



**Saint Joseph's
College of Maine**

Human Resources

**STUDENT EMPLOYMENT &
MANAGER/SUPERVISOR 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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STUDENT EMPLOYMENT SECTION

EQUAL EMPLOYMENT OPPORTUNITY STATEMENT

Saint Joseph's College is an EEO employer and members of underrepresented groups are encouraged to apply. We consider all qualified applicants and employees for hiring, placement, and advancement, without regard to a person's race (including traits associated with race, including hair texture, Afro hairstyles, and protective hairstyles), color, religion, ancestry or national origin, age, genetic information, military status, sex or gender, pregnancy, sexual orientation, gender identity or expression, disabilities, familial status, protected whistleblower activity, previous assertion of workers' compensation claim, genetic information, protected veteran status, or any other status protected by applicable law.

INTRODUCTION TO THE STUDENT EMPLOYMENT PROGRAM

The Saint Joseph's College of Maine student employment program allows eligible students to earn money while the student is enrolled. The current hourly rate for student employment positions is \$14.15. All employment practices must comply with existing wage and hour regulations. Students are paid biweekly for hours worked.

Warning! Fraud is not tolerated. Any person, student and/or supervisor, who makes false statements or misrepresentations on timecards, are subject to disciplinary action, up to and including termination.

IMPORTANT STEPS FOR STUDENT EMPLOYEES

ELIGIBILITY TO WORK

All student employees must be currently enrolled at Saint Joseph's College of Maine.

FINDING A POSITION

Open positions can be located on the [SJC Careers](#) page in the Student section.

All student employees have the same obligations to their employer that would exist in any other work situation. Student employees are expected to contact their supervisor in advance if they are not able to work as scheduled. All aspects of the job should be discussed in advance.

DOCUMENTATION OF EMPLOYMENT ELIGIBILITY

Each of the following items is required before student employees may begin training or working. Students cannot begin training or working until all required documents are submitted.

- Personal Information Form
- Form I-9 with appropriate Identification documentation
- Confidentiality Statement
- Bloodborne Pathogen Overview
- Anti-Harassment and Non Discrimination Education & Training Quiz
- Handbook Acknowledgment

- Meals and Break Period Acknowledgement

ADDITIONAL REQUIRED TRAINING (position applicable)

Position specific training can be found [here](#).

TIMECARDS

All student employees must register in order to record hours worked through ADP Workforce Now. Clocking in is done at the beginning of a shift or scheduled work time, and clocking out at the end of a shift (registration instructions below). NOTE: If a student employee works 6 or more hours, it is required that a 30-minute (minimum) unpaid meal break be taken. Student employees 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
6. Continue by creating an ADP User ID (of your own choosing) and Password following the prompts on the screen

Completing the Required Information:

- Log into ADP Workforce Now
- Please review/verify your tax withholding information: **Myself - Pay - Tax Withholdings**
- Please enter and set up your Direct Deposit: **Myself - Pay - Payment Options**
 - **NOTE:** Direct deposit entries may take one pay cycle to complete the electronic verification with your bank. Because of this, your first pay may be a paper check.
 - If you have any questions about your pay after completing the steps above, you can reach out to our Payroll Department (payroll@sjcme.edu)
- Please review/enter your Emergency Contact Information as well as your Preferred or Chosen Name:
 - **Myself - My Information - Profile**

Continued Use of ADP WorkForce Now:

- **Functions/Features available:**
 - Personal Information
 - Pay Statements

- Time and Attendance
- Tax Statements
- Clocking and hours worked
- Time off requesting (for summer employees)

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 & Tax 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.

TIMECARD MONITORING

Many student employees have more than one job. Be sure that the time entered is for the correct job. Time recorded in the ADP payroll system must be accurately reflected. All days and times worked must coincide exactly with time entered. Student employees are responsible for ensuring that their time is entered accurately and timely. Student employees cannot work during their scheduled class times. Students should contact their supervisor if changes are needed on their timecard.

PAYROLL INFORMATION

Student employees are not eligible to be paid for the following: Holidays and School Close pay. Additionally, students are not entitled to unemployment compensation according to the Unemployment Tax Law Title 26, Section 1043 F(21)(h); wages obtained through employment at a “school, college, universities, if such service is performed by a student who is enrolled and is regularly attending classes at such school.”

MAINE EARNED PAID LEAVE

The Maine Earned Paid Leave (MEPL) law requires employers to provide up to 40 hours of paid leave annually to their employees. It applies to employers with 10 or more employees across the State of Maine who work more than 120 hours per calendar year.

All faculty, staff, and summer student employees (**not enrolled in any classes**) working in Maine will accrue MEPL. Accrual of hours begins the first day of the calendar year or first day of employment, whichever is later. Employees will accrue one (1) hour of MEPL for every forty (40) hours worked, up to forty (40) hours in a calendar year. Employees may use the leave for any reason and will receive the same base rate of pay from the week immediately prior to the leave.

