



**Saint Joseph's
College of Maine**
Human Resources

**STUDENT EMPLOYMENT
MANAGER/SUPERVISOR'S HANDBOOK**

**FEDERAL WORK-STUDY
and
STUDENT PAYROLL**

*THANK YOU IN ADVANCE FOR YOUR COOPERATION AND
COMMITMENT TO A QUALITY EMPLOYMENT EXPERIENCE
FOR THE STUDENTS OF SAINT JOSEPH'S COLLEGE OF MAINE*

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POSITION MANAGEMENT

BUDGETS

There are two budget lines that are used for student employment. These can be managed and tracked in a department's budget reports from the Treasurer's Office.

- **Federal Work-Study (FWS)**
- **Student Payroll**

The Federal Work-Study Program allocates funds to the College for employment of those students who are deemed eligible under federal guidelines. Students are allotted a Federal Work-Study amount in their Financial Aid package that can be earned if they are employed in a work-study job. Only those students with this allotment can be employed in work-study positions. Work-study positions/funds are only available to students actively enrolled in classes (e.g. not during summer)

Because these are federal funds that are shared between many different departments, if the student employee has multiple positions, funds must be managed by supervisors very carefully (both per department and per student). Federal penalties are incurred if the College exceeds these funds.

Student Payroll is an allotment within a department's budget for student employment. Since this money is not tied to federal funds, any student at the college can be employed through this budget. This allotment also has the flexibility of being available for student employees during the summer when they are not enrolled in classes.

AUTHORIZATION

Any department that employs students should review job descriptions each year for accuracy. The positions will be considered authorized and ready for hire when the completed job description has been reviewed and approved by the Human Resources Office. Effective January 1, 2024, the **base** pay will increase to the Maine state minimum wage of **\$14.15** per hour. A Job Description template is included in Appendix A.

RECRUITMENT & HIRING RESPONSIBILITIES

1. Formally plan positions, write and review the job descriptions with Human Resources. (Appendix A)
2. Using the [Recruitment Guide](#) create and submit a requisition through ADP.
3. Review applications via ADP. You may contact Human Resources to confirm that a student was allotted a Federal Work Study.
4. Interview candidates and send an updated communication to all applicants.
5. Notify Human Resources of those students you wish to hire and please change their status to "Recommend for Hire" in ADP. Eligibility to start will be based on completed employee

paperwork. For new employees, federal law requires that we complete certain portions of this within 3 days of the start date of work.

6. For applicants you are not moving forward with, update their status in ADP and send the applicable communication (required).
7. **It is imperative that managers/supervisors do not schedule student employees to work or train in any capacity until receipt of employment authorization from Human Resources.**
8. Provide an orientation program for your student employee. An orientation program checklist is available in Appendix D.

WORK AUTHORIZATION

Human Resources will provide verification that the selected student(s) has completed all necessary hiring paperwork and is eligible to work.

HIRING LETTER

You will receive a copy of the position confirmation from Human Resources via email which will list the student employee's position and hourly rate of pay. **Please do not schedule student employees to work or train prior to their confirmed hire date.** To do so places the institution at risk of violating state and federal mandates, some of which carry substantial fines.

SUPERVISION RESPONSIBILITIES

1. Review and approve timecards *biweekly*. Timecards must be electronically approved prior to noon on Monday.
2. Support and monitor the student's performance on an ongoing basis. Immediate feedback is the most easily accepted and also the most influential. If the situation progresses to the point that you are considering terminating the student, please contact the Human Resources Department and review the **Termination of Employment** section below.
3. Complete performance appraisals on all student employees on the forms provided and within the time guidelines provided (Spring semester).
4. **Managers/Supervisors Connecting with Students –**
 - a. Be aware of your role in each student employee's College experience. You can be a valuable resource and the key to the student feeling like a part of the SJC community. Make sure to provide them with sufficient information to be successful not only in the job they do for you, but in the rest of their college activities as well. Be open to their questions and uncertainty if they are new and guide them to the best resolution of problems or questions.
 - b. Be a Supportive Coach - Delegate projects based on their strengths and abilities.
 - c. Correct Performance - Learn the psychology of motivating people. Correct behavior gently for long-term change.

TRAINING

Training or orientation of new student employees is an important task for you as a manager/supervisor. Making the student employee feel a part of the team is important. Introducing them to all coworkers, as well as other key people with whom they will be interacting on a consistent basis, will help them with the adjustment.

An orientation checklist (Appendix C) is available for reference and use for all new employees.

TIMECARDS

All Students must record hours worked through ADP Workforce Now Essential Time & Attendance by clocking in when they arrive and clocking out at the end of their shift (registration instructions below). NOTE: If the student works 6 or more hours, they are required to take at least a 30-minute unpaid meal break. They will need to clock out for that period of time.

ADP's Electronic Access Registration and Login Details

All employees will use the URL: <https://workforcenow.adp.com/public/index.htm>

First Time Self-Registration:

1. Click **Create Account**
2. Select **Find Me**
3. Enter an **email address or mobile number** that you provided with your employment application. To verify your record, enter your **government-issued legal ID (SSN, EIN OR ITIN - US ONLY)**
4. Enter the verification code sent to your email address or mobile number available on record (You can also enter a new phone number for identity verification)
5. Add your primary contact information—a frequently used email address and mobile number to receive account notifications and used to verify and confirm your identity, when needed

Completing the Required Information:

- Log into ADP Workforce Now
- To enter your tax withholding information: **Myself - Pay - Tax Withholdings**
- To enter and set up your Direct Deposit: **Myself - Pay - Payment Options**
- To enter your Emergency Contact Info: **Myself - My Information - Profile**

Continued Use of ADP WorkForce Now:

- **Functions/Features available:**
 - Personal Information
 - Pay Statements
 - Time and Attendance

- o Tax Statements
- o Time Off Requesting (for those who are eligible for this benefit)

Set Up Notification of New Pay Statements (optional):

To reduce paperwork, the College uses paperless pay statements. After you have set up your Direct Deposit, your pay statement will be completely online. You can set up a notification within the ADP system to alert you of a new pay statement. Click **Myself – Pay – Pay Statements**. Scroll to the bottom of the screen to the **Go Paperless** box. Click the link and follow the instructions on the screen.

Mobile Option:

You can also access your pay and tax statements using ADP Mobile Solutions. Go to <http://www.adp.com/gomobile> for more information and to get the app.

BUDGET

Departments which hire student employees must allocate funds to be used to employ work-study eligible students and student payroll employees. Each student determined to be eligible to participate in the Federal Work-Study Program also receives notification from the Financial Aid Office of the maximum amount they may earn. **Students may not exceed their maximum eligibility for work study funds.**

Managers/supervisors and student employees are required to work together to determine a work schedule which fits the employment needs of the department and which allows earnings to stay within the parameters of the department and student employee funding allocations. Managers/supervisors should be mindful that all allocations are for the entire academic year and that, due to limited resources, it is likely that neither the department nor the student employee will receive an increase in the allocation.

Federal work-study may only be used for payment of hours actually worked. There are no benefits for work-study employees. Therefore, they are not eligible for time off with pay, i.e., holidays, vacations.

As manager/supervisor, you are responsible for ensuring that you plan work schedules to remain within budget. Please review the budget with your department's Budget Manager.

EMPLOYMENT BEYOND WORK-STUDY ALLOCATION – If your departmental budget contains an allotment for student payroll, transfer of work-study student employees to departmental student payroll can be coordinated through the Human Resources Office. This requires transferring the student to an entirely different payroll system and appropriate lead time is necessary. Non-compliance will lead to delay in payment to the student.

Employment in Two Departments/Overtime Procedure

With the approval of the direct manager/supervisor and Human Resources (and in some cases, the area Leadership Team Member), an employee may be hired into additional positions within the College.

Employees will track all time spent on the duties of the second position. All hours will be charged to the secondary department.

All managers/supervisors are required to follow the procedure below for non-exempt employees with a secondary department:

1. At the end of the pay period, access the employee’s timecard in ADP
2. Confirm hours and department number are accurate
3. Review total hours for each pay week
4. If total hours exceed 40 hours, assign the overtime code to the applicable secondary shift (even if the secondary shift was not the last shift worked in the pay week)
 - a. If needed, split the shift into separate line items, **so that only the hours exceeding 40 are assigned that overtime code** (image below)
 - b. In the paycode column choose “2ND JOB OVERTIME”
5. Approve only the hours applicable to your department
6. Save

Home Department : 201200 - Student Worker Pay-Library

Current Pay Period ▼

8/21/2023

9/3/2023

Find

Show Pay Class

Timecard		Totals	Schedule	Supplemental Pay Codes	Time Off Balances			
<	<input type="checkbox"/> Approve	Week 1	In - Out	Pay Code	Hours	Department	Daily Totals	▼
	<input type="checkbox"/>	Mon 08/21	09:00 AM - 03:00 PM		6.00	201200		
	<input type="checkbox"/>	08/21	04:00 PM - 07:00 PM		3.00	201200	9.00	
	<input type="checkbox"/>	Tue 08/22	09:00 AM - 03:00 PM		6.00	201200		
	<input type="checkbox"/>	08/22	04:00 PM - 07:00 PM		3.00	201200	9.00	
	<input checked="" type="checkbox"/>	Wed 08/23	-		0.00	201200	0.00	
	<input type="checkbox"/>	Thu 08/24	10:00 AM - 12:00 PM	2ND JOB OVERTIME	2.00	501200		
	<input type="checkbox"/>	08/24	12:30 PM - 01:30 PM	2ND JOB OVERTIME	1.00	501200		
	<input type="checkbox"/>	08/24	01:30 PM - 06:30 PM		5.00	501200	8.00	
	<input checked="" type="checkbox"/>	Fri 08/25	-		0.00	201200	0.00	
	<input type="checkbox"/>	Sat 08/26	09:00 AM - 03:00 PM		6.00	201200		
	<input type="checkbox"/>	08/26	03:30 PM - 04:30 PM		1.00	201200	7.00	
	<input type="checkbox"/>	Sun 08/27	09:00 AM - 03:00 PM		6.00	201200		
	<input type="checkbox"/>	08/27	04:00 PM - 08:00 PM		4.00	201200	10.00	
Week 1 Totals							43.00	

