



STUDENT EMPLOYMENT SUPERVISOR TRAINING

Fall 2021



MISSION

The Student Employment Program provides a best practice employment program where students grow in their career and academic pursuits through mentorship and experience as they actively contribute to the University.

OVERVIEW

- Posting/Application/Selection
- Hiring
- Federal Work Study
- Policies
- Safety
- International Students
- LevelUp Competencies
- Payroll
- Training and Evaluation
- Budgets
- Fun Stuff
- Closing

POSTING/APPLICATION/SELECTION



JOB DESCRIPTIONS

- Connect tasks to the [Level Up Career Competencies](#)
- Use resume-ready language
- Create functional qualifications
- All Job Descriptions must use [LevelUp Job Description template](#)
- New positions must complete:
 - [New Position Request](#)
 - [Comprehension Submission Form](#)

Overview:

The Office Assistant will learn and assist in project goals which utilize technology to complement the Dean's office organization and pro Assistant will welcome all visitors and assist with the daily operations of the Dean's Office.

Duties and Responsibilities: (lines can be added by hovering to the left of green dotted lines below)	Critical Thinking Professionalism	Teamwork	Communication	Technology	Leadership	Career & Self-Development
Photocopying, scanning and filing of confidential documentation	X	X	X	X		
Create Student Employee requirements access through my.stetson	X		X	X		
Greeting office visitors upon arrival, providing answers, resources, and customer service	X	X	X		X	
Delivering documents and materials to other areas of campus, often in a time sensitive matter to meet deadlines	X	X	X			
Other duties as assigned (typically based on interest)						X

Descriptions of the LevelUP Competencies can be found [here](#).

Qualifications:

- Required
 - Current Stetson student.
 - Maintain confidentiality; all documents handled in the Dean's office are confidential in nature
 - Highly organized and creative
 - Ability to work alone and with a team to reach desired outcomes
 - Self-starter who will complete tasks in a timely fashion
 - Professionalism in working with other departments including the Provost Office
 - Adaptable to changes in duties and performs well in a fast-paced environment
 - Reliable, punctual, and able to work agreed upon schedule
 - Exhibit a positive attitude and display flexibility
 - Candidate should be energetic, organized, and possess strong interpersonal, communication, teamwork skills, and
- Desired
 - Experience with Word, Excel, and online research
 - Must be detail oriented and have the ability to correctly file materials alphabetically or as directed

Additional Information:

- Up to 10 hours per week during the Academic Year – office is open Monday- Friday 8:00 AM – 4:30 PM
- Flexible schedule (will work with class schedule, exam preparation, and University holidays)
- Office Assistant will report directly to Executive Assistant for mentorship and assigned tasks and will also provide support on team members of the Dean's office.

Application Process:

Complete Application and submit resume here.

Position Information: [\(WEBSITE\)](#)

Department Name:

University Division:

Supervisor Name:

Supervisor Title:

Position Number: SXXXXX

Pay Level: 1

HATTERJOBS

- HatterJobs is the platform for our Career and Professional Development
- Site provides:
 - Resume and cover letter templates
 - Online resume reviews
 - Scheduling appointments with career advisor
 - CaPD Calendar of events
- We direct all students to review postings on this platform
- Students can get to HatterJobs through their MyStetson or www.stetson.edu/career.
- Post position through this [form](#)
- Request position to be taken down through this [form](#)



APPLICATION PROCESS

For many, this is the first time they have ever applied for a job.

Application Process is determined by the hiring supervisor.

Highly suggest using Microsoft Forms ([tutorial here](#))

When possible, communicate with students throughout application/hiring process



INTERVIEW

- Create a plan:
 - Who will participate?
 - Setting
 - How do you invite a student to interview?
 - What questions should you ask?
 - Behavior based questions
 - Job-function question
 - How does student accept feedback?
 - Illegal questions

AFTER SELECTION

1

Give student a day to consider the job if needed (This is more similar to the real world.)

2

Helpful Tip: If helpful, request their ID number and availability schedule again.

