

L&C Student Supervisor Guide

2015-2016

Academic Year

CAS & Common Services - August 31, 2015 through May 5, 2016.

GSEC – September 8, 2015 through April 29, 2016.

Who Can Work

- **Verify the applicant has a Work-Study award prior to selecting final candidates.** Only students registered at Lewis & Clark for the current semester who have a Federal Work-Study (FWS) or L&C Work-Study (LCWS) award as a part of their financial aid package are eligible to be hired in departmental on-campus jobs.
- **Students must cease working before exceeding their Work-Study awards.** A monthly payroll report is provided to each department with remaining award balances for all active students – if you do not receive this report but would like to, request one from Student Employment. Students can access their Work-Study award balances as of the last payroll in Workday. Please create a reasonable schedule plan for the student based on their available award amount and the duration you expect to employ the student throughout the year. Low balance and cease work notifications will be emailed to the supervisor and student employee as appropriate.
- **Students can have multiple jobs but may only work up to 20 hours per week in all jobs combined while classes are in session.** Having multiple Work Study positions will reduce their remaining Work-Study award balance much faster, and makes it difficult for supervisors to track remaining award balance availability. If you have strict schedule coverage requirements, it is recommended that you initially make it clear to the student the amount of Work-Study award that schedule will require, and discuss whether accepting any additional Work-Study positions would be feasible. It is okay to ask the student for a commitment to not accept other positions without discussing it with you first. Supervisors will receive notification when one of their student employees is hired into another position.

Exempted Positions

Because of the nature of a position or the nature of a position's funding, a small number of positions on campus may employ students who do not have a Work-Study award. These positions include:

- Positions funded by ASLC
 - Positions funded through external grants
 - Positions paid by Bon Appetit
 - Para-academic positions such as tutors, lab course TAs, and graders
 - Positions eligible for stipend pay such as musician, overnight host, trip leader, note taker
- Please note that all stipend positions require a hiring request prior to the student beginning work. Stipend payment requests are due by the 20th of the month to be paid on the current Student Payroll.**

Budget Information

- All student earnings (Work-Study and Non-work study) are charged at a dollar for dollar rate to the department's 2015-2016 Student Labor budget. They are all charged to your 5420 (Student Labor – Other) budget line.
- Minimum wage changes generally occur in January of each year. At that time, you can make compensation change updates for all of your student employees. Please budget accordingly.
- Due to the large incoming 1st year class, the Business Office has allowed for your 2015-16 Student Labor budgets to be exceeded by the following rates: CAS = 10%, CS = 5%.
- **Students must cease working before exceeding their Work-Study awards.** Please plan ahead, monitor balances on payroll reports, hire and begin training new student employees accordingly.

Job Posting and Paperwork Requirements

- **All Student employees must be re-hired for the new academic year starting with fall term.**
- All new position openings must be [posted in the on-campus job database \(PeopleAdmin\)](#).
- Student Supervisors must complete a [Student Employee Hiring Request](#) at least 3 business days prior to the start of employment. **(Google Form, not PeopleAdmin request)**
- If you have students returning from the previous year to fill positions, send in the hiring requests prior to classes beginning. Schedule new hires to start at least 3 days after making the job offer. If your department's scheduling absolutely does not allow for this, contact Student Employment to request a rush processing of select positions.
- **No student may begin working before completing I-9 documentation verification.** Hiring confirmation emails will indicate whether the student must complete the I-9 or whether we have one on file. Additionally, you will receive an email from Workday for new student employees requiring I-9s, and an email when the I-9 is completed. We recommend creating a Gmail tag/folder so that you can easily sort and reference these confirmations.
- **International Students** will need to have their first student supervisor complete a form letter to take to the Social Security office. These students may begin working once the I-9 is complete, but must acquire a SSN prior to being paid. [Carolyn Locke](#) in the International Students Office can provide you with this form letter template to be given to the student upon hire.

Breaks and Meal Times

- All shifts of 4 or more hours will provide a 15 minute paid break.
- In addition, all shifts of 6 or more hours require the employee to take at least 30 minutes unpaid meal break.
- Students do not receive compensation for meal breaks, vacation, sick time, or holidays.

Student Payroll

The Student Payroll is run once monthly and pays from the 1st to the last day of each month. It is imperative that student employees, like regular employees, enter and submit their time worked into Workday on a regular and timely basis in order to ensure timely payment.

- Student employees must enter time worked into Workday on a daily or weekly basis.

- Student employees must hit “Submit” on each week’s time entry in order for it to be sent to the supervisor for approval. Students often forget to do this. Supervisors can view un-submitted time for student employees in Workday under “My Team’s Time (Students)” report. Around the payroll deadline time, if you see un-submitted time hanging out - regardless if it is for the position the student has for you or another supervisor - it is best practice to submit the time for the student, then remind the student to remember to submit time themselves in the future.
- **Students must submit all time for the month for supervisor approval by the 1st of the following month.** (E.g. All September time must be submitted by October 1st for approval.)
- **Supervisors must approve this time by the 2nd of each month. Please take a moment to set up a recurring calendar reminder. Additionally, we will send out email reminders.**
- **It is the Student Supervisor’s responsibility to ensure the student has reported the accurate time worked and approve it by the payroll deadline. If you are unable to perform this duty on a regular basis, please strongly consider working with your department to find an appropriate time approver now.** We can arrange for another designated user to have proxy access to your time approval functions, or have the time approver named in Workday as the student’s supervisor. The one directing the student’s work does not need to be the same as the time approver.

