



# SUPERVISION OF STUDENT EMPLOYEES



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## Prior to Starting the Job

- **Students who have not previously worked at Rose-Hulman, may not begin employment without first coming to the Office of Human Resources** located in room A113 in Moench Hall.
- **Students who have worked for the same department and supervisor within the last 12 months, do not have to come to Human Resources (unless tax or direct deposit information has changed).**
- **Students who have previously worked but are changing or adding departments must come to the Office of Human Resources to complete a new Student Employee Checklist.**

Human Resources has a checklist (on page 7) indicating that the student has completed all required documents. Once Human Resources has reviewed and signed the checklist, the student will return the checklist to their supervisor. *Once the student has given the supervisor the checklist signed by Human Resources, then the student may begin working.*

In compliance with the Department of Homeland Security in completing the form I-9, please advise your student worker to bring **original, unexpired identification documents** proving they are eligible for employment in the United States (a copy of form I-9 required documents is on page 8 so you can advise students as to the choice of documents required). **We cannot accept copies or faxes of the documents – they must be the originals and are to be checked by Human Resources.**

Students must have a social security number before they can begin working in any job.

## Work Schedules

The supervisor is responsible for establishing a clearly defined work schedule which is compatible to the time requirement of both the student and the department. As with any other employee, at the time the student employee works over 40 hours, they must be paid overtime wages at the rate of 1.5 times their hourly wage. It is important for each department to check to see if the student is working more than one job. The department in which the student works last, which puts them over 40 hours, is charged the overtime.

The work performed by student employees must be properly supervised. Supervisors should expect the student employee to work hours scheduled and to perform satisfactorily those tasks which are assigned. If the student employee does not perform as expected, the student employee may be dismissed.

## Job Orientation

In some cases, the student's first day on the job can be a difficult one, especially if it is the first job the student has held. The supervisor should be aware of this possibility and, as the employer, realize that (s)he may be the determining factor as to whether the student is to become a well-adjusted, reliable worker or a careless employee. In assisting a new student employee, the supervisor is encouraged to utilize the following orientation approach:

Welcoming: The new student employee should be introduced to everyone in his/her immediate office or work area.

Job Orientation: This phase is particularly important, requiring time and patience to complete. However, new student workers frequently arrive at a busy time when they cannot be given sufficient instructions. Following is a suggested pattern which can be implemented as time permits:

1. Explain the job thoroughly, step by step. Establish quality standards wherever possible.
2. Discuss the work schedule and any breaks the student employee may have.
3. Require a little routine work during the first day.
4. Provide orientation time for office equipment, if appropriate, and give help as needed.
5. Explain the use and storage of materials and supplies.
6. Give the student time to become familiar with the filing system and any office materials.

Job orientation of new student employees takes extra time; however, the amount of time saved from not having to constantly supervise the student will be beneficial in the long run.

## **Student Evaluations**

Written evaluations of student employees are not mandatory. However, it is suggested students are informed either formally or informally how they are performing. It is important for student employees to know they are doing a good job, and equally important to know where improvement might be necessary. This is especially true for student employees as we are grooming them to move into the workforce.

There is a sample student evaluation form at the end of the Guide.

If a student's job performance is inadequate, the evaluation form may be used as a method of pinpointing areas which need improving. It is also a time to reinforce expectations and give fair warning if dismissal is a possibility.

## **Monitoring Student Earnings Limit for Federal Work Study**

Based on federal legislation, any student receiving federal campus based aid paid through the Rose-Hulman Institute of Technology payroll system or a community employer must consider wages earned as part of his/her total aid package, along with any loans, grants, scholarships, etc. Once a student has reached the earnings limit stated on his/her certification card, (s)he is not eligible for further federal work study employment. However, if the department wants to keep the student worker, they can pay the student worker out of their departmental budget (if funds are available).