EMPLOYEE NOTICE

An employee must request MEPL for a planned absence, i.e. a vacation, a scheduled doctor's appointment, etc., at least four (4) weeks in advance. In the case of an unplanned absence, i.e. a sudden illness or emergency, the employee must make a good faith effort to inform their manager of their need to use MEPL. If using MEPL, employees will be asked for their general reason for the need for leave. They are not required to provide a specific reason for their leave, but are required to abide by these notice requirements.

A manager may only deny MEPL requests for the following reasons: 1) the request is within a department blackout period (noted below), 2) the leave was planned and the employee did not provide adequate notice, or 3) the leave is planned and granting it would create hardship.

DEPARTMENT CONSIDERATIONS

Depending upon the nature of a specific department and operational needs, departments may institute "blackout" dates. Blackout dates are times throughout the year that employees may not utilize MEPL or earned time for planned purposes. Specific periods may include, but are not limited to, time around Commencement, the start or end of the academic year, fiscal year, or calendar year, etc. To understand if your department has blackout dates, please see your manager.

MEPL PAY RATE

MEPL is paid out at the regular rate of pay in effect the week immediately prior to the taking of leave. This rate is calculated by dividing the total straight time earnings which includes any additional compensation included in the definition of the regular rate for the week, by total hours worked. Additional compensation could be in the form of adjunct/additional faculty contracts, stipend pay, on-call pay, etc. Additional pay does not include overtime pay.

MEPL CARRYOVER

Any accrued, unused MEPL may carry over to the following calendar year. The number of hours carried over will limit the number of hours an employee is eligible to accrue the following year. Example: if an employee carries over 10 MEPL hours, they are eligible to accrue an additional 30 MEPL hours maximum in the new calendar year.

PAYOUT AT SEPARATION OF EMPLOYMENT

Any accrued, unused MEPL will be paid out in the employee's last paycheck. However, if the employee has a negative MEPL balance, the MEPL time owed will be deducted from the employee's last paycheck.

PROCEDURE

MEPL may be requested before it is accrued and may be taken in different increments than earned time.

- Non-exempt (hourly) employees may take MEPL in 15-minute increments.

TO REQUEST MEPL

Employees request the use of MEPL through the ADP portal.

IMPORTANT! FEDERAL WORK-STUDY REQUIREMENTS

Federal Work-Study is awarded to eligible students as a portion of the overall financial aid package. Federal Work-Study students cannot exceed the maximum earnings listed on the award. Student employees and their supervisor are responsible for monitoring earnings and ensuring that maximum earnings are not exceeded. The supervisor's department account will automatically be charged for all wages earned in excess of the student's award.

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 student Federal Work-Study (FWS) employees at Saint Joseph's College are required to complete **eight (8) hours of community-based service work** (per academic year *prior to FWS funds exhausting*). Federal Work-Study (FWS) community-based service hours are for students who have received FWS as part of their financial aid package and are working a FWS job on campus.

These hours can be completed all at once or incrementally. You will then receive payment for the 8 community-based service hours as completed on a bi-weekly basis. These hours must be completed during the academic year, *prior to your FWS funds exhausting*. This work is to be coordinated with your department manager/supervisor throughout the semester and you can participate as it fits your schedule. This community-based service work relates directly to the Core Values of Compassion, Justice, Excellence, and Respect which are the foundation of the College.

Student employees will have ten weeks to complete their eight (8) hours of community-based work from the start of their position.

[Student Community Service Timesheet](#)

MANAGER/SUPERVISOR SECTION

STUDENT POSITION MANAGEMENT & AUTHORIZATION

All student employees must be currently enrolled at Saint Joseph's College of Maine. 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. *A Job Description template is included in Appendix A.*

Base pay for Student positions begins at the current Maine Minimum Wage. This amount increases every January in correlation to the cost of living increase for the CPI-W, for the Northeast Region.

BUDGETS

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.**

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)** - 6300 line
- **Student Payroll** - 6200 line

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.

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.

The Federal Work-Study Program allocates funds to the College for the 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.

Federal Work-Study funding 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.

RECRUITMENT & HIRING RESPONSIBILITIES

1. Formally plan positions, write and review the job descriptions with Human Resources. (Appendix A)
2. 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 C.