Winter and Spring Break Exceptions

Departments staffed during winter and spring breaks may submit requests to Student Employment to allow students to work as Non-work study during the breaks. Please submit these requests as soon as possible prior to the break.

Summer 2016

Who Can Work

- ❖ Supervisors may hire any Lewis & Clark student to work during the summer. **Students who work in the summer do NOT need to have a Work-Study award and may work up to 40 hours per week.** Students who have not earned their entire Work-Study award may continue to earn the remaining balance of their 2015-2016 award through May 31, 2016.

Important Definitions:

- ❖ Student: A student attending classes in the prior academic year who is also registered at Lewis & Clark for the fall 2016 semester. **Incoming Freshman and Graduated Students do not meet the definition of a student employee and must be hired as [Temporary Employees](#), not Student Employees.**
- ❖ Summer: CAS & CS = Friday, May 6, 2016 through Sunday, August 28, 2016.
GSEC = Saturday, April 30, 2016 through Sunday, September 6, 2016.

Job Posting and Paperwork Requirements:

- All new position openings must [be posted in the on-campus job database \(PeopleAdmin\).](#)

- Students continuing from fall/spring positions must be transferred to Non-work study prior to exceeding their Work-Study awards.
- **All students working beyond June 1st must be hired into a Non-work study position.** Use the [Student Employee Hiring Request](#) form to transfer the students to Non-work study before they exceed their Work-Study awards or before June 1st, whichever is first.
- Students who have not worked on campus previously must complete an I-9 form prior to the start of employment.

Budget Information

- Student earnings for May will be charged to the department's 2015-2016 Student Labor budget.
- Student earnings for June, July, and August will be charged to the department's 2016-2017 Student Labor budget. Please plan accordingly.

Resources:

Student Hiring Forms: http://www.lclark.edu/offices/human_resources/jobs/students/forms/

Student Supervisor Handbook:

http://www.lclark.edu/offices/human_resources/jobs/students/supervisor/

Student Supervisor Email List Group – send email to stuemp@lclark.edu to add or remove yourself from this mailing list which contains payroll deadline reminders and occasional important notices regarding Student Employment processes.

Student Payroll Reports - send email to stuemp@lclark.edu to request to receive a monthly report of student payroll charges to your associated cost center. Include cost center number(s).

PioFair – Friday, September 4th, 2015 from 4:30 – 7:00 p.m. This event will feature a table for Student Employment with a list of all current open positions. Don't forget to post your position in PeopleAdmin! Student Hiring Managers can meet with students interested in applying for open positions at their department table, arrange interview times, and/or distribute hand-outs for job descriptions and how to apply.

Student Employment Fair – Wednesday, October 14th, 2015 from 11 a.m. – 1 p.m. This event will allow you to exchange information with students interested in working with your department in the future. Interviews can be conducted for any current open positions and upcoming Spring positions. Use this event to create a pool of interested students that want to work for you, collect resumes, and inform them of upcoming positions (current, Spring, Summer, etc.). An email inquiry for table requests will follow in September.

FAQ:

- Q) What if I don't know if the student I want to hire has a Work-Study award?
- A) Send email with student's name to stuemp@lclark.edu with subject "Work Study Verification"

Q) Do I need to re-hire returning students if they worked for me in Spring/Summer?

A) **Yes. New hiring requests are required each academic year**, and again in Summer (prior to exceeding Work-Study Award or beyond May 31st). You do not need to re-hire fall student employees in spring.

Q) Am I required to use **PeopleAdmin** to post my position?

A) **Yes.** If you have a position that is not being filled by a returning student, you must post it in **PeopleAdmin**. Feedback from our students shows that the lack of representative postings is one of the main obstacles to finding a job on campus.

Q) When is the **Student Employment Fair**?

A) **Wednesday, October 14th, 2015 from 11 a.m. to 1 p.m.**

Q) Why is the Student Employment Fair later this year?

A) Due to the large number of activities the first week, most students are settling in, unprepared, and have not made finding a job a priority. Additionally, many student supervisors have hired for the majority of fall positions by that time, and this leads to poorly managed expectations for students. Because most departments also attend the PioFair the first week of classes, we would like to use this event to promote the remaining positions, and encourage student job seekers to prepare a resume, dress for success, and come prepared to develop professional relationships with student supervisors they are interested in working for during their time at L&C.

Q) If I fail to complete a hiring request within 3 business days of the intended start date, what should I do?

A) Complete the hiring request form and email stuemp@lclark.edu to notify of late request.