Banner Web Time Entry reflects the current dollar amount available from the student's Federal Work Study award – it is easy for them to monitor if they are working one job. Even with more than one position on campus, the student's bi-weekly pay advice will track the total amount remaining. Also, you and Payroll will be notified via e-mail when the student is reaching \$200.00 or less; following is an example of the e-mail generated:

*The following student has reached a balance remaining in their Work Study/Work Opportunity Financial Aid Award of 200.00 or less.*

*Student Name:*

*Banner ID:*

*Supervisor:*

*Position Number:*

*Hourly rate of Pay:*

## Time Sheets and Paychecks

The student employee submits his/her electronic time sheet through Banner Web Time Entry where it is approved by their immediate supervisor (or their specified proxy). The supervisor is certifying that the time sheet is a true statement of actual hours worked during that pay period, in a satisfactory manner. Hours must be submitted exactly as worked; (i.e. it is not acceptable to not report time for two or three weeks and then record and submit 30 hours on one day). As the supervisor you are responsible for ensuring the student is working a schedule approved by you and submitting time to reflect that schedule. If a student has an "in progress" or "not started" timesheet and you know that student has worked, you need to immediately contact the student and have them submit their timesheet for your approval or have them complete a paper timesheet (if past submission deadline), prior to them starting their next shift.

The student employee is paid bi-weekly. There is a Student Pay Schedule showing the Pay Period Beginning date, Pay Period Ending date, date electronic time sheets are to be submitted by and pay date located at <http://www.rose-hulman.edu/HR/Student%20Employment/index.html>

**The practice of "banking hours", i.e., paying a student in one pay period for work performed in another period (either previous or future) is not permitted and is illegal. Hours of work must be reported on the day they are worked.** If the student has failed to record their hours in Banner Web, then the student is responsible for completing a paper timesheet; either by printing one from the HR/Payroll website or by coming to Human Resources to obtain one. All pay periods where time is not submitted through Banner Web by the due date, must have a paper timesheet completed and returned to Human Resources prior to the cutoff date for the pay period in which hours were worked. Again, hours worked must be reported exactly as they were worked.

**Also, if a student runs out of work study funds, they cannot volunteer to work and not get paid. Under the rules of the Federal Fair Labor Standards Act, we can't accept volunteer work from any paid employees, including students.**

## **Minimum Wage and Overtime**

As of July 24, 2009, the minimum wage went to 7.25 per hour; students must be paid at least the minimum wage. The Fair Labor Standards Act deems that anything worked over 40 hours in a work week (our work week is Sunday through Saturday) must be paid at the overtime rate of one and one-half times the regular rate of pay. It is important for you to know if a student is working more than one position, because once they go over 40 hours in a work week, we are required by law to pay them overtime on those hours over 40.

## **Dismissal of Student Employees**

### **Dismissal Procedure**

If a student employee's performance proves unsatisfactory, the supervisor will advise the student of the performance issue(s) and indicate what improvements are necessary. If the problem is not resolved, termination procedures may be initiated and the student employee notified of the release (preferably in person) by the department supervisor.

A student may be dismissed for inefficiency, inability to perform an assigned task, dishonesty, insubordination, gross negligence or conduct unbecoming an employee in which the health, welfare, or safety of another employee/employer, person or the workplace is negatively affected.

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This Student Employment Guide is intended to be a reference tool for student employee supervisors. Specific questions not answered in this guide should be directed to the Office of Human Resources or the Office of Financial Aid.

# Student Employee Checklist

Name of Student Employee \_\_\_\_\_

Department \_\_\_\_\_

Supervisor \_\_\_\_\_

\_\_\_\_\_

## **Direct Deposit Authorization Form**

(Along with proper banking verification, voided/copied check or savings account routing and account numbers)

\_\_\_\_\_

## **W-4 Form** (Employee's Withholding Allowance Certificate)

\_\_\_\_\_

## **WH-4 Form** (State of Indiana Employee's Withholding Exemption and County Status Certificate)

\_\_\_\_\_

## **WH-47** (Certificate of Residence), if applicable (ONLY residents of Michigan, Ohio, Kentucky, Pennsylvania or Wisconsin need to complete this form)

\_\_\_\_\_

## **Student Employee Statement of Understanding (FERPA)**

\_\_\_\_\_

## **Form I-9** (Employment Eligibility Verification)

\_\_\_\_\_

Acceptable ID document from List A only (*OR*)

\_\_\_\_\_

Acceptable ID document from List B (*AND*)

\_\_\_\_\_

Acceptable ID document from List C

\_\_\_\_\_

I understand that I am responsible for submitting all hours worked via Banner Web prior to the due date and that all hours worked are to be reported on the day they are worked.

