



# **Welcome to HR Support: Student Employment**

A vibrant landscape with a bright blue sky and a lush green field. The sky is filled with wispy white clouds and several white contrails from an airplane. The field is a dense, bright green, and a line of trees is visible on the horizon.

# Location of information shared today:

[new.sewanee.edu/hr/student-employees](https://new.sewanee.edu/hr/student-employees)

## Types of Student Employment with Maris



## 2 Types of Student Positions

### Student Budgeted (SB)

Students employed in SB jobs receive wages paid for by the department for which they work.

### Federal Work Student (FWS)

A financial aid program that allows students to work on-campus or with approved off-campus community service employers to earn money to pay for college expenses. Eligible students are awarded FWS when they complete their Free Application for Federal Student Aid (FAFSA).

FWS jobs are funded through the Office of Financial Aid.

\*For the purpose of this session, student scholarship jobs will be within the FWS group.



# Resources for Students

# Resumes and Cover Letters

Career Readiness + Student Success has online and in-person resources to help students create applications materials, apply, and interview for their roles.



# Finding Positions:

## FWS Positions

- Contact the Office of Financial Aid

## SB Positions:

- Explore Handshake
  - Student job postings and application system
- Ask their friends who have jobs
- Speak directly with a staff or faculty member who manages the department or program



**Hiring Students with Sarah**

RECRUITMENT



# Pay Rates for Student Positions

For student jobs, we guarantee no less than the TN State Minimum Wage of \$7.25 per hour.

## Work Study (FSW)

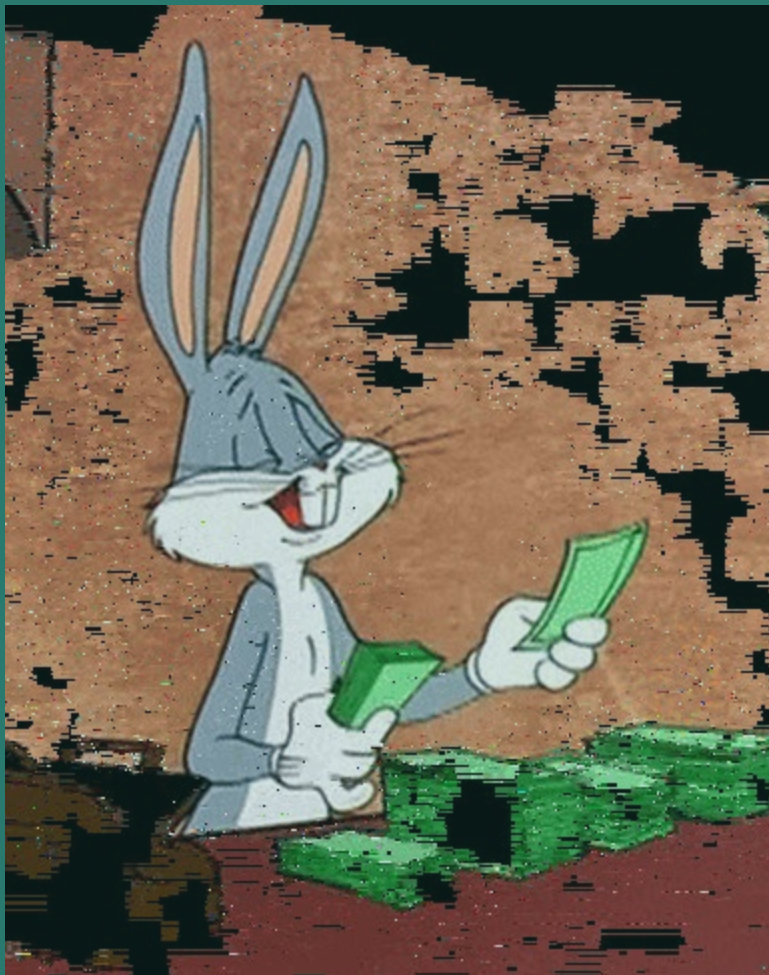
Office of Financial Aid

## Student Budget (SB)

- Determined by hiring managers and individual departments.
- Important to be fair and consistent
- No prescribed guidelines at the University

Best practice:

Choose a fair starting wage for each type of position and allowing higher wages for a higher level of responsibility/experience/skill.



