

# Supervisor's Student Employment Guide

## STUDENT EMPLOYMENT WEBSITE

The Financial Aid Office has created a Student Employment website that is your one-stop shopping guide to working on-campus. The website can be found at:

<http://wesleyan.edu/finaid/employment/>

The site contains such helpful information as a step-by-step guide to posting a job, frequently asked questions and helpful links.

## POSTING POSITIONS

If you would like to post a new position, you can now do so on-line via the Student Employment website

[http://www.wesleyan.edu/finaid/employment/employers/posting\\_position.html](http://www.wesleyan.edu/finaid/employment/employers/posting_position.html)

Employers have the ability to submit a job description to be posted on the student employment site via the website or they can download and complete a job description that can be e-mailed.

**Once a posted position has been filled, inform the Student Employment office immediately so that the posting can be removed. With your help, we can keep the job board as updated and accurate as possible.**

For more information, please refer to the website.

## HIRING STUDENTS

All students will have access to job postings via the Student Employment web site on August 1st. Students initiate contact via e-mail from the job posting or by phone if no e-mail address is listed. Employers should interview interested candidates and inform them of the job responsibilities, expectations, and pay.

Employers can verify whether students have an allotment by accessing the student payroll system in PeopleSoft via the employer's personal portfolio. Navigate to the allotment information by clicking on the following options: *Wesleyan Menu, Student Payroll, Inquire, WS Awards and Earnings*. Enter the Wes ID to view a particular student. If Term-Time or Federal is listed under Award Type the student has a work award.

## STUDENT ALLOTMENTS

Eligible students will either have a Work-Study or Wes Term-time Allotment. Work-Study means that student earnings will automatically be charged 50% to the department and 50% to the Federal Work-Study account up to the student semester allotment.

Wes term-time works on the same 50/50 split; however, it does not involve Federal funds. If there is no allotment in the PeopleSoft Undergraduate Student Time Entry System, then the department will be

responsible for 100% of the students' earnings.

## NUMBER OF WORK HOURS

Fifteen (15) hours a week is the maximum during the academic year, forty (40) hours during periods of non-enrollment. A student should work approximately ten (10) hours per week to fulfill their full allotment. If students can't get enough hours from one department, they may choose to take an additional job.

## HOURLY PAYRATES

The current state minimum is \$8.25 per hour. Some departments may pay more, depending on the skills required, and years of experience in the job. The standard work allotments and recommended pay scale for 2011-12 are as follows:

<u>Frosh</u>	<u>Soph</u>	<u>Junior</u>	<u>Senior</u>
2750	2750	2750	2750

## Current Recommended Hourly Pay rate

<u>Levels</u>	<u>Frosh</u>	<u>Soph</u>	<u>Junior</u>	<u>Senior</u>
I	8.25	8.25	8.25	8.40
II		8.25	8.35	8.50
III			8.45	8.60
IV				8.70

## REQUIRED FORMS FOR EMPLOYMENT

The Immigration Reform and Control Act of 1986 requires that the employment eligibility of everyone (including students) be verified before employment begins. Past experience indicates that a majority of students will work on campus as student employees before they graduate. Thus, Wesleyan asks that all entering students (first-year and transfers) complete INS Form I-9, Employment Eligibility Verification. Every Fresh and Transfer must present proof of identity and proof of employment eligibility on Arrival Day. To view the list of acceptable documents, go to:

<http://www.wesleyan.edu/finaid/employment/employeligible.html>

Upperclass students should already have this document on file with the Payroll Office. If not, the student will not receive a paycheck until the document has been completed.

## PEOPLESOFT STUDENT TIME ENTRY SYSTEM

*The following is a brief overview of the system – for more information including more detailed instructions and screen shots, please visit the Payroll website –*

[http://www.wesleyan.edu/hr/time/time\\_stu.html](http://www.wesleyan.edu/hr/time/time_stu.html)

Once a student is hired it is the employer's responsibility to set-up the student in the PeopleSoft time entry system prior to submission of the first timesheet.

