

The Center for Career and Professional Development



Campus Employment Student Training

FALL 2019



Student Eligibility

FEDERAL WORK-STUDY

Only students with Federal Work-Study funds are eligible to work on campus.

Exceptions: PREP, ambassadors, van drivers, scribes, lifeguards, tutors, teacher assistants, game operations assistants, skate sharpeners, Tangerine student workers, and Radio Station student workers.

ONCE FWS OR INSTITUTIONAL FUNDING AWARD HAS BEEN REACHED, STUDENT MUST CEASE EMPLOYMENT


You may split your money between more than one position, but you will not be given additional funding for a second position.

PRE-HIRING STUDENTS

Students graduating in 2020–2022, who have worked but do not have FWS funds, will be grandfathered in until graduation. Pre-hire forms are required.

PRE-HIRE FORMS

Circulated by The Center; must be signed by both student and supervisor.



**STUDENT
ELIGIBILITY**



CAMPUS EMPLOYMENT PORTAL

APPLICANT POOL MODEL

- Allows students to be eligible for more than one job at a time.
- Students will answer questions re: interests, skills, availability, etc.
- Students will see open positions and will be able to select their top 3 choices.
- Upload documents i.e. resumes, cover letters, etc.

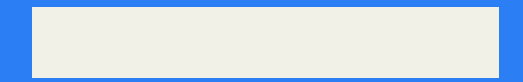
APPLICANT POOL MODEL

- Allows supervisors to indicate how many students they intend to hire and how many hours they intend to employ each student.
- Supervisors can filter and search the application pool to find students who fit their criteria (based on the student input).
- Allows a private and public notes feature for supervisors to leave notes on student applications, as well as for other supervisors.

CAMPUS EMPLOYMENT PORTAL



STUDENT REQUIREMENTS



1 PAPERWORK!

Proof of Right to Work in the United States (Documentation) must be completed prior to working.

*Original forms of documentation necessary.

2 DIRECT DEPOSIT

Students can opt-in to direct deposit for their paychecks. A form must be completed with The Center. A voided check or bank note is required.

3 JOB ACCEPTANCE

Students may not begin working until their Job Acceptance is complete. Once a student has completed their paperwork, they will receive the Job Acceptance via email.

*Timesheets will not be generated if this is not completed.

4 TIMESHEETS

Completion of bi-weekly timesheets is a requirement for students to get paid. It is the responsibility of the supervisor to approve all timesheets by 9pm on the deadline day (schedules can be found on the Campus Employment website).



MISSED TIMESHEET PROCEDURES

**IF THE STUDENT DOES NOT SUBMIT
TIMESHEET ON TIME, OR SUPERVISOR
DOES NOT APPROVE BY DEADLINE**

A paper timesheet must be completed
with The Center for Career and
Professional Development.

**ONCE A PAPER TIMESHEET IS
COMPLETE**

The supervisor must sign and submit it
to the Payroll Office in DePerno Hall,
Room 205C.

EARNINGS REPORTS

- **Pay period:** Listed in the top left corner of the Earnings Report.
- **Position:** E-prefix indicates use of institutional funds; Z-prefix indicates use of FWS funds.
- **Allotted earnings:** E-prefix positions reflect allotted earnings for the entire academic year; Z-prefix reflects allotted earnings by semester.

From Date: 08/27/18 Through Date: 05/15/19		Campus Employment Earnings By Organization						Page 1 of 1				
Banner ID	Student Name	Position	Suffix	Job Title	Allotted Earnings	Rate	YTD Hours	YTD Earned	Fall Earned	Spring Earned	Remaining Balance	Status
Conference Office Operations												
		E13350	00	Events & Conf. Program	2,200.00	11.10	200.50	2,145.40	1,190.80	954.60	54.60	A
		Z13350	00	Events & Conf. Program	1,350.00	11.10	184.00	1,992.00	748.80	1,243.20	106.80	A
Number of Employees: 2					Totals:	\$3,550.00	384.50	\$4,137.40	\$161.40			
Jobs with E-prefix reflect allotted earnings for entire academic year. Jobs with Z-prefix reflect allotted earnings for current semester only.												
Budget Manager: Joni Pulliam					Annual Budgeted Amount: \$5,852.00				Remaining Budget: \$1,714.60			



RECOMMENDED TRAINING & ONBOARDING

Effective onboarding serves as a retention tool and increases student engagement and inclusion within the office department.

Onboarding establishes: Role clarity, job satisfaction, and commitment.

Things to consider for onboarding:

- Student welcome packet
- Confidentiality policy
- Workplace orientation and welcome
- Student profiles for bulletin board



SUPERVISING & GUIDED REFLECTIONS

Ongoing conversations between supervisors and students are encouraged!

- Develop professional relationships.
- Engage in conversation about the work students are doing and how it impacts the office/department.
- Discuss how the work contributes to the students' transferable skills that they will use in their future careers.
- Provide positive feedback and constructive criticism.
- Provide clear expectations regarding office/department etiquette, culture, appropriate dress, hours requirements, etc.
- Goal setting.

EVALUATIONS & PROFESSIONAL DEVELOPMENT

In addition to routine supervision meetings, supervisors are encouraged to participate in a formal evaluation process where students receive a written evaluation at the end of each semester.

Encourage students to participate in ongoing training and professional development consistent with the office/department culture.



Questions?

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