Student Employment Handbook for Supervisors

Student Employment Office

The DePauw Student Employment Office coordinates employment for students and supervisors during the academic year.

Contact Information:
Student Employment - Financial Aid Office
Emison Building 2nd Floor
204 E. Seminary Street Greencastle, IN 46135
765-658-4281
studentemployment@depauw.edu

Eligibility Requirements for Students

- Students who have either Federal Work Study or DePauw (Institutional) Work Study in their financial aid package are eligible to apply for any job on the student employment job board.
    - All Work Study eligibility is determined through the financial aid process.
- Students who do not have work study in their package will only be permitted to apply for jobs that require a certain skill or specialization.
- Students can review their financial aid package and determine their work study eligibility on eServices or by contacting the student employment office directly.

Monitoring Work Study Limits

- Students may not exceed their work study award for the academic year.
    - In most cases, students should not work more than 8-10 hours per week in order to stay within their work study award cap.
- Students are responsible for keeping track of how many hours they work per week in order to stay within their work study award.
- The student employment office will notify students and their supervisors when:
    - A student is no longer allowed to work as they have met or exceeded their work study award limit.
    - A student is approaching their work study award limit.
- Students are currently permitted to have up to two on-campus jobs at a time.
    - If a student cannot get at least seven hours per week between their two jobs, they may reach out to student employment via email to ask for an exception to pursue a third job.
    - The exceptions committee will meet to determine if their situation fits the predetermined criteria for an exception. The student will be notified of the committee's decision via email.

- **International students may NEVER exceed 20 hours per week of employment. Violating this rule can lead to serious consequences in terms of immigration. International students must carefully monitor their hours.**

Student Employment Guidelines

- If a student is new to employment at DePauw, they are NEVER allowed to start working before their paperwork has been finished. Due to employment laws, there is NO exception to this rule. Students must first be legally cleared to work.
    - Student employment will always notify the supervisor once the students have been cleared for work.
    - If the supervisor is unsure, reach out to student employment.
    - It is the supervisor's responsibility to avoid a situation where a student ends up breaking employment laws because they started work before they were cleared.
- Students who have worked on campus before will still have to apply through Workday. They will not have to redo any paperwork but still require clearance from student employment before they start working.
- Supervisors should schedule student hours based upon their student employment budget in combination with the student's work study award cap.
    - It is the supervisor's responsibility to track budget spending.
    - It is the student's responsibility to track their work study award.
    - As a reminder, students should not work more than 8-10 hours per week total in order to stay within their work study award cap.
    - If the student employment budget allows for more than 8-10 hours per week per student, then the supervisor should hire more students for the job.
        - For example: Hire two students at 8 hours per week, versus one student at 16 hours per week.
- Students are responsible for inputting their own hours into Workday. While the supervisors must approve those hours, they should not be recording hours on behalf of the student.
    - If the student needs to input their hours and they continue not doing so, inform student employment immediately. A meeting will be scheduled with the student to warn them that if they do not start inputting their own hours, further disciplinary action, up to and including their suspension from student employment at DePauw, may be taken.
- It is the supervisor's responsibility to make sure hours are correctly input into Workday and approved timely.
- Supervisors are not permitted to have students complete personal tasks for them while on the clock.
    - Student employees are to carry out the tasks included in their job descriptions pertaining to DePauw functions. They are not personal assistants and should NEVER be treated as such.
    - Some examples include: babysitting, picking up kids from daycare, grocery shopping, etc.

- Unless a student is specifically hired in a teaching related position (STEM guide, tutor, etc.) they should not be participating in activities related to other student's education (proctoring exams, teaching or tutoring in a professors' absence, etc.)
- Supervisors will assume full responsibility for any and all necessary training for the students' positions.
- The student employment office does not have an official policy regarding dress code, cell phone use, and homework on the clock. Different departments across the university have different needs, work environments, and expectations. However, it is likely that individual departments will notify student employees of their own personal sets of expectations.

Processes for Supervisors

Workday

DePauw University uses Workday for job posting, hiring, document collection, payroll, etc. The link to Workday can be found at http://workday.depauw.edu/ and will be referenced many times throughout this handbook. Students and supervisors should familiarize themselves with these processes.

Training resources are available at https://www.depauw.edu/it/workday/support/:
- Click on **Workday - Support Guides & Related Materials for Campus**
- Click on "Training Materials & Recordings" and/or "Human Resources Processes."