Undergraduate student supervisors may access the PeopleSoft Student Time Entry by logging into their portfolio.

Once logged in, click on *Student Time Entry* under the Supervisor/ Manager Resources. There will be

three options -. Select option 1 *Student Time Reporting*. (Note that option 2 links to the Help pages). If the position number already exists then the student may be added. If the position is new and must be created, the employer must complete the on-line request form. This form is available as option 3 on the *Student Time Entry* page.

Timesheets are available from 12:00 noon on Wednesday through 12:00 noon on Monday for recording time.

At noon, the system will no longer accept input of hours worked for the current time period. Note: Monday deadline may be advanced due to holidays. **If the timesheet is not completed by the deadline, the student will not be paid for the time that was not reported.** You will need to submit hours to Payroll Services using the *Wesleyan University Hourly Worksheet* by the end of the business day on Monday or wait until the following week to report those hours not entered.

Special payments, i.e. stipends, to students must be reported manually to Payroll Services using the *Wesleyan University Hourly Worksheet*. This form must be submitted to Payroll by noon on Monday to ensure accurate time reporting. Supervisor approval is required on this form.

Student time reporting is subject to audit and it is your responsibility to maintain accurate time reporting records for your department. Upon completion of the weekly time entry, it is recommended that you print a copy of the Student Time Entry input page by selecting *File, Print*. Attach your individual Student Time Sheets to this form and be sure to file it. You should keep these files for five full academic years. At any point in time, you are able to view prior time records online by clicking on the following menu items: *Wesleyan menu/Student Payroll/Inquire/Student Time Entry Archive*.

For information about granting an employee access to the PeopleSoft Student Time Entry System, please contact Carolyn Pike at [cpike01@wesleyan.edu](mailto:cpike01@wesleyan.edu).

## POSITION vs. GROUP

For reporting purposes, position numbers should be matched to the job descriptions. Employers are encouraged to use detailed Position Titles, other than 'Student Employee'. If the position is new and must be created or, the position title should change, the employer must complete the on-line request form. This form is available as option 3 on the Student Time Entry page via the employer's portfolio.

The use of the Group field is optional. The Group field will be helpful for large employers who monitor student earnings paid out of one department account number but who have various positions numbers supervised by different people.

## STIPEND vs. ALLOTMENT

A stipend is used to pay students a lump sum. These payments are separate from the allotment; an hour's pay for an hour's work. **Stipend Timesheets should be reported manually to Payroll Services using the Wesleyan University Hourly Worksheet.** This form must be submitted by noon on Monday to ensure accurate time reporting. Supervisor approval is required on the timesheet. Departments will be charged 100% of the stipend.

Many financial aid students have an allotment as part of their overall award. Allotments are used to pay students for hours worked and are reported on the PeopleSoft Student Time Entry System. Departments will be reimbursed 50% of the student earnings.

## EMPLOYEE TRAINING CHECKLIST

When students are hired, they become an important member of the work unit. Here are some tips to get started on the right foot:

### Tour

- Provide office introductions
- Where to store coats & book bags
- Where supplies are stored
- Copy/Fax machines
- Job expectations

### Phones

- Important numbers
- Taking messages
- Transferring calls
- Personal phone use

### Computers

- Log on
- Frequently used programs
- Office usage policies

### Office Etiquette

- Dress code
- Hours of operation
- Relaying information to co-workers
- Daily duties
- Office policies & procedures
- Visitor's policy
- Breaks

## RIGHTS AND RESPONSIBILITIES OF A STUDENT EMPLOYEE

As student employees, there are many rights and responsibilities for employment on campus. These should be taken seriously, as they are

now part of a work unit. This same information was printed in the student version of the Employment Newsletter.