I may start working only AFTER my supervisor has received this document signed by Human Resources acknowledging receipt of all required documentation. For additional questions, please contact Human Resources by visiting our office in Room A113 Moench Hall, calling extension 8153, or sending e-mail to [jacks@rose-hulman.edu](mailto:jacks@rose-hulman.edu)

**Human Resources Signature** \_\_\_\_\_

**Date** \_\_\_\_\_

## LISTS OF ACCEPTABLE DOCUMENTS

All documents must be unexpired

LIST A Documents that Establish Both Identity and Employment Authorization	LIST B Documents that Establish Identity	LIST C Documents that Establish Employment Authorization
OR		AND
1. U.S. Passport or U.S. Passport Card	1. Driver's license or ID card issued by a State or outlying possession of the United States provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address	1. Social Security Account Number card other than one that specifies on the face that the issuance of the card does not authorize employment in the United States
2. Permanent Resident Card or Alien Registration Receipt Card (Form I-551)		2. Certification of Birth Abroad issued by the Department of State (Form FS-545)
3. Foreign passport that contains a temporary I-551 stamp or temporary I-551 printed notation on a machine-readable immigrant visa	2. ID card issued by federal, state or local government agencies or entities, provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address	3. Certification of Report of Birth issued by the Department of State (Form DS-1350)
4. Employment Authorization Document that contains a photograph (Form I-766)	3. School ID card with a photograph	4. Original or certified copy of birth certificate issued by a State, county, municipal authority, or territory of the United States bearing an official seal
5. In the case of a nonimmigrant alien authorized to work for a specific employer incident to status, a foreign passport with Form I-94 or Form I-94A bearing the same name as the passport and containing an endorsement of the alien's nonimmigrant status, as long as the period of endorsement has not yet expired and the proposed employment is not in conflict with any restrictions or limitations identified on the form	4. Voter's registration card	
	5. U.S. Military card or draft record	5. Native American tribal document
	6. Military dependent's ID card	
	7. U.S. Coast Guard Merchant Mariner Card	6. U.S. Citizen ID Card (Form I-197)
	8. Native American tribal document	
9. Driver's license issued by a Canadian government authority	7. Identification Card for Use of Resident Citizen in the United States (Form I-179)	
6. Passport from the Federated States of Micronesia (FSM) or the Republic of the Marshall Islands (RMI) with Form I-94 or Form I-94A indicating nonimmigrant admission under the Compact of Free Association Between the United States and the FSM or RMI	For persons under age 18 who are unable to present a document listed above:	8. Employment authorization document issued by the Department of Homeland Security
	10. School record or report card	
	11. Clinic, doctor, or hospital record	
	12. Day-care or nursery school record	

Illustrations of many of these documents appear in Part 8 of the Handbook for Employers (M-274)

Form I-9 (Rev. 08/07/09) Y Page 5

## STUDENT EMPLOYEE EVALUATION REPORT

\_\_\_\_\_  
Name of Student Employee

\_\_\_\_\_  
Job Title

\_\_\_\_\_  
Employing Department

\_\_\_\_\_  
Supervisor

\_\_\_\_\_  
Evaluation Period

<b>PLEASE CHECK APPROPRIATE BOX</b> <i>(All characteristics may not apply to each student because of the great diversity in the opportunities for employment. If a category cannot be rated objectively, please mark the "Does Not Apply" box.)</i>	Outstanding	Above Average	Acceptable	Unsatisfactory	Does Not Apply
QUALITY OF WORK: Ability to do satisfactory work following specified procedures.					
QUALITY OF WORK: Volume of work done in specified time following specified standards.					
COMPREHENSION: Knowledge of job, familiarity with procedures of job.					
RELIABILITY: Job completion, ability to get things done, conscientiousness.					
ATTITUDE TOWARD WORK: Degree of enthusiasm and willingness with which one performs work.					
JUDGEMENT: Ability to make sound decisions.					
DEPENDABILITY: Punctuality and reliability in attendance.					
PROFESSIONALISM: Conducts oneself in a dignified, businesslike manner.					
COOPERATION: Ability to work with others in harmony.					
INITIATIVE: Ability to see what needs to be done, and then does it.					
LEADERSHIP: Ability to guide and direct others.					
PERSONAL APPEARANCE: Outward impressions made by a person through attire, manner, personal hygiene.					
OVERALL EMPLOYEE: Consider all attributes.					

GENERAL COMMENTS: A narrative should be provided if a student is evaluated as outstanding or unsatisfactory overall. *(Attach additional sheet if needed.)*

Evaluation Date \_\_\_\_\_

Supervisor's Signature \_\_\_\_\_

Student Employee's Signature \_\_\_\_\_