



STUDENT EMPLOYMENT SUPERVISOR TRAINING

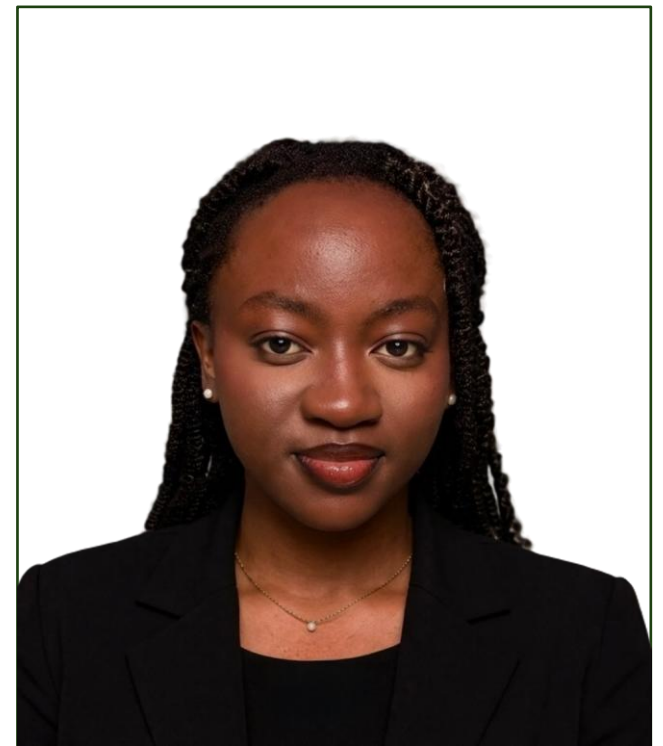
MEET OUR TEAM



NORA LEWIS
ASSOCIATE DIRECTOR
PEOPLE OPERATIONS/HR



MARLENE VINCIGUERRA
EMPLOYMENT SPECIALIST
PEOPLE OPERATIONS/HR



GIOVANAH BABIRYE
STUDENT EMPLOYMENT ASSISTANT
COORDINATOR (GA)
PEOPLE OPERATIONS/HR

MISSION

To provide a best practice employment program where students grow in their career and academic pursuits through experience and mentorship as they actively contribute to the University.

OVERVIEW

- What's New
- Posting, Application & Selection
- Hiring
- Federal Work Study
- Policies
- Safety
- International Students
- Payroll/ Timesheets
- Training
- Budgets
- Coming Attractions
- Closing

WHAT'S NEW



STUDENT EMPLOYMENT RETENTION INITIATIVE (SERI)

GOAL: To positively impact retention, the student experience, and University functions.

How we are achieving that goal:

- Enhancing Supervisor Training & Support
- Strengthening Policies & Accountability measures
- Enhancing Outreach
- Strategically creating First Year Employment Positions
- Connecting students with Career Success
- Hiring a Graduate Assistant (Giovanah) to enhance our Student Employment Program

NEW PEOPLE OPERATIONS LOCATION



We are now located at:

- Administrative Services Building
- Corner of Amelia & Wisconsin Avenues



WEBSITE GLOW-UP

- You can access Student Employment page from the Human Resources Page
- Supervisor Resources Page

We're Hiring!

Share your skills, experiences and passions with our kind and driven Stetson Community.

JOB OPENINGS

Get access to fo
poli

Student Employees

Explore student employment opportunities and resources to help you thrive at Stetson.

DISCOVER

STUDENT EMPLOYMENT

STUDENT EMPLOYMENT PROGRAM

Explore student employment opportunities at Stetson that allow students to earn income, develop valuable professional skills, and gain meaningful experience while contributing to campus life. Whether students are just getting started or looking for their next role, our team is here to support your journey.

Student Employees

Find essential forms and resources about student employment

STUDENT

Graduate Students

Learn more about graduate-level positions across the University

GRADUATE

Supervisor Resources

Supervisors serve as mentors and managers to our students

SUPERVISOR

PAGES WITH RESOURCES

- » Student Employment Home
- » Getting Hired
- » Student Employee Resources
- » Supervisor Resources
- » Graduate Students
- » Frequently Asked Questions



Student Employee Resources

Student employees and supervisors can find essential forms and resources to support successful student employment. These materials help guide the hiring process, payroll setup, and compliance with university policies. Clear answers to common questions ensure students and supervisors feel confident and prepared throughout the employment experience.

[[Expand/Collapse All](#)]

- Payroll and Direct Deposit
- Professional Development
- Policies and Procedures
- Forms

- » Student Employment Home
- » Getting Hired
- » Student Employee Resources
- » Supervisor Resources
- » Graduate Students
- » Frequently Asked Questions



Supervisor Resources

Supervisors serve as mentors and managers to our student employees. They support our students as they grow in their LevelUp competencies and prepare for their next career and academic pursuits. As a manager, supervisors oversee selection, hiring, and compliance for student employees. Our incredible supervisors develop trusting relationships with their students while supporting them individually as both employees and scholars.