- The student employee should always report to work on time so time management skills are essential. Adhere to supervisor guidelines regarding unscheduled time-off from work. Employers rely on student workers to help meet many office deadlines.
- Student employees have the right to know what is expected of them on the job.
- Student employees have the right to bring to the attention of their employer any problems or concerns that may arise concerning the job.
- Student employees should perform the duties assigned to the best of their ability.
- Student employees should dress appropriately for the job as specified by their employer.
- Student employees must give employers one-week notice if they are resigning.
- Student employee must observe confidentiality policies of the employing department.
- Student employees must sign in and out every time they work, indicating the actual times.
- Student employees must submit the completed timesheet to the supervisor every Friday. (Those timesheets handed in late will be paid in the next payroll week.)
- Student employees must notify the supervisor of any job-related accident.
- If the student does not meet the employing department's expectation, the student may be asked to resign.

## EMPLOYEE/EMPLOYER CONFLICTS & CONCERNS

Both the employer and the employee share the responsibility of addressing problems that may occur during the course of the student's employment. There should be realistic expectations of both the supervisor and the employee. The following guidelines have been successfully implemented in dealing with employee and/or employer conflicts:

1. Address work-related problems as they arise, not after they accumulate. Deal with minor concerns before they become major problems.
2. Review job responsibilities, duties, and expectations. Make sure they are clear to both the supervisor and the student.
3. Discussions regarding performance should be conducted in private.

## DISCIPLINE/TERMINATION PROCESS

Employers and students should view student employment as part of the educational process. Supervisors are responsible for setting an appropriate tone at work and making sure students learn the value of work and the skills necessary for success. Students are expected to arrive at work on time and successfully meet the standards required by the job.

The following reasons may be cause for terminating a student employee: unexcused absence, habitual tardiness, and not meeting fully established department expectations.

The following process should be followed prior to termination:

1. Verbal warning
2. Written warning
3. Termination

## SUPERVISOR'S RIGHTS

It is reasonable for student employers to expect student employees to:

1. Report to work on time.
2. Follow the agreed work schedule.
3. Adjust work hours only with timely notification.
4. Provide quality work.
5. Provide quality customer service.
6. Provide notification of limitations so that accommodations might be made.

## SUPERVISOR RESPONSIBILITIES

A review of the general work performance standards is listed below. Departments may have more specific requirements for their employees.

1. During a job interview, it is essential that the Supervisor clearly explain the job responsibilities, performance expectations, pay rates, and work schedules associated with the position.
2. Provide the appropriate training and workspace for each student employee.
3. Notify the Student Employment Office when positions become open, closed, or altered in any way.
4. Be certain the timesheets are accurately submitted to the Payroll Office on a timely basis. The Supervisor Wesleyan ID certifies that the student has actually worked all hours reported.
5. Inform a student about work performance through verbal communication or performance evaluation.
6. Any student that does not meet departmental work expectations may be terminated at the request of the employing department.

Reasons for termination should be communicated with the Student Employment Coordinator.

## WESLEYAN'S NON-DISCRIMINATION POLICY

Wesleyan University is fully committed to a policy of equal opportunity throughout the University, and to this end abides by all applicable federal, state, and local statutes pertaining to nondiscrimination and fair employment practices. For further information contact The Affirmative Action Office at ext.2454.

## EMPLOYMENT COORDINATOR

Sean Martin, Associate Director of Financial Aid would be happy to answer specific questions. He may be reached at (860) 685-2865 or by e-mail at [smartin@wesleyan.edu](mailto:smartin@wesleyan.edu).

## STUDENT EMPLOYMENT QUESTIONS

- The Financial Aid Office, 2<sup>nd</sup> floor, North College.
- Phone: 860-685-2800
- Email: [workstudy@wesleyan.edu](mailto:workstudy@wesleyan.edu)
- Homepage: <http://www.wesleyan.edu/financialaid/studentemploy.html>

## Who's Who in the Financial Aid Office

**John Gudvangen** - Director

**Sean Martin** - Associate Director

**Jackie Outlaw** – Assistant Director

**Shannon Sarver** – Assistant Director

**Jamie Seadeek** – Assistant Director

**Margaret Neale**-Department Assistant

**Dawn Hinton** – Department Assistant

**Ali McFadzen** – Department Assistant