



INDIANA **TECH**



Supervisor Handbook
Student Campus Employment



Welcome to Campus Employment

As the supervisor of student employees, this guide is designed to assist you in completing the process of posting a position, interviewing candidates, hiring, and communicating employment changes for student employees.

Thank you in advance for your time and commitment to working with our students. For many of our students, you may be their first, and possibly, most influential supervisor they will ever have. You will help shape the ideas, beliefs, and habits toward the world of work. Your thoughtful guidance and example will shape their professionalism and commitment to a job well done. We appreciate your commitment to this task.

Below is an overview of the three main sections covered in this guide.



Filling a Position

- ✓ Creating a job description
- ✓ Posting an open position
- ✓ Interviewing applicants



Hiring and Orientation Process

- ✓ Selecting & Communicating
- ✓ Hiring steps
- ✓ Cleared to work



Changing work status

- ✓ Student Employment Changes
 - Inactive or Termed
- ✓ Student employee policies

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Filling a Position

Creating a student employee job description

A student employee job description should be basic in design. It should encompass the main duties and expectations for the position.

Intern job descriptions should include additional responsibilities with a degree of depth and a level of ownership of processes, events, or activities. An intern role should be expected to require a minimum of 10 hours per week.

The job description can be used to convey expectations as well as a method of measure during assessments.

Template Job Description

TITLE: _____ **FLSA:** Non-Exempt
COMPANY Indiana Institute of Technology **STATUS:** Student
REPORTS TO: _____ **DEPT:** _____

General Summary

Principal Duties & Responsibilities

- .
- .
- .

Qualifications

- Must be a current student at Indiana Tech
- Must be able to work in a team
- Must be customer-service oriented

Experience

- .
- .
- .

Disclaimer

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

Additional Information: Indiana Institute of Technology embraces diversity and equal opportunity intentionally. We are committed to building a team that represents a variety of backgrounds, perspectives, and skills. We believe that diversity and inclusion among our employees is critical to our success with respect to educating our students to become global citizens.

Review/Approvals

Supervisor

Date

Incumbent

Date

Posting an open position

To post a position that needs to be filled, simply submit a 'Campus Job Posting Request.' Here is where you can find this form: **Foresite - HR/Payroll – Student Employment Forms and Information.**

Interviewing Applicants – Process and Potential Questions

- Provide a copy of the job description at the beginning of the interview.
- Start the interview with predetermined questions (use the same list of questions for each applicant for the same position).

Suggested Questions

- Tell me about any previous job and/or volunteer experiences.
 - Do you have any experience you would consider relevant to this position?
 - Have you previously (or are you currently) working elsewhere on campus?
 - What is your experience in customer service?
 - What computer skills do you have? (Microsoft Office Word, Excel, Publisher)
 - What are your academic goals? What are you studying?
 - When do you plan to graduate?
 - How do you organize your time?
 - Do you participate in sports or any other activities during the school year?
 - Do you have Work Study Hours available?
- Complete the Work Study Hours Available Worksheet.

Steps to figure out how many suggested hours per week your student employee is eligible for:

Part 1:

	Example	Your Student Employee
Take individual budgeted amount	\$2000.00	
Figure hourly rate (Based on the student-employee pay scale)	\$7.25	

Students can check WORK STUDY availability by logging into MY.INDIANATECH – click FINANCIAL AID under Quick links – click AWARDS tab

Part 2:

	Example	Your Student Employee
Figure budgeted amount per semester	$2000/2 = \$1000.00$	
Figure how many hours they can work per semester	$1000/7.25 = 137.9310 \text{ hrs}$	
Figure hours per week	$137.9310/\# \text{ of weeks student plans to work}$	

- Ask the student if they have any other questions.

Selecting an applicant – Communicating and Processing

When a decision has been made and an applicant is selected to hire, the supervisor will:

- Offer the selected student the position.
- Communicate to your incoming new student employee that HR will contact him/her with directions regarding his/her orientation. Remind your new student employee that he/she is **not allowed** to begin working until the HR orientation is complete and a 'You Are Cleared to Work' has been received through Paycom.
- Communicate to all other applicants that the position has been filled.
- To communicate to HR that you would like to hire a student simply submit a 'Student Employee Request Form.' This should be submitted at least one week prior to the anticipated start date. Here is where you can find this form: **Foresite - HR/Payroll – Student Employment Forms and Information.**
- If all openings are now filled, be sure to communicate to HR that the job posting can be closed.
- Request IT credentials (as needed) via a STAT ticket.

