JOB POSTING

CONTACT: Natalie Thomas (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: Natalie Thomas

• 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.
• Natalie will forward applications to the appropriate hiring supervisors.

HIRING PROCESS

CONTACTS: Juanita Lujan (HR) and Diana Esquibel Mendez (Financial Aid)

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

• The form must include:
  o Student Name (first and last)
  o Student ID Number from Banner
  o Address and phone number
  o Department and Supervisor
  o Desired dates of employment (Please plan ahead, at least 3 – 7 days)
  o Total hours for employment period (Please review your allocation to ensure that you do not exceed your allocated amount)
• Diana will verify that the supervisor has sufficient hours in their allocation for the year and will determine which fund(s) will be used to pay the student. He will sign it and forward it on to Juanita in HR.

HIRING PROCESS continued

• Supervisors need to direct students to the Human Resources Office to complete all employment paperwork. Once the student has completed all paperwork, Michelle will forward the form to the supervisor and student for their signature through Adobe Sign. Upon return, Juanita will determine the approved start date and sign Hiring Form. Upon completion, all parties and payroll will be sent an email with a copy of the completed document.
• **NOTE:** The approved start date (noted on the top of the “pink” 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.

STUDENT EMPLOYMENT TRAINING

• Several training modules are available for students through Keenan. All student employees hired for 20 or more hours will be assigned mandatory training on Student Employment Learning Outcomes. Students are expected to complete this training within their first month of hire. Natalie Thomas will check the spreadsheet at the beginning of the week to identify employees hired in the previous week and assign the appropriate Keenan training modules.
• Students will receive an automated reminder through Keenan until the assigned training is complete.

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**.
  - Timesheets are to be completed on a **monthly** basis
  - Students may only put one job assignment on their timesheet (use multiple timesheets if needed for multiple jobs)
  - All fields must be completed on the timesheet
  - Hours are to be calculated to the quarter-hour
  - Timesheets 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 timesheet to their supervisor for verification of hours worked and for their supervisor’s 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 timesheet to Payroll. If the employee refuses to amend the timesheet or the employee is unavailable to make the change, and the timesheet must be submitted to Payroll, make the change on the timesheet; initial the change, sign the timesheet 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, Diana Esquibel Mendez, Michelle Lusty

- 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 Diana and Michelle 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 Diana Esquibel Mendez and Krystal Drybread requesting the additional hours. Diana 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.

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