## Example pay rates:

Entry- \$7.25

Skilled- \$7.85

Summer- \$8.50

Advanced- \$8.60

## Posting SB positions:

### Job descriptions

- Include:
  - Responsibilities
  - Hours
  - Duration of job
  - Any other important details

### Handshake

- Online Form
  - Will be asked to provide a deadline for applications
- Receiving applicants
  - After the deadline, a PDF bundle of applications will be sent via email for review.
  - If you would like to explore other application delivery options, you may reach out to Career Readiness + Student Success.

## Sewanee Student Request Form

Please complete this form if you would like to offer a job opportunity to a Sewanee student.

Your submitted form is sent to Career Readiness + Student Success to post on Handshake for only Sewanee students. Students apply for positions directly on Handshake. After the deadline, a PDF bundle of applications will be sent via email to you.

First Name \*

Last Name \*

# Determining who to hire:

## Before Interviews

### Reviewing Applicants:

- Screen applicants using a systematic approach based on the qualifications required to be able to accomplish the job
  - The job description can be the foundation for screening criteria

### Interview Questions:

- Develop a list of interview questions that reflect the knowledge, skills, and competencies that will assess an interviewee's success in the position.
- Use the same questions for each interview.

# Determining who to hire:

## Interviews:

Conduct at least one interview.

- This could be a learning experience for the student applicants.

Be aware of unconscious bias.

- Focus on evaluating the students' ability to perform the job not how much you like them

# ADA

If the applicant you want to hire is disabled and self-discloses any accommodations they will need, the student will need to work with Student Accessibility Services and Human Resources.

If supervisors have any questions regarding the accommodation process, contact Human Resources.

## Hiring a student

### Work Study (FWS) jobs:

- Office of Financial Aid

### Student budget (SB) jobs:

- **Student Hiring Google Form**
- Student's name, position title and pay rate will be needed before completing the form.

# 2024-2025 Student Hiring Form

Begin by entering the Supervisor's Email. Use this form to request the hire to be paid through your Departmental Budget

[Sign in to Google](#) to save your progress. [Learn more](#)

\* Indicates required question

Email \*

Your email

Supervisor Name \*

Your answer



## Additional Hiring Thoughts

Student employees need to be hired for each academic year.

Summer hiring is a separate process even if they worked during the academic year.



## BEFORE a student can start working:

After you've communicated the job offer to the student *and* they've communicated their acceptance of the position, you are required to determine if they are authorized to work **PRIOR** to their first day of performing any work.



A yellow rectangular sign with the word "AUTHORIZED" written in large, black, sans-serif capital letters. The sign is positioned behind a chain-link fence, with the metal mesh visible on the left and right sides. The background behind the sign is a bright, clear sky.



**Sewanee Work Authorization Complete**

## To Confirm:

### Easiest Way:

Secure Student Directory as shown here - you will need to log-in with your SSO credentials

### If not indicated:

Send the student to HR to complete the process.

**Onboarding w/ Sarah**

**WELCOME**



# HR's Student Onboarding

Students will complete the following PRIOR to their first day:

W4

Direct Deposit

I9 - Employment Eligibility Verification

- Requires HR to view their physical documents in person
- Drivers License
- Social Security Card
- Passport

Most of the employment eligibility process is completed remotely with the final piece **requiring an in-person inspection of documents.**

# International Students

- International students in lawful F-1 and J-1 status are eligible to work on campus if enrolled for a full course of study.
- International students will have additional steps within the onboarding process and will be asked to complete information through our Glacier system.
- Once offered a job, the international student must have applied for a Social Security card from the Social Security Administration prior to beginning work.

## Resource for International Students:

- Office of Global Citizenship will assist the students in obtaining necessary documentation.

## Working Hours:

- Eligible international students must not work in excess of 20 hours per week due to visa restrictions.
- During semester breaks and during the summer semester international students may work up to 40 hours per week.