Supervisor Guides and Training

- **New Supervisors:** [Guide](#)
- **Supervisor Training:** [Training Video](#) | [Fall 2025 Supervisor Training Presentation](#)

Hiring Tools

- **Electronic Personnel Action Form (EPAF):** [Video](#) | Instructions: [STUD01](#) | [STUD02](#) | [STUD03](#) | [EPAF Status Check](#) | [Troubleshooting Guide](#) | [Setting Up Routing Queue](#)
 - Tutorial for hiring a [student who has not worked at Stetson previously](#).
 - Tutorial for hiring a [student into a new position who has worked at Stetson previously](#).
 - Tutorial for re-hiring a [student into the same position as previously held](#).
- **HatterJobs:** [Posting Instructions](#) | [Website](#) | [Remove Job Posting](#)
- **International Student Employment Process:** [Employment Letter Request](#) (supervisor must initiate)

Supervisor Page Has Resources for Hiring & Managing students

- » Student Employment Home
- » Getting Hired
- » Student Employee Resources
- » Supervisor Resources
- » Graduate Students
- » Frequently Asked Questions

Graduate Student Employment

Stetson offers graduate assistantships across the University, ranging from Student Affairs to Athletics. This is an intentional experience where graduate students gain real-world experience while focusing on their graduate education.

Graduate Hourly Positions

Hourly graduate student employment positions become available at various times throughout the year. Positions will be posted here when these opportunities become available.

Open Hourly Positions

- [Campus Visitation Graduate Student Employee](#)

Graduate Assistantships

Participants receive a bi-weekly stipend and a tuition waiver, which covers the cost of **two** full classes each fall and spring semester.

This page is updated as new positions become available throughout the year.

Open Graduate Assistant Positions

- [Graduate Assistant of Leadership & Student Events](#) - Student Development & Campus Vibrancy
- [Presidential Fellows Program Engagement & Events Coordinator](#) - Office of the President
- [Career Success Graduate Assistant](#)- Career Success

Graduate Page has resources for Graduate students

Student Page has resources for Undergraduates

POSTING, APPLICATION & SELECTION



JOB DESCRIPTIONS

- Connect tasks to the [Career Competencies](#)
- Use resume-ready language
- Create functional qualifications
- All Job Descriptions must use [Job Description template](#)
- Job description changes should be emailed to Student Employment
- New positions must complete the [New Position Request](#)

Overview:

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

	Critical Thinking	Professionalism	Teamwork	Communication	Technology	Leadership	Career & Self-Development
Duties and Responsibilities: (lines can be added by hovering to the left of green dotted lines below)							
Photocopying, scanning and filing of confidential documentation	X	X		X	X		
Create Student Employee requirements access through my.stetson	X		X	X	X		
Greeting office visitors upon arrival, providing answers, resources, and customer service	X	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	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:

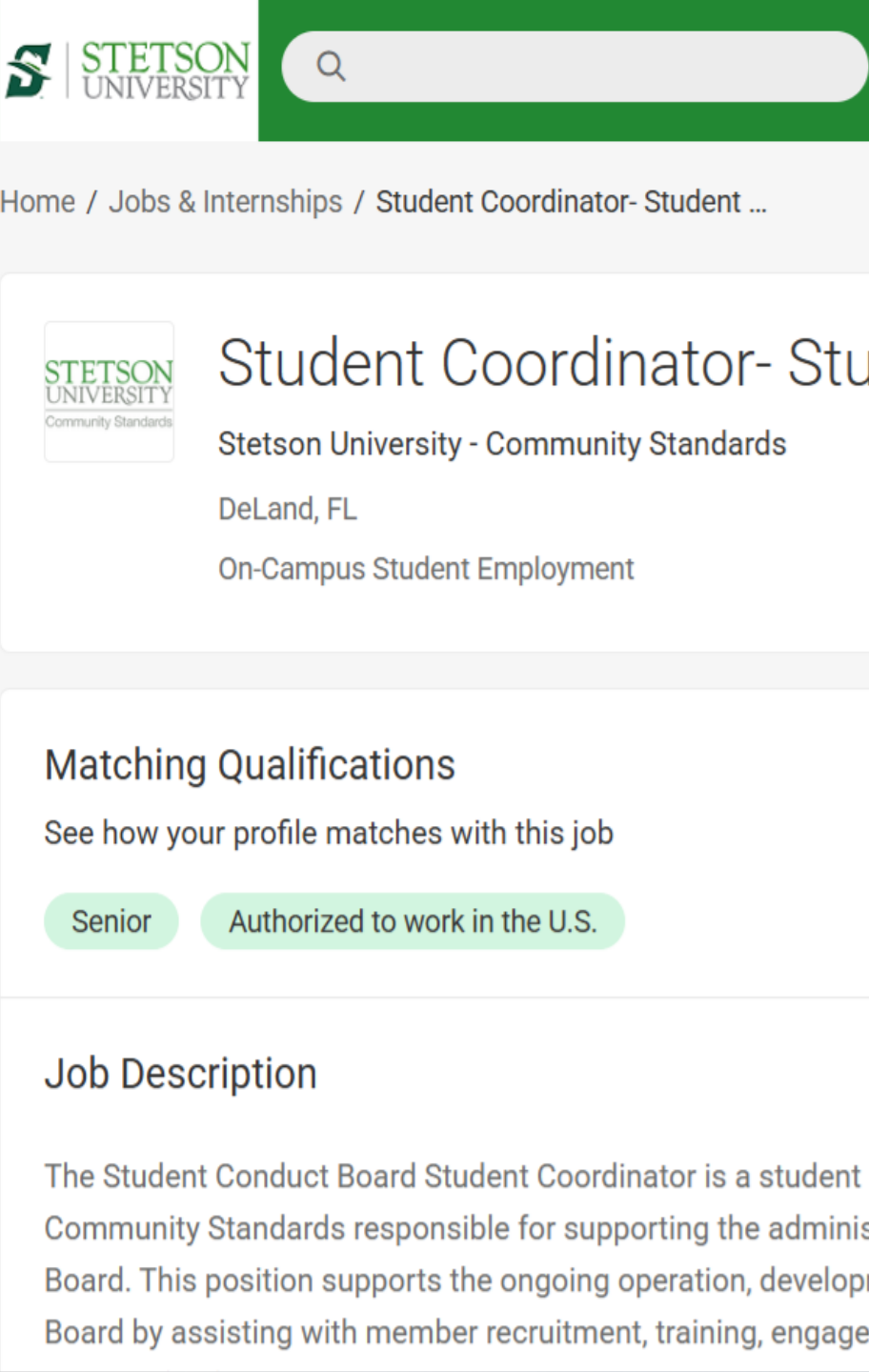
University Division:

Supervisor Name:

Supervisor Title:

Position Number: SXXXXX

Pay Level: 1



HATTER JOBS

- HatterJobs is the platform for our Career Success Office
- Site provides:
 - Job Postings for SE Jobs, Internships & external jobs
 - Resume and cover letter templates
 - Online resume reviews
 - Scheduling appointments with career advisor
 - Career Success Calendar of Events
- All open positions need to be posted here by Supervisor
- We direct all students to review postings on this platform
- Students can get to HatterJobs through their MyStetson or www.stetson.edu/career. This is emailed to all FY students prior to FOCUS

POSTING ON HATTERJOBS

1

Create employer account following instructions on Supervisor Resources Page.

Only take this step if you have not created an account before.

2

Post position & application instructions on HatterJobs by logging into your account.

3

Be sure to end the posting when you have filled the position.

All Step-by-Step instructions can be found on Supervisor Resources Page

APPLICATION PROCESS

For many, this is the first time students 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
- What questions should you ask?
 - Behavior based questions
 - Tell me about a time you had to manage multiple priorities at once.
 - Job-function question
 - How do you organize and track multiple deadlines?
 - How does student accept feedback?
 - Tell me about a time someone gave you constructive feedback. What did you do with it?
 - Illegal questions/ topics
 - Were you born in the United States?

AFTER SELECTION

1

Give student a day to consider the job if needed

(This is similar to the real world.)

2

If helpful, request their ID number and schedule availability again

3

Communicate with students who have not been selected

(SO IMPORTANT!)

4

Take down HatterJobs posting when position is filled

(Instructions on Supervisor Resources page)

EPAF HIRING PROCESS



WHAT IS EPAF

Approve Time

Approve Leave Report

Approve Leave Request

Electronic Personnel Action Forms (EPAF)



[HELP](#) [LOGOUT](#)

Electronic Personnel Action Form

[EPAF Originator Summary](#)

[New EPAF](#)

[Act as a Proxy](#)

RELEASE: 8.18 (172.22.4.14:B8-ORDS-SSB-69665BFF9F-4LPJW)



Approval Category: Required

Hire Student who has never worked on campus as employee, STUD01 ▼

Go

Caution There are no active jobs based on the Query Date.

All Jobs

- Electronic Personnel Action Form
- Hiring Supervisors should have access to it through their MyStetson Employee tab.
- If access is needed, they should complete the New Supervisor form or email Student Employment.