Cleared to Work

- After the incoming student employee has completed all requirements and the HR orientation is complete, an email is received from systemmessage@paycomonline.com, by both student and supervisor, saying the student has received a new checklist called 'You Are Cleared to Work – department – academic year.' This is the moment that the student employee is officially cleared to begin working.
- It is not uncommon for students to hold more than one campus job at a time. Please know that you will see any 'Cleared to Work' messages that a student working for you receives.

Academic and Summer Camp Specifications

- Any letters of agreement for camp employment need to be generated in HR
- Student Employees that are responsible for working directly with minors will require the completion of a background check.
- Student Employment Request Forms for Camp Employees should be submitted no later than 2 weeks prior to camp beginning. All Student Employees must be processed through Paycom, pass their background check, and be e-verified before they are legally allowed to work (See Cleared to Work Instructions Above).

As the supervisor of student employees, it is expected that you will uphold this process and encourage the core values of Indiana Tech, respect, commitment, honesty, passion, integrity and belonging.

Student Employment Change

A student's employment status can change for several reasons.

- Leaving your department (Voluntary)
- Termination (Involuntary)
- Leaving school for the summer (In-Active)
- Leaving school (Graduation)

It is the supervisor's responsibility to communicate any changes to HR.

To update HR on a student employment status, simply submit a '[Student Employment Change Form](#).' This should be submitted on or before the day of the change. Here is where you can find this form: [Foresite - HR/Payroll – Student Employment Forms and Information](#).

Student Employee Policies and Procedures

FOR
STUDENT
EMPLOYEES
& INTERNS

Supervisors, it is important that you understand what is expected from the campus employment positions. Campus employment is not just about the completion of tasks. These positions should be used as opportunities to help our students get acclimated to real-world job responsibilities and expectations. As the supervisor of student employees, you are expected to be aware of and adhere to the student policies and procedures found below.

I. Eligibility for Campus Employment

- Students who obtain an on-campus job are required to complete an HR orientation that will include processing federal and state tax information, Employment Eligibility Verification, and direct deposit information before beginning work. All student employees must present valid identification, international work eligibility information, and/or Social Security card or other acceptable identification for I-9 completion prior to starting on-campus employment.

II. Types of Employment

There are two types of student employment available at Indiana Tech, Federal Work Study, and regular campus employment. Both types of employment require that the student be enrolled at Indiana Institute of Technology. Campus employment is paid 100% through department funds. Federal Work Study is paid in part by Indiana Tech, and in part by the Federal government. Both students under campus employment and FWS follow the same hiring and reporting procedures.

- **Federal Work Study Students**
 - The FWS program has been put in place to help provide students who qualify opportunity to earn wages to aid in paying for college expenses. Eligibility for this program is based on “need” and is determined through the Free Application for Federal Student Aid (FAFSA).
 - Students must complete the FAFSA form every year to be eligible for FWS, because eligibility is based on need. The FAFSA is available online at <https://fafsa.ed.gov>.
 - Students must maintain the federal aid standards for satisfactory academic progress, including holding a GPA of at least 2.0, among being enrolled, to receive federal financial aid including FWS.

- **Non-Work-Study Students**
 - Campus employment (non-FWS) is available for students who, according to FAFSA, do not qualify for FWS or have not applied for financial aid. Student earnings from non-FWS workers come directly from department budgets.

- **International Students**
 - The hiring and reporting procedures are the same as FWS and non-FWS students. All students will need to have a Social Security card. If a student does not have one, after a campus job has been offered, the hiring manager will contact the Human Resources Department and obtain a letter stating that the student will be working on campus. The student will take their letter of intent to the Social Security Administration office to apply for a Social Security Number. A Social Security Number will be issued within 10 days. The student cannot begin working until the Social Security Number has been received and submitted to HR.
 - International students are limited to working 20 hours per week.
 - As a reminder, working off campus without proper work authorization is a **violation of your nonimmigrant status**. It is grounds for **TERMINATING your SEVIS record and being DEPORTED from the United States**.

III. Supervision

- Your direct supervisor is responsible for the approval of your timecard. In addition, depending on the project, you may also be given direction by other staff members or student supervisors. Your supervisors will inform you of who those individuals are.

IV. Attendance

- Student employees will work with their supervisor to set a convenient schedule. Students must work the hours as set forth. If a student is unable to work on any given day they must notify their supervisor in the preferred method – phone, email, etc. Supervisors will go over this process with you.
- Students will clock in using the Paycom system; your supervisor will go over the process with you. Students are to clock in when they arrive in the office/department and are to clock out of the office at the end of their shift. Deviating from this procedure may result in termination.
- Should a student fail to clock in or out, or is unable to clock in or out, the student should complete the **Biweekly Time Sheet** with the correct times for clocking in and/or out. Your supervisor will make the necessary changes in the student's file. While this procedure is in place for exceptions, the expectation is that students will clock in and out utilizing Paycom on their own; repeated failure to follow this procedure may result in termination.
- Should a student employee have a change in personal information such as address, phone number, tax information, direct deposit information, or other information contained in Paycom, this information should be updated in the Paycom system.
- Students may adjust schedules as needed for classes, presentations, or special events, but must work with their supervisor one week prior to change.
- Athletes, please provide your practice and game schedules to your supervisor.

V. Performance Issues

- If a student has a no-call / no-show for a scheduled shift, he/she will jeopardize his/her position and termination may result.
- For performance-related issues, student employees will follow a three-strike rule:
 - First Step – Student will receive feedback from immediate supervisor on the issue and discuss corrective measures.
 - Second Step – Supervisor will again discuss with the student the performance issue and necessary corrective measures and complete the **Employee Interview Record** to document the discussion.
 - Third Step – The student employee will be notified of his/her termination based on a lack of corrective measures taken to improve performance. The supervisor will at that time complete an **Indiana Tech Infraction Card** and discussions will be held with Human Resources as to the student's ability to work in other departments on campus, depending upon the circumstances in which the student was terminated.

- Immediate Termination – Anything that would be a fire-able offense in any employment setting also applies to students. Your supervisor can answer any questions about this.

VI. Earning Limitations

- Wages are paid in correlation with the student-employee pay scale.

Class Rank	Hourly Wage	(Returning to same department)
Freshman (1-30 credits)	\$8.00	N/A
Sophomore (31-60 credits)	\$8.25	\$8.50
Junior (61-90 credits)	\$8.50	\$8.75
Senior (91 or more credits)	\$8.75	\$9.00
Graduate Student (121 or more credits)	\$9.00	

- FWS students are allowed to use all work-study time in one semester.
- Student Employees are responsible for managing their hours worked.
- Incidental/unapproved overtime is not permitted. Students must manage all hours worked on campus in any department to remain under 40 hours (or less as specified by work authorization) per week worked.

VII. Orientation Period – Your supervisor is responsible for conducting a student orientation, including but not limited to:

- Signing into Paycom
- Areas of responsibility in office
- Answers to common questions
- Disciplinary procedures
- What procedures to follow if work schedule must be changed
- Procedures for calling off sick or asking for time off
- Dress code

VIII. Attire

- In most departments, students are required to dress business casual while working normal hours. Certain positions in certain departments may call for a modified dress code. Please check with your immediate supervisor.
- For some events, professional dress may be expected. Please see your supervisor if you have issues meeting this requirement.
- Please use common sense when dressing for work. Jeans are acceptable as long as they are clean and neat.
- No jeans with holes in them, pajamas, or sweat/athletic pants and/or shorts.

- **No other college or university logos may be worn.**

IX. Confidentiality

- Due to the nature of university business, student employees will be asked to sign a Confidentiality Agreement mandating student employees keep all student information in the strictest confidence. Failure to comply will result in immediate termination.

X. Computer and Cell Phone Usage

- The computer is for work purposes. Student employees should refrain from web surfing or using any social networking websites during work hours.
- Cell Phones – please keep cell phone use to a minimum and for emergencies/high-priority calls only.

XI. Evaluations

- Student employees and interns may receive semesterly performance evaluations and may be asked to set semesterly goals.
- Student employees may be asked to evaluate their campus employment experience.

XII. Conditions of Employment

- Student employees and interns are not eligible for sick time, compensatory pay, vacation time, or holiday pay.
- Many positions are posted in the fall and run through the spring semester, but there are some jobs that post throughout the school year.

XIII. Unethical and Illegal Activity

- All student employees and interns are expected to behave ethically and within the law at all times.

XIV. Doing What's Right

- All student employees and interns are to act with integrity while displaying honesty, accountability, respect, and professionalism in their actions, words, and appearances on and off campus.
- At Indiana Tech we believe that you should be able to voice your concerns if you believe ethical standards are being compromised. Therefore, an independent company called, The Network, provides an anonymous, 24/7 hotline for employees to report dishonest and unethical behavior such as waste, fraud, health and safety violations, harassment, or professional misconduct.
 - To get in touch, call (866) 614-2757 or go online to www.reportlineweb.com/indianatech.