# First Few Days

Supervisors are encouraged to:

- Welcome them to their workspace
- Introduce them to co-workers
- Ensure they complete all HR onboarding documentation
- Set and clarify job expectations
- If available, provide any guidelines/work rules and where to find resources

Tip: Whatever you would do to welcome a professional staff member, attempt to do for student staff as well

A close-up photograph of a hand dropping a coin into a blue piggy bank. The piggy bank is bright blue with a smiling face and large eyes. The background is a soft-focus teal wall. The text 'Payroll with Barbara' is overlaid on the left side of the image.

**Payroll  
with Barbara**

<b>Pay Period Start (Saturday)</b>	<b>Pay Period End (Friday)</b>	<b>Time Entry Period Ends (Monday at 5 p.m.)</b>	<b>Approval Period Ends (Tuesday at 5 p.m.)</b>	<b>Pay Date (Friday)</b>
<b>Student Payroll Schedule</b>				
3/23/24	4/19/24	4/22/24	4/23/24	4/26/24
4/20/24	5/10/24	5/13/24	5/14/24	5/17/24
8/26/24	9/20/24	9/23/24	9/24/24	9/27/24
9/21/24	10/18/24	10/21/24	10/22/24	10/25/24
10/19/24	11/15/24	11/18/24	11/19/24	11/22/24
11/16/24	12/13/24	12/16/24	12/17/24	12/20/24
12/14/24	1/10/25	1/13/25	1/14/25	1/17/25



# Recording Student Hours

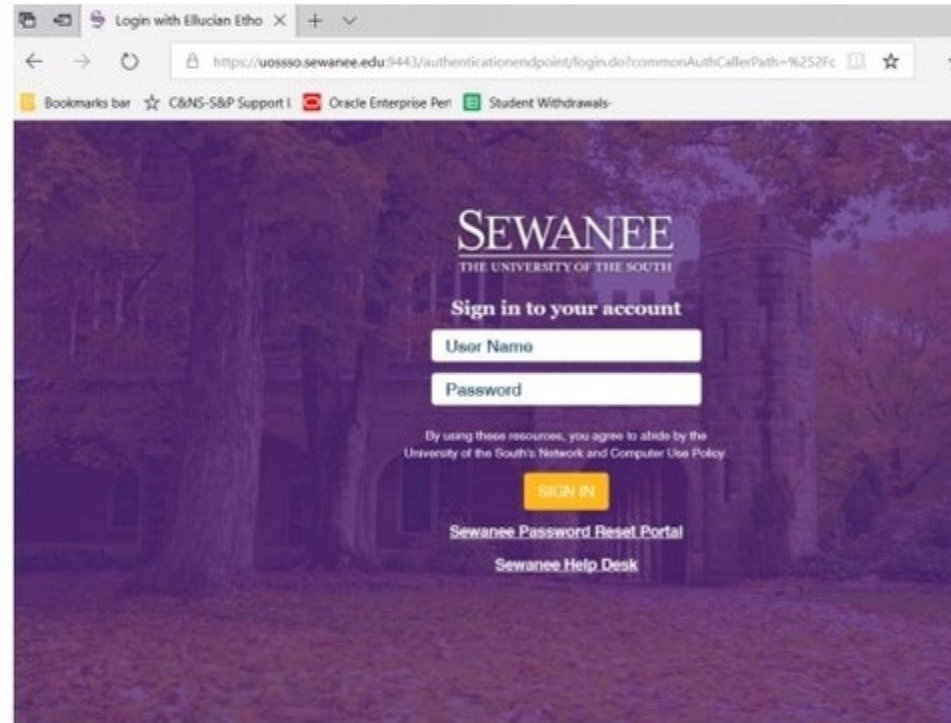
Students will record their hours worked within an electronic timesheet within Banner Self Service. Instructions are within the website. If a hard-copy (paper) timesheet is needed, it can be downloaded within the website as well.

## Missed a deadline?

The student's payment will be included in the next scheduled payroll processing.