EPAF PROCESS



Step 1- Supervisor Submission



Step 2 - Student "Paperwork"
Completion



Step 3 - Student Employment Team
Processes



Step 4 - Student Can Begin Working

STEP 1: SUPERVISOR SUBMISSION



Step by step EPAF
Instructions available on
Supervisor Resources
website.

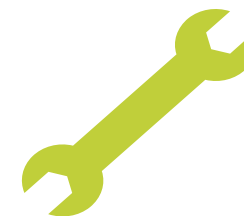


Helpful Hints:

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
correctly

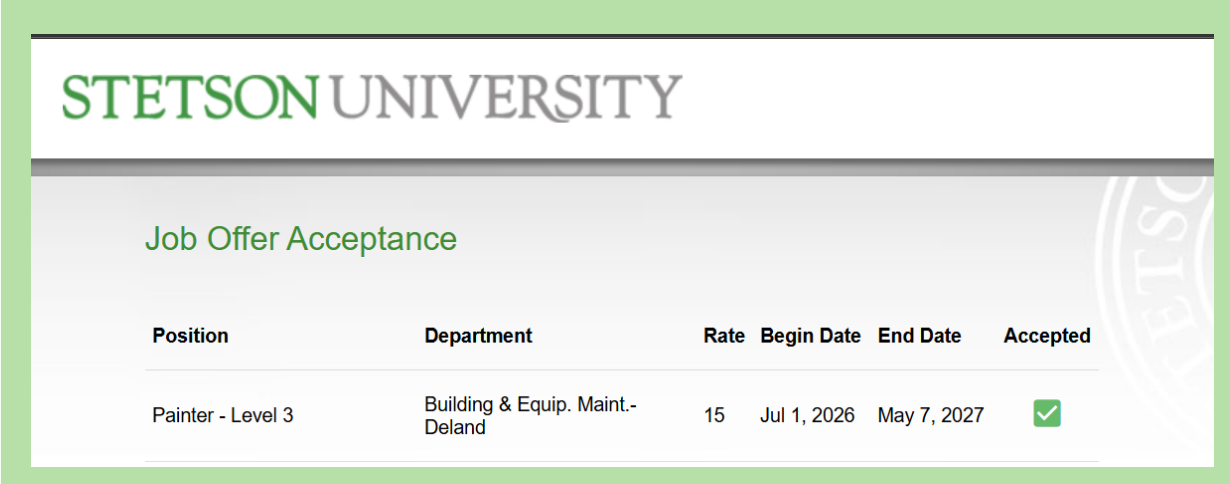


Troubleshooting guide found
on the Supervisor Resources
page.

STEP 2: STUDENT PAPERWORK COMPLETION

ALL STUDENT EMPLOYEES

- Receive e-mail instructions upon EPAF submission
- Accept position online through MyStetson. Forms include:
 - [Rights and Responsibilities](#)
 - [Safety](#)
 - [Confidentiality](#)
 - [Competencies Selection](#)



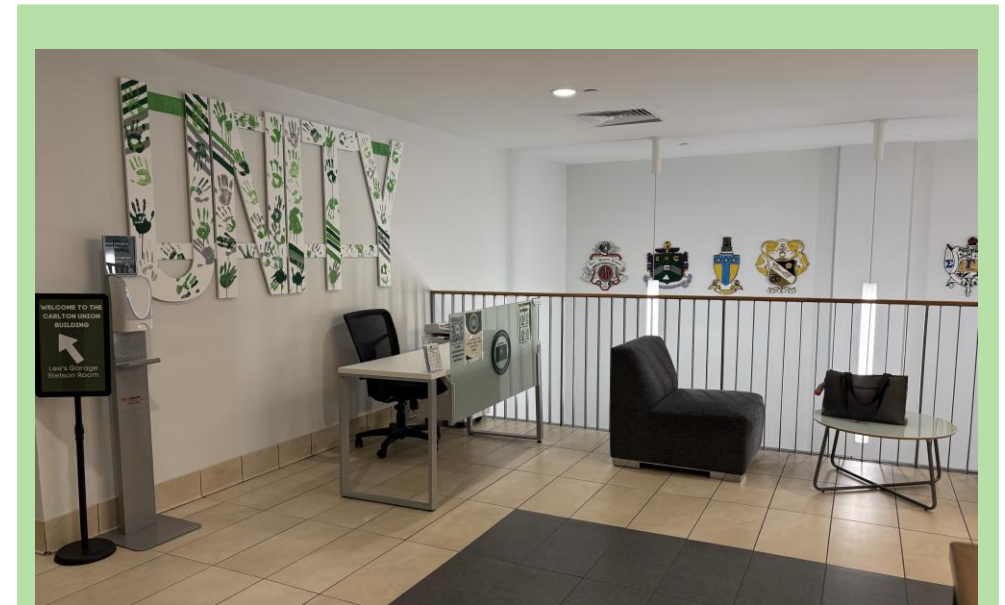
The screenshot shows a web form titled "STETSON UNIVERSITY" at the top. Below the title is a section labeled "Job Offer Acceptance". Under this section is a table with the following columns: Position, Department, Rate, Begin Date, End Date, and Accepted. The table contains one row of data: Painter - Level 3, Building & Equip. Maint.-Deland, 15, Jul 1, 2026, May 7, 2027, and a green checkmark in the Accepted column.