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.** Doing 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 Student employees 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
6. Continue by creating an ADP User ID (of your own choosing) and Password following the prompts on the screen

Completing the Required Information:

- Log into ADP Workforce Now
- Please review/verify your tax withholding information: **Myself - Pay - Tax Withholdings**
- Please enter and set up your Direct Deposit: **Myself - Pay - Payment Options**
 - **NOTE:** Direct deposit entries may take one pay cycle to complete the electronic verification with your bank. Because of this, your first pay may be a paper check.
 - If you have any questions about your pay after completing the steps above, you can reach out to our Payroll Department (payroll@sjcme.edu)
- Please review/enter your Emergency Contact Information as well as your Preferred or Chosen Name:
 - **Myself - My Information - Profile**

Continued Use of ADP Work Force Now:

- **Functions/Features available:**
 - Personal Information
 - Pay Statements
 - Time and Attendance
 - Tax Statements
 - Clocking and hours worked

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 & Tax 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.

IMPORTANT! FEDERAL WORK-STUDY REQUIREMENTS

Federal Work-Study students cannot exceed the maximum earnings listed on their award from Financial Aid. Student employees and their supervisor are equally responsible for monitoring earnings and ensuring that maximum earnings are not exceeded. The supervisor's department account (Student Payroll) will automatically be charged for all wages earned in excess of the student's award.

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 student Federal Work-Study (FWS) employees at Saint Joseph's College are required to complete **eight (8) hours of community-based service work** (per academic year *prior to FWS funds exhausting*). Federal Work-Study (FWS) community-based service hours are for students who have received FWS as part of their financial aid package and are working a FWS job on campus.

These hours can be completed all at once or incrementally. The student will then receive payment for the 8 community-based service hours as completed on a bi-weekly basis. These hours must be completed during the academic year, *prior to your FWS funds exhausting*. This work is to be coordinated with your department manager/supervisor throughout the semester and you can participate as it fits your schedule. This community-based service work relates directly to the Core Values of Compassion, Justice, Excellence, and Respect which are the foundation of the College.

Student employees will have ten weeks to complete their eight (8) hours of community-based work from the start of their position. If these hours are not completed or the allocated FWS funds are exhausted before they are completed, then managers/supervisors risk losing a FWS student employee in the future.

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

APPENDIX A – SAMPLE 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 student employees at Saint Joseph’s College are expected to complete eight (8) hours of community-based service work, **prior to FWS exhausting**. These hours can be completed all at once or incrementally. You will receive payment for the 8 community-based service hours as completed on a bi-weekly basis. **Student employees will have ten weeks to complete their eight (8) hours of community-based work from the start of their position.** 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.

APPENDIX B – SAMPLE NEW HIRE EMAIL NOTIFICATION

Hello [REDACTED],

We are pleased to inform you that the Human Resources Department has received all of the necessary employment information for your Student **Payroll/Federal Work-Study** Position. With this email you are appointed to work in the following Student position subject to the rules and guidance on our [Handbooks and Policies](#) webpage.

- **Job Title:** [REDACTED]
- **Department:** [REDACTED]
- **Effective Date:** [REDACTED]
- **Pay Rate:** \$ [REDACTED]/hour
- **Supervisor:** [REDACTED]
 - This individual will coordinate your work schedule and approve your biweekly timecards in ADP.
- Your badge number is the **last 4 digits of your SSN**

ADP Workforce Now is the application used to track hours and pay for all employees at the College. Please follow the steps below to register in this system. This will be the system where you clock your time for the above position.

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
6. Continue by creating an ADP User ID (of your own choosing) and Password following the prompts on the screen

Critical Information:

- Please make note of your ADP User ID: _____
- You will need this User ID when logging into the ADP WorkForceNow system

Completing the Required Information:

- Log into ADP Workforce Now
- Please review/verify your tax withholding information: **Myself - Pay - Tax Withholdings**
- Please enter and set up your Direct Deposit: **Myself - Pay - Payment Options**
 - **NOTE:** Direct deposit entries may take one pay cycle to complete the electronic verification with your bank. Because of this, your first pay may be a paper check.
 - If you have any questions about your pay after completing the steps above, you can reach out to our Payroll Department (payroll@sjcme.edu)
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Continued Use of ADP Workforce Now:

- **Functions/Features available:**
 - Personal Information
 - Pay Statements
 - Time and Attendance
 - Clocking of hours worked
 - Tax Statements

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 & Tax 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.

Thank you for taking time to complete these steps. If you have any questions or issues with this process, please do not hesitate to contact us.

Congratulations!

Human Resources

Saint Joseph's College

207-893-7757

humanresources@sjcme.edu



APPENDIX C – FIRST DAY/FIRST WEEK CHECKLIST

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

APPENDIX D – WARNING NOTICE

WARNING DOCUMENTATION

Employee:

Department:

Job Title:

Reason for warning:

Recommendation for improvement:

Employee Comments:

Employee Signature: _____

Date: _____

Supervisor Signature: _____

Date: _____

Human Resources Signature: _____

Date: _____

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: