L&C Student Supervisor Guide
2016-2017

Academic Year

CAS & Common Services - August 29, 2016 through May 4, 2017.
GSEC – September 6, 2016 through April 28, 2017.

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 hourly departmental on-campus jobs**. Students can find their work-study award information on their Financial Aid Award letters, or by contacting Financial Aid or Student Employment.**
- **Students can have multiple jobs but may only work up to 15 hours per week in all work-study jobs combined while classes are in session.** 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 hourly 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 paid positions require a Student Employee 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 month's Student Payroll.

Stipend Use Criteria (Trainee/Learner criteria):

- The training, even though it includes actual operation of the employer's facilities, is similar to training that would be given in a vocational school.
  - The training is for the benefit of the student.
  - The student does not displace regular employees, but works under the close observation of a regular employee.
  - The employer provides the training and derives no immediate advantage from the activities of the student*, (occasionally, the operations may actually be impeded by the training).
  - The student is not necessarily entitled to a job at the conclusion of the training period.

- The employer and the student understand that the student is not entitled to wages for the time spent training.
- *If the internship is more of a training/learning experience, as opposed to a job, it is typically acceptable if the employer derives some advantage from the student's service. The internship must be predominantly for the benefit of the student and not the employer.

Budget Information

- All student earnings (work-study and Non-work-study) are charged at a dollar for dollar rate to the department's 2016-2017 Student Labor budget. Student Labor expenses are *budgeted* in one account (5420) as it is not known at the time the budget is developed what type of award the student will use. *Actual* expenditures are then charged to specific object codes within the Student Labor budget, depending upon whether the students employed use **FWS (5400), LCWS (5450),** or **Non work-study (5420).**
- Oregon minimum wage changed to $9.75/hour on July 1, 2016. Any positions currently open that were below this new minimum wage have been adjusted effective July 1, 2016.
- Students may now automatically be transferred to Non work-study* when they have exhausted their work-study awards. The transfer process will be monitored and initiated by the Student Employment Office. Student Supervisors are no longer required to track work-study balances, but you must pay close attention not to exceed your departmental student labor budgets.
- *Any student exceeding their work-study award during Fall semester will not be eligible for Spring semester work-study required positions.

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). Positions being filled by your returning student employees do not require postings.
- Student Supervisors must complete a **Student Employee Hiring Request** at least 3 business days prior to the start of employment. (This is a **Google Form, not** a **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. Human Resources or 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, or holidays.

Student Payroll

The Student Payroll is run once monthly and pays from the 1st to the last day of each month. **Student employees are paid on the 10th of the following month, or on the prior Friday if the 10th falls on a weekend.**

Please encourage your student employees to sign up for Direct Deposit in Workday. If the student employee does not choose this option, a check will be available in Student & Departmental Account Services in the lower level of Templeton. Checks are generally held there for pick-up (photo ID required) for two weeks, then mailed to the paycheck mailing address on file. Student employees requesting address changes need to do so through the Registrar's Office. This change will automatically update the paycheck mailing address in Workday.

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

- Departments staffed during winter and spring breaks do not need to transfer student employees to Non-work-study during these breaks. Students may now automatically be transferred to

Non-work-study when they have exhausted their work-study awards. The transfer process will be monitored and initiated by the Student Employment Office. Student Supervisors are no longer required to track work-study balances, but you must pay close attention not to exceed your departmental student labor budgets.

Summer 2017

Who Can Work

- Supervisors may hire any Lewis & Clark student* to work during the summer that has not yet graduated. **Students who work in the summer do NOT need to have a work-study award and may work up to 40 hours per week.** For student employees, Overtime is paid after 40 hours per week. Please use OT minimally, and do not exceed 45 hours per week without prior approval from the Student Employment Office. Student employees working multiple jobs during summer should be advised that it is their responsibility to work with all student supervisors for scheduling work that does not exceed 40 hours a week (except in pre-approved circumstances).
- Students who have not earned their entire work-study award may continue to earn the remaining balance of their 2016-2017 award through May 31, 2017.
- Student employees working on campus are Non-work-study from June – August. Hourly Non-work-study positions not directly related to the student's educational aims accrue sick leave, per Oregon's Sick Time Law. Students may only use accrued sick time for the position on which it is earned. Work-study positions do not accrue sick time.

Important Definitions:

- *Student: A student attending classes in the prior academic year who is also registered at Lewis & Clark for the Fall 2017 semester. During the summer, **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 5, 2017 through Monday, September 4, 2016.
  GSEC = Saturday, April 29, 2016 through Monday, September 4, 1016.

Job Posting and Paperwork Requirements:

- All new position openings must be posted in the on-campus job database (PeopleAdmin).
- **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 June 1, 2017.
- 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 2016-2017 Student Labor budget.

- Student earnings for June, July, and August will be charged to the department's 2017-2018 Student Labor budget. Please plan accordingly.

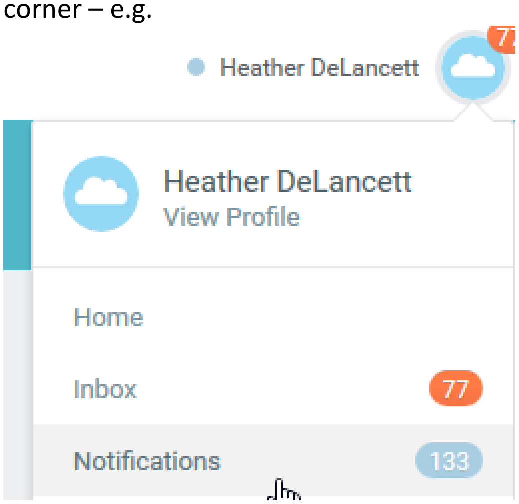
Resources:

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 remove Inactive Student Employees from your Supervisory Organization in Workday. (You can view your Supervisory Organization by typing your name into the search box in Workday, and selecting the Supervisory Organization.) The E-mail list which contains payroll deadline reminders and occasional important notices regarding Student Employment processes is automatically sent to Supervisors of all active hourly Student Employees.

Student Payroll Reports – The majority of these reports are now automated and will be run on the 12th of each month. You can access these reports in your Workday Inbox under Notifications in the top right corner – e.g.



You can also access these reports via the W:Drive
1. Log into Workday
2. Click on your name in top right corner, and pick W:Drive from the dropdownlist.
3. If you don't see the report on the current screen, you can click the More Reports button to bring up more reports.

If you are not receiving a report for all of your associated cost centers/accounts, send an email to stuemp@lclark.edu to request an update and include cost center number(s) to be added.

Student Employment Fair – **Wednesday, September 7th, 2016 from 1 p.m. – 3 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.). Additionally, Human Resources will be processing I-9 document verification for new employees at this time/location. **RSVP your table request to** stuemp@lclark.edu

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 (if student is working 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) If I fail to complete a Student Employee Hiring Request within 3 business days of the intended start date, what should I do?
A) Complete the hiring request form **and** send an email to stuemp@lclark.edu to request rush processing/I-9 confirmation. Do not allow the student employee to begin working before I-9 verification is complete.

Q) What should I use as the start date on the Student Employee Hiring Request?
A) Use the actual date the student will begin working. If this date changes, send an email to stuemp@lclark.edu to update the start date. This is important because the employee can only enter time starting on the hire date you give us.

Q) The Student Employment website looks different. What is happening?
A) We are working to improve the website to include the most up-to-date information to assist you in all of your Student Supervisor duties. We welcome your feedback and suggestions. If you bookmark your favorite pages, like the Student Employee Hiring Request and the Student Supervisor Handbook, these page links will remain the same.