Payroll
- Job aids for entering hours worked in workday are located at https://docs.google.com/document/d/1fi4ubjbwEefFIPQD66fssmdKzaTx7m2Qb6R0edkoubY/edit?tab=t.0.
- For any questions regarding Workday (timecards or payments/payment methods,) please reach out to payroll@depauw.edu.

Create Positions

From the Workday Home page, use the Search field to find "Create Position".
1. Use the Search field to locate the app
2. Select Create Position
3. Using the Pull Down, select the Supervisory Organization for this new position, then select Ok.
4. The detail form is now presented.
5. The following information needs to be entered:
    a. Job Posting Title (Required) - Title that this position will be posted as.
    b. Number of Positions (Required) - Defaults to 1.
6. Enter the following information on the Hiring Restrictions tab:
    a. Availability Date (Required) - Recommended to use current date.

b. Earliest Hire Date (Required) - Recommended to use current date.
c. Job Profile (Required) - Use the Pull Down to make a selection. (Student-IWS and Student-FWS)
d. Job Description Summary and Job Description - To be completed based on a Compliant Job Description Template, contact student employment for this Template.
e. Location (Required) - Use the Pull Down to make selection.
f. Time Type (Required) - Part Time, select from the Pull Down.
g. Worker Type (Required) - Employee, select from the Pull Down.
h. Worker Sub-Type (Required) - (Student-IWS and Student-FWS)
i. Default Weekly Hours: 40
j. Scheduled Weekly Hours: 10
k. Comment (Required) - Must provide rationale as to why this position is needed.
l. Click Submit
m. Position has been submitted

Email studentemployment@depauw.edu and advise if you have students you wish to fill the position, or if you prefer to create a requisition to post the position to the Student Job board in Workday.

Next up:
1. Select Costing.
2. Under the Program, select your organization from the pull down.
3. Click the 
4. This will populate the Cost Center and NACUBO fields for you.
5. Select Submit.
6. The new position has now been sent to HR for position and compensation review.
7. Once HR has completed their review, the position is sent to the VP for approval.
8. Once approved, it is sent back to the supervisor to enter a costing allocation change if needed.
9. Select Submit.
10. HR is notified that the process is complete.

Create Job Requisition

Once the position has been created, the next step is to create the Job Requisition **IF** posting to the Student Job board.

From the Home page, use the Search field to find “Create Job Req”.
1. Use the Search field to locate the app
2. Select Create Job Requisition
3. Enter the following information:

a. Copy Details from Existing Requisition (Optional) - You can use an existing requisition as a starting point for this new requisition. Use the Pull Down to find the requisition you want to use.
b. Supervisory Organization (Required) - Should default. If not, select from the pull down.
c. Select For Existing Position or For Multiple Existing Positions.
d. Position (Required) - Select from the pull down, note if you are not replacing an employee be sure to select the Unfilled position(s).
e. Worker Type (Required) - Select from the pull down.
f. Select Ok.
g. Under Recruiting Information, scroll to Recruiting Details.
h. Select  and enter the following information:
    i. Reason (Required) - Select Recruiting
    ii. Select from the pull down
    iii. Select Recruiting Instructions from the pull down. This determines the job boards (internal or external) you would like the position posted.
        1. Target Hire Date (Required) - Best to use current date.
        2. Target End Date (Optional)
        3. Click  to save the updates.
    iv. Select Next.
    v. Review the Job details and then click Next.
    vi. Review the Organization's details and then Next.
    vii. In the Attachments section, attach any documentation that is required for this posting. Click Next to continue.
    viii. Assign Roles - Add the roles for Recruiting Search Committee Chair and Search Committee members, by clicking Add.

Access a Worker’s Time

Managers are required to review and approve all time for hourly workers, including student staff. There are many ways to access a worker’s time. The most common way is to use My Tasks and take action on the open tasks. Another way is to select Team Time from the App menu. Both are detailed below:

<u>Approving Time from My Tasks</u>

From the home page, select My Tasks. 

1. Select All Items and then select an open Time Entry task.
2. After selecting an employee, review the time in the Time Entry Approval Window.
3. From here, you can Approve or Send Back the timecard to the employee. Click Approve to complete the approval process.

4. If corrections are required, click Send Back, and the employee will be notified through their My Tasks.

Manage Time using Team Time

From the Team Time application , you can review and approve time, submit time for an employee, make changes to an employee's timecard, review the Team Absence Calendar as well as view your Direct Reports.

From the Home Page, select Menu.

1. Select Team Time.
2. Select Review Time to review and approve time.
3. Enter the following information in the Review Time window:
    a. Date - required.
    b. Worker Type - optional drop down.
    c. Employee Type - optional drop down.
    d. Show - required:
        i. All Workers
        ii. Workers with Hours to Approve
        iii. Workers with Unsubmitted Hours
    e. Period Schedule - optional drop down.
    f. Pay Rate Type - optional drop down.
    g. Job Exempt Status - required
        i. All Workers
        ii. Exempt
        iii. Non-Exempt
4. Select Ok.
5. To review time, click on the employee name.
6. From here, you can review Absence Balances, Approve, Enter Time for Worker or Send Back to the worker.
7. Select the employee(s) that you want to approve time for.
8. Click Approve.
9. Employee receives notification that the time card was approved.

Enter and Submit Time Using Auto-Fill From Prior Week

You can enter and submit time on behalf of an employee by doing the following.
From Team Time, select Enter Time for Worker.

1. Select the worker from the drop down menu and specify the date
2. Select Ok.
3. Select the Actions drop down. Your options may vary depending on your time entry configurations.
4. Select Auto-Fill from Prior Week.
5. Select Auto-fill from Prior Week for the specific week.

6. Select Ok.
7. Time is populated based on the week selected.
8. At the bottom of the page, select Review.
9. Select Submit. A pop-up displays confirming the submission.

Review Time for Multiple Workers

From the global search located at the top of your screen:
1. Search for and select the Review Time report.
2. Enter a date and use the filter options to narrow the results of employees.
3. Select OK.

You can review your team's time in the Time Period Summary table. A Position column displays if one of your direct reports has multiple positions, but this column will not appear if all workers have only one position. You can review how Workday categorizes hours for each worker, such as hours to approve or overtime hours. You can choose a worker's name to drill down to employee-specific time data, then use the arrows to navigate between individual workers. Additionally, you can enter time on behalf of workers from this page by choosing the worker's name and selecting the Enter Time for Worker button.

Approve Multiple Worker's Time

From the Time and Scheduling Hub app, select Review Time report:
1. Select the corresponding checkbox for each worker you wish to approve time for.
2. Select Approve.
3. Review the approved time by selecting the Time Approved arrow.

Wage Guidelines

- After reviewing job descriptions, student employment will be responsible for assigning a wage tier to each student position by analyzing the duties of the position.
- The wage tiers are as follows:
    - $9 an hour for jobs with a lower specialization level
    - $10 an hour for jobs with an intermediate specialization level
    - $11 an hour for jobs with a higher specialization level
- If the position currently makes more than these tiers and/or it should make more than these tiers, the supervisor will need approval from their vice president to pay it at a higher rate.
    - Approved documentation from the VP will need to be sent to student employment and payroll.
- If the wage tier assigned to the position doesn't accurately reflect the duties of the position, supervisors may request a review by contacting student employment.

Conduct Issues

DePauw University recommends using a staged progressive discipline approach when dealing with student conduct issues. They are as follows:

1. Counseling: having a discussion with the student regarding corrective action to their behavior
2. Verbal Warning: having a discussion with the student letting them know that the behavior discussed in counseling has not improved and that this is to be considered a verbal warning.
    a. Supervisors will document this by putting the minutes of the discussion in an email sent to that student after the discussion. Copy student employment on this email.
3. Written Warning: the written warning will be an email sent directly to the student letting them know that their behavior has still not improved and that this is to be considered a written warning. At this point, they should also be informed that if their behavior does not improve, further disciplinary action may be taken.
    a. Copy student employment on this email.
4. Final Warning: this is an email sent directly to the student informing them that this is their final warning. If their behavior does not improve immediately, disciplinary action WILL be taken including but not limited to termination.
    a. Copy student employment on this email.
5. Further Action/Termination: in most cases, the final action will be termination.
    a. All student terminations must be run by HR and student employment before proceeding.
    b. Depending on the severity of the circumstances, the termination may occur via email or an in-person discussion at student employment or HR with the student and the supervisor present.

- It is VERY important that supervisors follow every step of this progressive discipline approach and **document every stage**, barring any student behavior that is significant enough to accelerate the policy to further disciplinary action, up to and including termination.
    - While this might be uncomfortable sometimes, we need to ensure we are covered legally.
- It is also critical to communicate to students that there are consequences for their actions.
    - For example: If a student has an attendance issue, it is not enough to remind them that they are expected to come to work. Supervisors MUST also tell them that if they are absent again, there will be further disciplinary action, up to and including termination.