Student Employment Procedures

JOB POSTING

CONTACT: Amanda West (Program Staff Specialist, Advising & Counseling Office)

- Jobs are posted on Student Employment Job List on the Student Employment Program website: https://www.frc.edu/studentservices/student-employment
- To change the job status (OPEN, CLOSED) or to post an updated position description, contact Amanda.

STUDENT APPLICATIONS

CONTACT: Amanda West

- Students seeking employment should be referred to the Advising and Counseling Office. There they are shown where the on-campus list is located and are assisted with applications for campus jobs.
- To apply, students submit a completed Student Application and Class Schedule Form. Students applying for more than one position are asked to submit one form for each.
- Amanda will forward applications to the appropriate hiring supervisors.

HIRING PROCESS

CONTACTS: Juanita Lujan (HR) and Andre van der Velden (Financial Aid)

- Hiring supervisor receives applications and determines which applicants to select as candidates.
- 3 to 7 days before employment is expected to begin, supervisor fills out the top section of the Student Hire Form and emails the form to both Juanita Lujan and Andre van der Velden.

- The form must include:
  - Student Name (first and last)
  - Student ID Number from Banner
  - Address and phone number
  - Department and Supervisor
  - Desired dates of employment (Please plan ahead, at least 3 – 7 days)
  - Total hours for employment period (Please review your allocation to ensure that you do not exceed your allocated amount)

- Human Resources will verify that the supervisor has sufficient hours in their allocation for the year.
Financial Aid determines which fund will be used to pay the student. The form is forwarded via email to Human Resources and a note in the email describes which fund should be used and for how many hours (based on fund availability and supervisor request).

Supervisors need to direct students to the Human Resources Office to complete all employment paperwork. Once the student has completed all paperwork, Juanita will forward the form to the supervisor and student for their signature. Upon return, Juanita will determine the approved start date and sign the Hiring Form. Copies of the completed form will then be sent out to all parties electronically with the approved star date.

**NOTE:** The approved start date (noted on the top of the “electronic” hire form) will reflect the date that all paperwork and candidate/supervisor signatures were received.

If your student employee begins working prior to the approved start date, their time will be considered voluntary and unpaid.

**TIMESHEET PROCESS**

**CONTACT:** Shawna Lindsey (Payroll)

- Once a student has received his/her approved start date from Juanita, hours worked from that day forward will be logged on a **Student Time Sheet**.
  - Time sheets are to be completed on a **monthly** basis
  - Students may only put one job assignment on their time sheet (use multiple time sheets if needed for multiple jobs)
  - All fields must be completed on the time sheet
  - Hours are to be calculated to the **quarter hour**
  - Time sheets must be signed by the student and supervisor
  - Overtime rates will apply to any student working over 8 hours in a day or if a student works 7 consecutive days

- At the end of each month students are to submit their monthly time sheet to their supervisor for verification of hours worked and for their supervisors signature. Supervisors should discuss any errors with the employee and have him/her correct the error prior to affixing their signature on the supervisory signature line and submitting the time sheet to Payroll. If the employee refuses to amend the time sheet or the employee is unavailable to make the change, and the time sheet must be submitted to Payroll, make the change on the time sheet; initial the change, sign the time sheet and give the employee his/her copy. Hours should be verified, calculated and approved prior to submitting to payroll.
RECONCILIATION PROCESS

CONTACT: Krystal Drybread (Administrative Assistant, Student Services)

- Each month, the supervisor should record the month’s hours on his/her worksheet and then compute how many more hours each student has to work for the academic year. It is imperative that the supervisor keep track of how many hours each student has worked, so that no student works more hours than allocated. The supervisor is the only person who can prevent students from working too many hours.

- Each month, after student payroll has run, the prior month’s hours will be posted to the Student Employment Records. Monthly Reports will then be generated for each department that received an allocation for the year, with data split out by supervisor and will be sent to the department. These reports will also be sent to the appropriate Administrator for their information.

STUDENT EMPLOYMENT CHANGES

CONTACTS: Krystal Drybread and Juanita Lujan

- If a student or the supervisor has terminated a student’s employment, whether or not the student worked all of the allocated hours, send an email to Juanita Immediately. The student’s employment records will be marked as terminated and any unused allocated hours will be reclassified as available for the department.

- If the student has worked all of the hours allocated to them, they CANNOT work additional hours until the additional allocation is approved. The supervisor should send an email to Juanita Lujan and Krystal Drybread requesting the additional hours. Juanita and Krystal will determine if additional hours are available for that student and if so, send a revised Student Hire Form indicating the additional hours are approved. Andre will determine which fund to pay out of.

Remember: If your student employee begins working prior to the approved start date, their time will be considered voluntary and unpaid.