TO: All Student Employee Supervisors  
FROM: Aimee Bristow, Director of Financial Aid

SUPERVISOR’S MANUAL

As you prepare to hire students for the up and coming school year, the following points of information will be important to you.

1) Before you allow a student to begin working in your department, please check to make sure the student is eligible for employment because not every student on campus is eligible to work. In some cases, recipients of federal student aid are prohibited from receiving additional assistance through employment. Each student who wants to work on campus must be awarded Federal Work Study or College Employment as part of their financial aid award. The student must complete the following steps before you can allow them to start working. Supervisors should not promise jobs to students prior to going through the on-line campus employment process.

   1. Apply for the position through the on-line campus employment process by logging into MyWC, click Campus Employment on the left-hand side of the screen, they will be presented with another log-in, they must use their full e-mail address and password to log-in, then click on the “Search for Positions” box and review the positions that they wish to apply for.
   2. To hire a student, you must accept their application on-line in the campus employment system which you will access through MyWC.
   3. Student submits completed personnel paperwork to Human Resources (I-9, Federal W-4, State W-4), which are available to download at http://www.westminster-mo.edu/admissions/finaid/Pages/SESupervisors.aspx, and click on “Student Employment Forms”.
   4. Student and supervisor will receive an email from SharePoint Workflow which comes from the Human Resources Office confirming the student is authorized before they can begin working on campus.
   5. Student is now allowed to start working on campus as early as the first day of classes, if all employment paperwork is completed.

After hiring the student, there should be an orientation period; whereby job expectations, work schedule, and ground rules are established. Every student who will have access to confidential information should sign a confidentiality statement. **Students should not be allowed to do their homework on work study time.**

2) The Campus Employment System will indicate the number of positions the student is eligible to have on campus. Students are only allowed to have one job on campus, unless their application states they can have 2 jobs. Students who are eligible for one position will be allowed to apply for 1 position at a time, and students who are eligible for 2 positions will be allowed to apply for 2 positions at a time. Remember each position should provide the student
with an opportunity to work an **average** of at least 7 hours/week (this is based on a $1500 yearly award-$750 per semester) throughout the academic year. No student may work more than 20 hours per week while classes are in session. **Federal Regulations prohibit students from working when they have a scheduled class. Students may not “skip” class to be at work.**

3) Students in all positions earn minimum wage, currently $7.50 per hour. In the event that the minimum wage increases during the school year, wages may be adjusted. **All student wages are established by the Human Resources Department. No wages may be offered other than those outlined above without prior approval of the Director of Human Resources and Compensation, and these will only be approved for exceptional circumstances, such as the supervisor requiring specific skills of the student that otherwise would require the college to go outside the institution to hire an employee with similar skills and at a higher rate of pay.**

   Except for Resident Advisors, who are on contract and paid a stipend, all other students must be paid by hours worked as reported on timecards.

4) Before you approve the timecards in ADP, please perform the following edit checks:

   - Please confirm the hours reported by the student are accurate. Even though timecards are submitted on-line, supervisors might want to keep paper records of the time their employees work to confirm the information in ADP is accurate.

   - Timecards will not be activated in the ADP system until the student has been authorized to work by the Human Resources Office, and the student registers and sets up an account with ADP. You should not allow your students to work until you receive an email from the Human Resources Office confirming the student has been authorized to work on campus.

   - **Late timecards will not be accepted**, so students must submit their on-line timecard by the respective due date for the corresponding pay period.

     - The pay periods are the 6th – 20th and the 21st – 5th. The due date for the employee to enter time is always at the end of the last day of the pay period; the 5th and the 20th.
     - Once the pay period ends and employees have finalized their timecards in the system, supervisors have one business day in which to review, adjust, and approve them; generally the 6th and the 21st.

5) **Job Descriptions must be submitted to the Financial Aid Office for all student positions.** If you know a job description is currently on file in the On-Line Student Employment System, it is not necessary to resubmit. However, students cannot apply for a position if the job description doesn’t exist in the on-line campus employment system. Supervisors should review and update the job description on-line every year, as appropriate.

   If you would like to request a new position, you must receive approval from your respective
cabinet member and either forward their response by e-mail to the Financial Aid Office or have your cabinet member e-mail their response directly to the Financial Aid Office. Once approved you will then need to submit the job description to the Financial Aid Office so that it can be created in the on-line student employment system. The student cannot apply for the job until the position has been approved and the job description is created in the on-line employment system.

6) We are required by the Department of Education to spend 7% of our Federal Work-Study funds on Community Service. We currently have contracts with the Fulton Preschool Association, St. Peters Early Childhood Learning Center, YMCA of Callaway County and America Reads.

If you have questions or suggestions concerning the student employment program at Westminster, please contact the Financial Aid Office. We look forward to working with you and hope that the student employment programs can be a positive experience for students, faculty and staff.