3

Communicate with students who have not been selected – SO IMPORTANT

4

Complete HatterJobs Removal Form

EPAF HIRING PROCESS



WHAT IS EPAF

Electronic Personnel Action Form



Hiring Supervisors should have access to it through their *MyStetson* Employee Tab



If access is needed, contact Nora

EPAF PROCESS



Step 1- Supervisor Submission



Step 2 - Student Paperwork
Completion



Step 3 - Student Employment
Team Processes

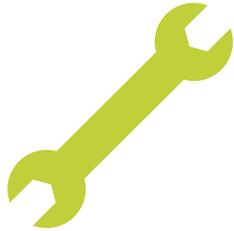


Step 4 - Student Works

STEP 1: SUPERVISOR SUBMISSION



EPAF Instructions available on website (coming soon)



Troubleshooting guide found [here](#).



Helpful Hints:

Correct approval type is needed

Query date needs to be set as the anticipated start date PRIOR to pressing "Go" on page 1

EPAFs will have a "Pending" transaction status when supervisor completes submission

STEP 2: STUDENT PAPERWORK COMPLETION

ALL STUDENTS

Receive e-mail instructions upon EPAF submission

Accept position online through MyStetson. Forms include:

- Rights and Responsibilities

- Safety

- Confidentiality

- LevelUp Competencies selection

NEW STUDENTS (STUD01)

AFTER job acceptance, student receives e-mail instructions

Completes online form

Makes appointment to meet at satellite office with Student Manager

STEP 3: PROCESSING

Processing occurs daily

Once student steps are complete:

- STUD01 - 3-4 business days
- STUD02 & STUD03 – 2-3 business days



STEP 4: STUDENT CAN WORK!

“Employment Approved” E-mail is received by student and supervisor

CHECK WHERE STUDENT IS IN PROCESS

- [Check EPAF Status- one page.docx](#)

Electronic Personnel Action Form

[EPAF Approver Summary](#)
[EPAF Originator Summary](#)
[New EPAF](#)

Check on EPAF here.

Step 2: Check any that are in "Waiting" status (If none, skip to

EPAF Originator S

When "Current" is selected, you can see the EPAFs in "Waiting"

[Current](#) [Waiting](#)
Select the link under Name to access details of the transaction, or select the link under Information to update the transaction.

Transaction Status:

[New EPAF](#) | [Default Routing Queue](#) | [Search](#) | [Superuser or Filter Transactions](#)

[Return to EPAF Menu](#)

Step 3: Discover why EPAF did not submit:

EPAF Transactions							
Name	ID	Transaction	Type of Change	Submitted Date	Effective Date	Transaction Status	Links
Student John B.	2000112111	1884	New Student who has never worked at Statson at all		Aug 17, 2020	Waiting	Comments Errors

Click on green job number to access EPAF.

If no error, SAVE form and then press SELECT When page reloads.

If error exists, try to use [EPAF FAQ](#). If error persists, e-mail studentemployment@statson.edu.

FEDERAL WORK STUDY





FEDERAL FINANCIAL AID PROGRAM

Awarded to students who filed a FAFSA

Must have "Need" under federal regulations

Financial Aid program that is limited by the award amount

FWS PROCEDURES



Financial Aid Office will monitor earnings



Supervisors will receive an earnings warning when the award is nearly exhausted. \$500 threshold to total earnings



Can request for the student to be extended under the program but must meet "need" regulations



POLICIES

PAY STRUCTURE



Created to align student positions and prepare for anticipated annual increases for next 5 years



Developed through committee process including supervisors and students



All students within a position will be paid the same rate- No longer flexibility in wage rate changes

PAY LEVELS

Level 1 - \$10/hour:

- Requires skills and knowledge that can be learned on the job. Involves the use of some independent decision-making. Exercises some responsibility and judgment for a variety of tasks, tasks may be manual and/or repetitive in nature, sound judgment in supervisor's absence upon completed training, and general instruction from a supervisor with some follow-up required.
- Examples: Clerical Assistants, Helpdesk Employees, Ticket Office (entry-level roles)

Level 2 - \$10.25/hour:

- Requires skills at a level higher than those that can easily be learned on the job, including skills beyond those typically expected of an undergraduate student. Uses independent problem-solving to complete tasks with moderate accountability. Demonstrates initiative and decision-making in planning and prioritizing workload, moderate analytical abilities, leadership abilities, minimal supervision on routine tasks, and some follow-up on complex tasks.
- Examples: Tutors, Lifeguards, Student Employment Managers (not in lead positions)

Level 3 - \$10.75/hour:

- Independent project management of University initiatives or oversight of student employees which includes coordination of the responsibilities, accountability for the workload of other student employees. Requires highly specialized skills to complete complex tasks, and independent judgment in decisions with high accountability and confidentiality.
- Examples: Lead SPI, WELL Team Leads, Lead Managers



STUDENT ALLOCATIONS

- Student limit is \$3000
- Supervisors can now see student's complete earnings on the bi-weekly budget report
- Student will be able to request additional earnings request through Additional Earnings Form
- Communication from Student Employment

WHEN CAN STUDENTS WORK?

- Not during scheduled classes
- Students typically work about 10 hours per week. In special cases, student employees are allowed to work up to a maximum of 20 hours per week at all jobs combined during the academic year. A student's work schedule will be determined by the student and their supervisor(s).
- During periods where classes are not in session, student employees may work up to 29 hours per week.
- RA position is considered 10 hours/week

POLICIES



[Student Employee Manual](#)



Stetson's [Organization, Policies, and Procedures Manual](#)



[Student Conduct and Community Standards](#)



SAFETY

- Should a work-related injury occur, student employees are covered under the University's workers' compensation insurance.
- If an employee is injured while performing their required work duties, students should immediately contact Public Safety and their supervisor (after 911, if necessary).
- Supervisor will need to complete the [Workers' Compensation Incident Reporting Form](#) on the Risk Management [website](#).
- Any questions should be referred to Elise Paulson, Director of Risk Management at epaulson@stetson.edu or 386-822-7701.

**WORKER'S COMPENSATION-
CONTACT PUBLIC SAFETY**

TRAINING/HAZARD CODES



We will be reviewing the Job Collection data this Fall and creating Job attributes for position specific training needs



Along with this review, positions will be assigned a Hazard Code which is a measure of risk associated with completing the tasks listed in the job description.

COVID POLICIES AND PROCEDURES



Will be adhering to the policy guidelines (Tiers)



Some positions will require bi-weekly testing



When in doubt, double down on safety efforts

INTERNATIONAL STUDENTS





INTERNATIONAL STUDENTS

Are a special population at Stetson

Can and should be hired similar to other students

Should not ask this (or make assumptions) in interview process

Hiring process might take longer depending on Social Security Status

Visa limitations – 20 hour per week limit, fully hired before start

HIRING PROCESS A BIT DIFFERENT

- Social Security Request Process- You will know if your student is an international student who likely needs their Social Security Number because you will see this error appear after you select SUBMIT on your EPAF. (Your EPAF status will also remain in “Waiting”.)
- Meet with Nora instead of a student manager
- Possible longer wait time in E-Verify process

Errors and Warning Messages

Type	Message Type	Description
Create New Employee Record	ERROR	First Name, SSN/SIN or Birth Date are incomplete, or Sex Code is invalid. Valid Values M(ale), F(emale) or N(ot available).
Create or Add a New Hourly Job	WARNING	"WARNING" Encumbrance has been set to 0, because method is Value Input.

- indicates a required field.

