsigned Service Ratings cannot be disclosed to investigators by Campus Employment Manager in future employment verification interviews.
- Return Service Ratings to Campus Employment Manager, Lee Hall room 229.
- Complete and submit the memo sent in March/April to Campus Employment Manager indicating which students are to be rehired for upcoming academic year.



SUMMER STUDENT AIDES

- Academic Departments will need to request summer funds from Dr. Morello thru Pam Taggart in Budget and Financial Analysis.
- Hours worked prior to the middle of June will be paid from any remaining current FY student employment budget. Hours worked after mid-June will be paid from the upcoming FY student employment budget.
- Summer student aides must have been enrolled as students in the previous spring term and registered for the upcoming fall term.
- Students are paid every two weeks during the two summer sessions.





QUESTIONS?

Contact Campus Employment Manager

540-654-2468