Position	Department	Rate	Begin Date	End Date	Accepted
Painter - Level 3	Building & Equip. Maint.-Deland	15	Jul 1, 2026	May 7, 2027	☒

STEP 2: STUDENT PAPERWORK CONTINUED

NEW STUDENT EMPLOYEES (STUD01)

- After job acceptance, student receives e-mail instructions to fill out online form and schedule an appointment with our team
- Domestic students meet with Student Employment Manager at Satellite Office to complete Federal employment paperwork (I-9 & W-4 forms)



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 BEGIN WORK!

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

CHECK WHERE STUDENT IS IN EPAF PROCESS

- Available on Supervisor Resources Page
- [Check EPAF Status- one page.docx](#)
- [Troubleshooting Guide](#)

1

To Check Status of EPAF

Step 1: Go to Originator Summary.

mySTETSON

HELP LOGOUT

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 step 4):

EPAF Originator Summary

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

Select the link under Name to access details of the transaction, or select the link under Transaction Information

Transaction Status: All
Waiting

New EPAF | Default Routing Queue | Search | Supervisor or Filter Transactions

Return to EPAF Menu

Step 3: Discover why EPAF did not submit:

Name	ID	Transaction	Type of Change	Submitted Date	Effective Date	Transaction Status	Links
Stetson, John B.	800111111	13903	Hire existing Student Employee into a new Position	Apr 28, 2021	Apr 28, 2021	Waiting	Comments

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@stetson.edu.

2

Step 4: Check on fully submitted forms:

If nothing in "Waiting" choose the "History" tab.

EPAF Originator Summary

"History" will show you all forms fully submitted.

Select the link under Name to access details of the transaction, or select the link under Transaction Information

Transaction Status: All
Cancelled

New EPAF | Default Routing Queue | Search | Supervisor or Filter Transactions

Return to EPAF Menu

Step 5: View Transaction Status:

Name	ID	Transaction	Type of Change	Submitted Date	Effective Date	Transaction Status	Links
Stetson, John B.	800111111	13903	Hire existing Student Employee into a new Position	Apr 28, 2021	Apr 28, 2021	Completed	Comments

If COMPLETED you would have received an "Employment Approved" e-mail

Step 6: Select "Comments" to view if student has ACCEPTED the position:

Name	ID	Transaction	Type of Change	Submitted Date	Effective Date	Transaction Status	Links
Stetson, John B.	800111111	13903	Hire existing Student Employee into a new Position	Apr 28, 2021	Apr 28, 2021	Pending	Comments

If PENDING you should select "Comments".

Step 7: Contact Student if necessary:

3

Student HAS ACCEPTED the position, waiting on Student Employment for processing:

If you see this, student still needs to ACCEPT the position.

Comments

Information Enter a comment.

Name and ID: Stetson, John B. 800111111
Transaction: 14317
Job and Suffix: S25041-00, Lead Student Manager
Approval Category: Add Student Position, STUD02

Previous Comments

Date: Jun 21, 2021 01:23:06 PM
Made by: NAME NOT FOUND FOR PIDM: 99999999, STETSON
Comments: Job Offer Acceptance Form submitted

Enter Comment

Save

FEDERAL WORK STUDY



FEDERAL WORK STUDY PROGRAM



Awarded to students who filed a FAFSA – Only for Domestic Students



Must have "Need" under federal regulations



Financial Aid program that is limited by the award amount

Students' earnings can go above FWS award amount, but not above \$4500 maximum allocation for the year



Student is paid the same way regardless of funding source

POLICIES



PAY STRUCTURE



Created to align student positions and prepare for anticipated annual increases



Developed through committee process including supervisors and students



All students within a position will be paid the same rate-
There is no flexibility in wage rate within each position

PAY LEVELS

Level 1 - \$15/hour:

- Performs a variety of routine tasks requiring on-the-job training, independent judgment, and limited decision-making, with general supervision and responsibility for sound decisions when needed.
- Examples: Clerical Assistants, Helpdesk Employees, Ticket Office (entry-level roles)

Level 2 - \$15.25/hour:

- Requires advanced skills, independent problem-solving, initiative, and moderate decision-making, with minimal supervision on routine tasks and accountability for prioritizing and completing work.
- Examples: Tutors, Lifeguards, Student Employment Managers (not in lead positions)

Level 3 - \$15.75/hour:

- Requires specialized skills to manage projects or oversee student employees, exercising independent judgment, accountability, and confidentiality in complex work.
- Examples: Lead SPI, WELL Team Leads, Lead Managers

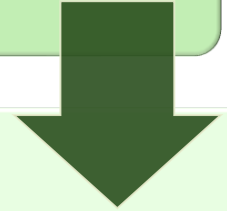
Graduate Hourly Positions - \$16.50/hour:

STUDENT ALLOCATIONS

Undergraduate student limit is **\$4,500** (Approximately 8-10 hours/week in academic year)



Supervisors can see student's complete earnings on the bi-weekly budget report



Student or Supervisor may request additional earnings allocation by **e-mailing Student Employment**. Will only be approved for special circumstances such as:

- Work in summer/ breaks
- Extenuating need of department or student
- Approval process will be a Form coming in 2027

WHEN CAN STUDENTS WORK?

- Not during scheduled classes
- Students typically work about 8-10 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) based on student availability and department needs
- 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 Institutional Policies: Policytech](#)



[Student Conduct and Community Standards](#)



[Report it Form](#)

SAFETY



WORKER'S COMPENSATION

Contact Public Safety. In case of Emergency, call 911 first!

- Should any work-related injury occur, student employees are covered under the University's workers' compensation insurance. This includes trips, falls, pinched fingers, splinters, as well as major injuries.
- If an employee is injured while performing their required work duties, students should immediately contact Public Safety and their supervisor (after 911, if necessary). **The supervisor needs to make sure that this step happens!**
- Supervisor will need to complete the [Workers' Compensation Incident Reporting Form](#) on the Risk Management [website](#).
- Any questions should be referred to Amber Ryan, Director of Risk Management at aryan2@stetson.edu.

All injuries MUST be reported immediately!

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: limited by law to maximum of 20 hours per week

Must be fully hired before they start work

HIRING PROCESS A BIT DIFFERENT

Supervisor submits EPAF:

- If EPAF remains in “waiting status” after pressing “Submit” and you receive the following error, this indicates that the student does not have a social security number, and the student will need to apply for one before they can complete the hiring process. The **SUPERVISOR** then initiates and completes the Employment Letter Request Form from the Supervisor Resources page

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.

- The request is received by Student Employment, and an Employment Letter is generated and signed by both the Employment Specialist and WORLD Representative.
- The **STUDENT** then schedules a meeting with the SSA office to apply for the social security number; once the **STUDENT** completes appointment, they will receive a receipt needed for employment verification.
- The **STUDENT** will then schedule a meeting with the Student Employment Lead Manager to complete I-9 and W-4 paperwork in person at the Administrative Services Building.

PAYROLL/ TIMESHEETS



PAYROLL CALENDAR

- Where to [Find](#)
- Minimal variance due to holidays and Fiscal Year change
- Every Friday is Green- Students either **Submit** timesheet or **Get paid**



STUDENT PAYROLL CALENDAR 2026-2027



PAY PERIOD	START	END	PAY DATE
15	07/01/2026	07/17/2026	07/24/2026
16	07/18/2026	07/31/2026	08/07/2026
17	08/01/2026	08/14/2026	08/21/2026
18	08/15/2026	08/28/2026	09/04/2026
19	08/29/2026	09/11/2026	09/18/2026
20	09/12/2026	09/25/2026	10/02/2026
21	09/26/2026	10/19/2026	10/16/2026
22	10/10/2026	10/23/2026	10/30/2026
23	10/24/2026	11/06/2026	11/13/2026
24	11/07/2026	11/20/2026	11/27/2026
25	11/21/2026	12/04/2026	12/11/2026
26	12/05/2026	12/18/2026	12/25/2026
1	12/19/2026	01/01/2027	01/08/2027
2	01/02/2027	01/15/2027	01/22/2027
3	01/16/2027	01/29/2027	02/05/2027
4	01/30/2027	02/12/2027	02/19/2027
5	02/13/2027	02/26/2027	03/05/2027
6	02/27/2027	03/12/2027	03/19/2027
7	03/13/2027	03/26/2027	04/02/2027
8	03/27/2027	04/09/2027	04/16/2027
9	04/10/2027	04/23/2027	04/30/2027
10	04/24/2027	05/07/2027	05/14/2027
11	05/08/2027	05/21/2027	05/28/2027
12	05/22/2027	06/04/2027	06/11/2027
13	06/05/2027	06/18/2027	06/25/2027
14	06/19/2027	06/30/2027	07/09/2027

my

STETSON

⚙️

👤

Babirye, Giovannah A.

Employee Dashboard

• Timesheet

• HR Support & Project Assistant, S25103-00, S, 5103, Human Resources

HR Support & Project Assistant, S25103-00, S, 5103, Human Resources

🔄 Restart Time

📄 Leave Balances

08/01/2026 - 08/14/2026

📄

🗨️

In Progress

Submit By 08/17/2026, 11:59 AM

SATURDAY

SUNDAY

MONDAY

TUESDAY

WEDNESDAY

THURSDAY

FRIDAY

8

9

10

11

12

13

14

➕ Add Earn Code

Earn Code

Start Time*

End Time*

Hours

Regular Pay

08:00 AM

01:00 PM

5.00

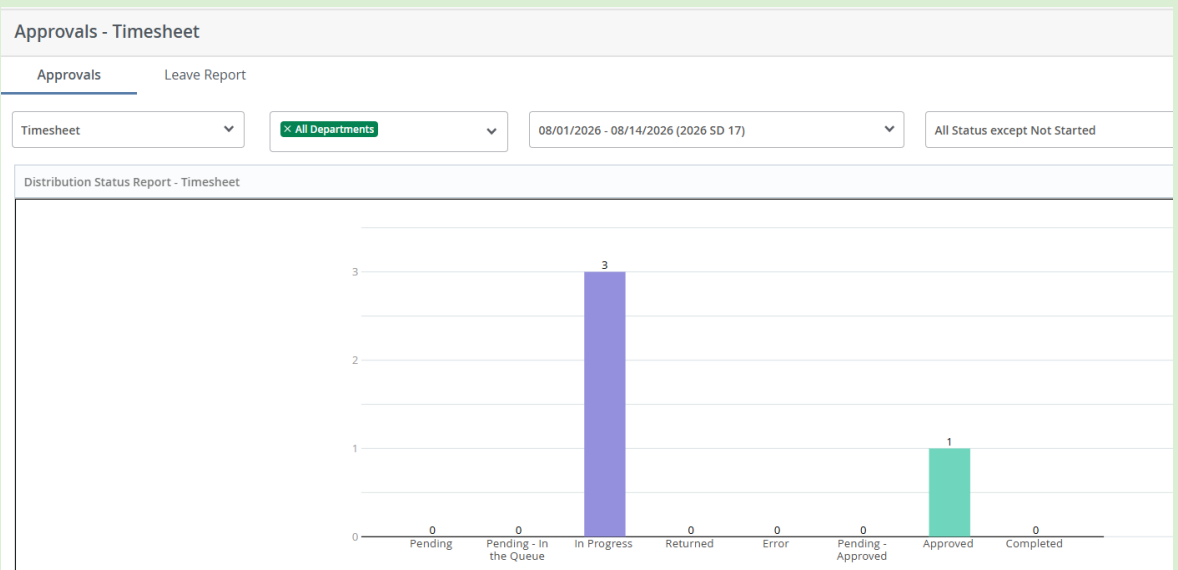
Exit Page

Cancel

Save

Preview

Student timesheet



Supervisor Timesheet approval dashboard- Overview

TIMESHEETS

- Submission and Approval- All completed online
- Student submits timesheet by Friday
- Supervisor reviews and approves by Monday

Approvals - Timesheet

Approvals

Leave Report

Timesheet

✖ All Departments

08/01/2026 - 08/14/2026 (2026 SD 17)

In Progress

In Progress 3

Employee Name	ID	Organization	Hours/Units
Glezer, Christine E. Student Asst - Stdnt Employmnt, S05103-00	800789167	S-5103, Human Resources	5.25 Hours
McCoy, Mysja N. Lead Stu. Emp. Manager, S15103-00	800788399	S-5103, Human Resources	5.25 Hours
Ostrom, Tessa L. HR Support & Project Assistant, S25103-00	800790351	S-5103, Human Resources	17.00 Hours

Supervisor Timesheet approval dashboard- Approval

PAYROLL VARIANCE FORMS

- Payroll Variance Form found on Student Employment website
- Initiated by **Student**
- Should only be used if necessary
- Students will likely get paid in the next payroll (2-3 weeks)

Student Employment Payroll Variance Form 2026-2027

The Student Employment Payroll Variance Form is to be submitted by the Student, reviewed by the Supervisor, and processed by Payroll.

Student Information:

Student First Name:
* Giovanah

Student Last Name:
* Babirye

Student ID Number:
*

Student Email:
*

Position Name:
*

Position Number:
*

Position Number example:
S19999-00

Your position number can be found on your current timesheet and should follow the example format.

Supervisor First Name:
*

Supervisor Last Name:
*

Supervisor Email:
*

Select your Pay Period:

Please use the check box to the left of the pay period for which this Payroll Variance Form pertains.

This form will only work for ONE pay cycle. If needing to submit Payroll Variance Forms for multiple payrolls (bi-weekly pay cycles), you will need to create an additional form for each pay period.

	Pay Period:	Begins:	Ends:		Pay Period:	Begins:	Ends:
☐				☐	1	Dec 19	Jan 1
☐	15	Jul 1	Jul 17	☐	2	Jan 2	Jan 15
☐	16	Jul 18	Jul 31	☐	3	Jan 16	Jan 29
☐	17	Aug 1	Aug 14	☐	4	Jan 30	Feb 12
☐	18	Aug 15	Aug 28	☐	5	Feb 13	Feb 26
☐	19	Aug 29	Sept 11	☐	6	Feb 27	Mar 12
☐	20	Sept 12	Sept 25	☐	7	Mar 13	Mar 26
☐	21	Sept 26	Oct 9	☐	8	Mar 27	Apr 9
☐	22	Oct 10	Oct 23	☐	9	Apr 10	Apr 23
☐	23	Oct 24	Nov 6	☐	10	Apr 24	May 7
☐	24	Nov 7	Nov 20	☐	11	May 8	May 21
☐	25	Nov 21	Dec 4	☐	12	May 22	June 4
☐	26	Dec 5	Dec 18	☐	13	June 5	June 18
☐				☐	14	June 19	June 30

Indicate Your Hours Adjustment:

Week One:

Saturday	Sunday	Monday	Tuesday
Select Date: 	Select Date: 	Select Date: 	Select Date:
Start Time: 	Start Time: 	Start Time: 	Start Time:
End Time: 	End Time: 	End Time: 	End Time:
Total Hours: 	Total Hours: 	Total Hours: 	Total Hours:
Wednesday	Thursday	Friday	
Select Date: 	Select Date: 	Select Date: 	
Start Time: 	Start Time: 	Start Time: 	
End Time: 	End Time: 	End Time: 	
Total Hours: 	Total Hours: 	Total Hours: 	

Week Two:

Saturday	Sunday	Monday	Tuesday
Select Date: 	Select Date: 	Select Date: 	Select Date:
Start Time: 	Start Time: 	Start Time: 	Start Time:
End Time: 	End Time: 	End Time: 	End Time:
Total Hours: 	Total Hours: 	Total Hours: 	Total Hours:
Wednesday	Thursday	Friday	
Select Date: 	Select Date: 	Select Date: 	
Start Time: 	Start Time: 	Start Time: 	
End Time: 	End Time: 	End Time: 	

Total Hours for Both Weeks

Total Hours Worked for Indicated Pay Period: *

Student Comment:

Signatures:

By electronically signing this form, you confirm that your hour adjustments are true and correct, and understand that any adjustment will be reviewed by your timesheet supervisor for accuracy.

*

(click to sign)

Signature

Date

Signature indicates Supervisor approval

Supervisor Comment:

Date

PAYCHECKS



Direct Deposit

TRAINING



ONBOARDING

Virtual Orientation course for new student employees regarding student employment

Includes timesheet and competency information

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

Student Employment will communicate with students and supervisors regarding non-completion

MANDATORY STUDENT YEARLY TRAINING

TITLE IX – October

Training is mandatory and non-completion will result in termination

BUDGETS



POSITION BUDGETS

(DIFFERENT FROM STUDENT'S ALLOCATION)



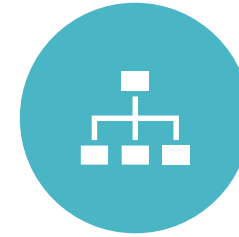
EACH POSITION
HAS A YEARLY
BUDGET WHICH
RUNS FROM
JULY 1 – JUNE 30



STUDENT
EMPLOYMENT
FUNDING CAN
ONLY BE USED
ON STUDENT
WAGES



BUDGETS ARE
TRACKED IN
BANNER



SUPERVISORS
RECEIVE BI-
WEEKLY
REPORTS



POSITION
BUDGETS ARE
RESET JULY 1ST
EACH YEAR

BUDGET MANAGEMENT

- Student Employment Regular Funding can be transferred 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.

COMING ATTRACTIONS



COMING ATTRACTIONS

- Job Fair in September- Date & Location Coming Soon
- Employee of the Month
- Connect your department to our Instagram (studentsatwork)
- Student Employee Highlights
 - Email Student Employment to highlight your student(s)' work!
- Student Employment Week in the Spring Semester

IN CLOSING



SUPERVISOR EXPECTATIONS

We rely on our supervisors to:

- Comply with all policies
- Work in the best interest of the student and the University
- Review communications and take action as necessary
- Contact our office with questions:
 - Student Employment- studentemployment@stetson.edu
 - Marlene Vinciguerra- mvinciguerra@stetson.edu





Thank you for your partnership as we
navigate the year ahead. We know it will
be great!

QUESTIONS?

NOTE: THIS POWERPOINT & RECORDING WILL BE UPLOADED TO THE SUPERVISOR RESOURCE PAGE IN THE COMING DAYS.