LEVELUP COMPETENCIES



NEW VERBIAGE-SAME IDEAS

- **Critical Thinking**— Identify and respond to needs based upon an understanding of situational context and logical analysis of relevant information.
- **Professionalism**— Knowing work environments differ greatly, understand, and demonstrate effective work habits, and act in the interest of the larger community and workplace.
- **Teamwork**— Build and maintain collaborative relationships to work effectively toward common goals, while appreciating diverse viewpoints and shared responsibilities.
- **Communication**— Clearly and effectively **exchange** information, ideas, facts, and perspectives with persons inside and outside of an organization.
- **Technology**— Understand and leverage technologies ethically to enhance efficiencies, complete tasks, and accomplish goals.
- **Leadership**— Recognize and capitalize on personal and team strengths to achieve organizational goals.
- **Career & Self-Development**— Proactively develop oneself and one's career through continual personal and professional learning, awareness of one's strengths and weaknesses, navigation of career opportunities, and networking to build relationships within and without one's organization.
- **Equity & Inclusion**— Demonstrate the awareness, attitude, knowledge, and skills required to equitably engage and include people from different local and global cultures. Engage in anti-racist practices that actively challenge the systems, structures, and policies of racism.

LEVEL UP COMPETENCIES



Created an opportunity for us to use a common language across the University



Used to frame job descriptions



Provide Focus for Employee of the Month program



Assist students in articulating their experience

PAYROLL



PAY CALENDAR

Where to Find

Minimal variance
due to holidays
and Fiscal Year
change

Every Friday is
Green -submit
timesheet or get
paid

TIMESHEETS

Submission and Approval

- All completed online

Payroll Variance Form

- Should only be used if necessary
- Needs to be fully completed
- Students will likely get paid in the next payroll (2-3 weeks)

PAYCHECKS



Direct Deposit

Easiest and most secure

Students find form on our website and submit it to Payroll@stetson.edu



Paper checks

Student has mailbox

- Post Office receives check
- Communicate with student via e-mail
- If not picked up, goes back to Payroll

Student does **not** have mailbox

- Sent home
- Held by Payroll

TRAINING AND EVALUATION





ONBOARDING

Virtual introductory course for new student employees regarding student employment

Includes timesheet info and competency info

All STUD01 students need to complete the training within the first two weeks of working

Students and supervisors will be communicated with regarding non-completion

MANDATORY STUDENT YEARLY TRAINING

- October- Diversity & Inclusion
- February – Title IX

Both trainings are mandatory and non-completion will result in termination.

EVALUATIONS

Mid-Year Reflection

- Encouraged in Fall and includes goal setting, re-establishing expectations, and connecting to academic and career goals

End of Year Evaluation

- Expected to be completed in March/April
- Includes student self-evaluation and supervisor completed evaluation
- Used in student portfolio and serves as bookend to their onboarding process

BUDGETS



POSITION BUDGETS



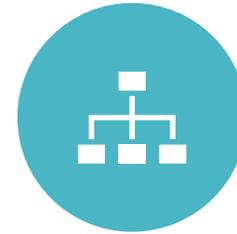
EACH POSITION
HAS A YEARLY
BUDGET WHICH
RUNS FROM
JULY 1 – JUNE 30



STUDENT
EMPLOYMENT
FUNDING CAN
ONLY BE USED
ON STUDENT
WAGES



BUDGETS ARE
TRACKED IN
BANNER



SUPERVISORS
RECEIVE BI-
WEEKLY
REPORTS



POSITION
BUDGETS ARE
RESET EACH
YEAR



BUDGET MANAGEMENT

- Budgets can be moved between student employment positions by using the Student Employment Funding Transfer Form
- Funding can be moved from operating or endowed funds into student employment, but not from student employment to operating or endowed funds.

FUN STUFF



ACADEMIC CONNECTIONS

- Experiential Learning Requirement
- Internships (credit and non-credit)
- Quality Enhancement Plan –Part of Accreditation



RECOGNITION/OUTREACH

- Employee of the Month
- Instagram-studentsatwork
- Event sponsorship
- Student Employment Week –April 5-11

IN CLOSING



SUPERVISOR EXPECTATIONS



Follow legal policies



Work in best interest of the student and university



Review communication and take action as necessary.
Contact our office with questions.



WHAT'S COMING

Position Descriptions and Attributes in Banner

New and Updated Forms on Website

More Accessible Supervisor Tools

FWS Authorization Gateway

THANK YOU

- I know this is a lot of information and rules and policies. I want to provide you with the best information as possible.
- Thank you for your partnership as we navigate this year together. I know it will be great!



QUESTIONS?