Note: An employee with a primary exempt position and a secondary non-exempt position will need to track their secondary hours on a paper timesheet, and overtime will be calculated manually by the Payroll Department.

Employees are required to inform their current manager/supervisor prior to beginning work in a second job at the College so issues regarding work schedules and overtime pay may be explored.

TERMINATION OF EMPLOYMENT

A manager/supervisor may terminate a student's employment for unsatisfactory performance. ***Termination decisions of student employment must be reviewed with the Human Resources Department prior to execution.***

As with any employment situation, every effort should be undertaken to allow the student employee to succeed. Termination of employment should be the last option. In coordination with the Human Resources Department, the following procedures should be followed:

1. The student employee is given a verbal warning by their manager/supervisor. The manager/supervisor should discuss the problem with the student employee and suggest ways of improving job performance within a specific time period. *This warning should be documented.*
2. Should performance not improve, collaborate with Human Resources to author a Coaching Improvement Plan (CIP) prior to presenting to the student employee.
3. If a problem continues past the agreed upon guidelines of the CIP, the manager/supervisor may recommend termination to the Human Resources Department.

AUTOMATIC DISMISSALS

Termination decisions of student employment must be reviewed with the Human Resources Department prior to execution.

The following violations of employment procedures will constitute an automatic dismissal:

1. Falsification of timesheets.
2. Disclosure of confidential information.
3. Removal of confidential information from job location.

STUDENT PERFORMANCE EVALUATIONS

During the month of March, managers/supervisors will be asked to fill out an evaluation form for each student employee they have supervised. Each manager/supervisor will be asked to meet with each student employee and review their performance. The evaluation form (Appendix H) should be sent to the Human Resources Office where it will be kept on file for the basis of future employment references.

The employment experience is a valuable start for student employees to gain both experience and feedback on their performance in the workplace. Please take this opportunity to provide your student employees with the experience of performance feedback.

APPENDICES

**SAINT JOSEPH'S COLLEGE
STUDENT EMPLOYEE (FWS & Payroll)
Job Description Form**

POSITION DESCRIPTION

Job Title:
Department:
Department #:
Manager/Supervisor:
Location:
Ext:

DUTIES ASSOCIATED WITH POSITION:

-
- Performs other duties to support the College as assigned

REQUIRED SKILLS:

-

NUMBER OF HOURS PER WEEK ANTICIPATED:

TIME REQUIREMENTS:

EMPLOYEES WILL REQUIRE ADDITIONAL TRAININGS?

SPECIAL CONSIDERATIONS:

COMMUNITY-BASED SERVICE WORK REQUIREMENT: In support of our core value of compassion, which calls us to “consciously reach out beyond our college boundaries to serve the needs of others,” all Federal Work-Study student employees at Saint Joseph’s College are expected to complete eight (8) hours of community-based service work during the academic year, prior to FWS funds exhausting.. These hours can be completed all at once or incrementally. This work is to be coordinated with the student employee’s department manager throughout the semester and students can participate as it fits their schedule. This community-based service work relates directly to the Core Values of Community, Justice, Excellence, and Respect which are the foundation of the College.

PLEASE RETURN THIS FORM TO THE OFFICE OF HUMAN RESOURCES.

SAMPLE HIRING LETTER

February 14, 2023

NAME
Saint Joseph's College
Unit #
Standish, ME 04084

Dear:

I am pleased to inform you that the Human Resources Department has received all the necessary employment information for your Federal Work Study position.

With this letter you are appointed to work in the Federal Work Study position of _____ in the _____ department effective _____. Your **hourly rate** will be **\$13.80**. Your annual allocation for 2023-2024 is _____. Please keep track of this throughout the academic year so as not to exceed your allocation.

Your supervisor will be _____. They will be the individual to approve your biweekly electronic timecard.