## WEB TIME ENTRY

- Login to Self Service : <https://ssbssso.sewanee.edu:8443/ssomanager/c/SSB>
- Enter your Userid and password



The screenshot shows a web browser window with the URL <https://uosso.sewanee.edu:8443/authenticationendpoint/login.do?commonAuthCallerPath=96252fc>. The page features the Sewanee University of the South logo and the text "Sign in to your account". Below this, there are two input fields: "User Name" and "Password". A yellow "SIGN IN" button is positioned below the password field. At the bottom of the page, there are links for "Sewanee Password Reset Portal" and "Sewanee Help Desk".

# Approving Timesheets

Review and approve the student's submitted timesheets within Banner Self Service.

Instructions are within the website

If a hard-copy (paper) timesheet is needed and submitted by the student, sign the timesheet and email directly to payroll by the designated deadline.

## Missed a deadline?

If an approval deadline is missed the student **WILL** be paid for the hours they entered into their timesheet. This is **NOT** ideal since payroll cannot verify the accuracy of the time submitted.



A close-up photograph of a person's hand holding a white notebook. The hand is wearing a dark suit jacket and a white dress shirt cuff. The notebook is held horizontally, and the text is overlaid on the white cover. The background is dark and out of focus.

# **Supervising Students with Jessica**

## What is expected of supervisors of student employees?

Responsible for :

- Ensuring students are authorized to work at the University
- Ensuring timely and accurate reporting of student work hours
- Reviewing and approving in a timely manner students' hours worked
- Promoting professionalism and integrity by ensuring students:
  - report to work on-time
  - dress appropriately
  - work their scheduled hours
  - complete in a satisfactory manner the tasks assigned to them
  - notify you in advance of any schedule changes

# Helpful Practices for Managing Effectively

## Departmental Student Guidelines/Work Rules

- Create a written document outlining work rules or student guidelines
- Set clear expectations for student behavior, performance, and professionalism
- Provide flexibility while maintaining standards similar to professional staff
- Consult HR for support in developing these documents.



# Helpful Practices for Managing Effectively

## Performance Expectations

- Set and clarify expectations when a student begins
- Remind students of expected results, available resources, and consequences for underperformance
- Provide opportunities for on-the-job training and improvement
- Consider setting goals and objectives, and conducting performance evaluations, to give students valuable experience



# Helpful Practices for Managing Effectively

## Corrective Action

- If a student's conduct or performance requires corrective action, consult HR.
- Corrective action may be given for violations, poor performance, or failure to meet expectations
- Apply corrective action fairly, progressively, and consistently across the department

## Terminations

If termination is deemed necessary after corrective actions and consultation with HR:

- Consult with supervisor's supervisor and/or department head.
- Notify Financial Aid if the student is within a FSW job.

## General tips:

- Remember that the intent is to correct performance or behavior
- Don't surprise the employee, give feedback regularly

## Tips for supervisors:

### Turnover and Schedules

- Expect and Manage Turnover.
  - Anticipate regular turnover as students typically work short-term
  - Have departing students train new student workers when possible
- Flexible schedules.
- A student's primary focus should be their studies.
  - Support flexible schedules around students' class schedules
  - Plan for fluctuations in workload and productivity levels based on academic calendars



## Tips for supervisors:

### Know Campus Resources

- Students are going through more than average life changes, significant identity development; career, personal and academic life decisions; and everything from homesickness to family crises may pose a challenge.
- You will be most effective if you familiarize yourself with available campus resources, and encourage your student staff to seek those as needed.
- Contact HR if you need help knowing what office to contact as a resource for a specific situation.



# Tips for supervisors:

## Make it Meaningful

- Provide opportunities for students to do meaningful work.
  - Students want to make a difference.
  - Offer opportunities, support, and constructive feedback, and they will bring their best.
- 
- Managing their own project
  - Managing a specific process
  - Serving on a search committee



# Tips for supervisors:

## Make it Enjoyable

- Create a workplace that has room for fun and social interaction.
- Take an interest in their world outside of their student job.
  - What is their major?
  - What are their goals and interests?
  - Where are they from and where do they go during school breaks?
- This will make them likely to learn more and be more productive, while also enjoying working for you!

## Key Take Aways

We cannot pay student that we do not know about.

Students cannot begin working before HR onboarding is complete.

HR does not track hours worked or budget spending.

For many students, this is their first job and can benefit greatly from the guidance you provide.