Congratulations,

Sincerely,

Karen Stewart
Human Resources Employment Coordinator

CC: Supervisor



First Day/First Week Checklist - Student Employees

NEW HIRE INFORMATION

Start Date: _____

Employee Full Name:

Preferred Name: _____

SJC Email: _____

Job Title: _____

Dept Name: _____

Bldg Name: _____

Work Site Address:

Saint Joseph's College, 278 Whites Bridge Road, Standish, ME 04084-5263

Campus Phone/Ext.: _____

Manager/Supervisor Name:

Timecard/Time Off Approver (if different from Manager/Supervisor):

TASK	OWNER	DUE DATE/INITIALS	NOTES
DAY 1 – SHARE INFORMATION WITH NEW HIRE REGARDING: <ul style="list-style-type: none"> ● Department Orientation ● FERPA (if applicable) ● Office of Sponsorship and Mission Integration ● Office of Justice, Equity, Diversity, and Inclusion ● Other 			
DAY 1 <ul style="list-style-type: none"> ● Review agenda for the first week 			

TASK	OWNER	DUE DATE/ INITIALS	NOTES
<p>DAY 1</p> <ul style="list-style-type: none"> ● Officially introduce the new hire to all members of the department ● Review job description, training plan and timeline, competencies, performance communication and resources ● Review College/department leadership structure, mission and strategic plan 			
<p>WALK THE EMPLOYEE AROUND THE OFFICE/DEPT. TO POINT OUT:</p> <ul style="list-style-type: none"> ● Rest Rooms ● Floor Safety Protocol (if applicable) ● Appropriate Security Measures ● Sustainability Practices in Copy-Rooms, Pantries, and Offices ● Conference Rooms ● Employment Law Posters 			

TASK	OWNER	DUE DATE/ INITIALS	NOTES
<p>REVIEW OFFICE/DEPT. EXPECTATIONS AND POLICIES:</p> <ul style="list-style-type: none"> ● Work Schedule/ Attendance/Absence Notification ● Confidentiality ● Maine Earned Paid Leave (MEPL) scheduling (applicable only to summer employment) ● Time-Keeping Process ● Lunch Breaks and Coverage ● Overtime ● Severe weather/Emergency conditions ● Cell Phone and Personal Calls ● E-mail/Logo Use Policies ● Internet Access <p>SAFETY:</p> <ul style="list-style-type: none"> ● Report all injuries to manager/supervisor ● Review evacuation plan ● Security, emergency telephone numbers ● Review safety data sheets (position applicable) 			
<p>TELECOMMUNICATION INSTRUCTIONS IF APPLICABLE (for assistance, contact IT)</p> <ul style="list-style-type: none"> ● Make Calls, Transfer Calls, Conference Calls, Retrieve Voicemail, etc. ● Virtual Meetings Etiquette/Standards/Attendance ● Telephone Etiquette/Standards & Coverage ● Department Guidance on Preferred Modes of Communication (i.e. Mobile, etc.) 			

TASK	OWNER	DUE DATE/ INITIALS	NOTES
Share links to College/Department specific resources (i.e. Department Website, shared folders, other resources).			

Please use the blanks above to list additional departmental to-do items. Please contact HR if you have any questions.

Manager's/Supervisor's Signature: _____ Date: _____

Employee Signature: _____ Date: _____

PLEASE RETURN TO HUMAN RESOURCES

WARNING DOCUMENTATION

Employee:

Department:

Job Title:

Reason for warning:

Four horizontal lines for text entry.

Recommendation for improvement:

Three horizontal lines for text entry.

Employee Comments:

Three horizontal lines for text entry.

Employee Signature: _____

Date: _____

Supervisor Signature: _____

Date: _____

Human Resources Signature: _____

Date: _____

STUDENT EMPLOYEE PERFORMANCE REVIEW
 (To be filled out by manager/supervisor and reviewed with student)

Student's Name _____

Job Title _____ **Manager/Supervisor** _____

Department _____ **Dept. Number** _____

Please evaluate the student's performance as follows:

1= Needs Improvement

Consistently fails to meet the standards of performance for position.

2= Meets Standards

Consistently meets all standards of performance for position.

3= Exceeds Standards

Consistently goes well beyond standards of performance for position.

Please briefly describe position responsibilities.

Quality of Work:

1 2 3

Comments:

Timeliness of Work:

1 2 3

Comments:

Initiative & self-reliance:

1 2 3

Comments:

Professionalism: 1 2 3
Comments:

Ability to get along with others: 1 2 3
Comments:

Punctuality & Dependability: 1 2 3
Comments:

Customer Service: 1 2 3
Comments:

Overall performance: 1 2 3
Comments:

Suggestions for growth:

Manager/Supervisor Signature _____ **Date** _____

Student Signature * _____ **Date** _____

Human Resources (seen and reviewed): _____ **Date** _____

* I understand that my signature only indicates that I have reviewed this performance review with my manager/supervisor.

Student Comments: