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](https://www.frc.edu/studentservices/student-employment)

• To change the job status (OPEN, CLOSED) or to post an updated position description please contact the Program Staff Specialist in Advising/Counseling Office or the Administrative Assistant of Student Services.

STUDENT APPLICATIONS

CONTACT: Natalie Thomas (Program Staff Specialist, Advising/Counseling Office)

• Students seeking employment should visit the Student Employment website, or be referred to the Advising/Counseling Office where they can be assisted with applying for a student employment position.

• To apply, students will need to submit a completed Student Application and Class Schedule Form (located at: [https://www.frc.edu/studentservices/apply-for-a-job](https://www.frc.edu/studentservices/apply-for-a-job))

• Students may apply for up to six different positions with one application. They do not need to submit an application for each one.

• Completed applications will be forwarded to the appropriate hiring supervisors.

HIRING PROCESS

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

• Hiring supervisor receives applications and determines which applicants to interview.

• Hiring supervisor is expected to communicate with all applicants.

• 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 the Human Resources (HR) and Financial Aid (FA) Offices for review.

• 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)
• The FA office will verify if the student qualifies for a particular program such as FWS or EOPS and is in good academic standing. Financial Aid will relay the information to HR, who will assign the correct budget code and ensure that the supervisor has sufficient hours in their allocation for the year.

HIRING PROCESS continued

• Supervisors need to direct students to the HR Office to complete all employment paperwork and pick up a copy of the student employment handbook. Once the student has completed all paperwork, the form will be forwarded to the supervisor and the student for their signatures through Adobe Sign. Upon return, HR will determine the approved start date and sign the Hiring Form. Upon completion, all parties and payroll will be sent an email with a copy of the completed form.

• NOTE: The approved start date (noted on the top of the 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. The Program Staff Specialist in the Advising/Counseling Office 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.

• Employment may be terminated or paychecks may be withheld if the student does not complete the mandatory training.

TIMESHEET PROCESS

CONTACT: Shawna Lindsey (Payroll Officer)

• 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. Fillable timesheets are located on the Student Employment website.

  ▪ 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 signing 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 calculate 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 to avoid working 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 be generated for each department that received an allocation for the year and sent to the department/supervisor as well as the appropriate Administrator for their information.

STUDENT EMPLOYMENT CHANGES

CONTACTS: Krystal Drybread (Administrative Assistant, Student Services), Diana Esquibel Mendez (Financial Aid), Michelle Lusty (Human Resources)

• If a student or the supervisor has terminated a student’s employment, whether the student worked any or all of the allocated hours, an email should be sent to FA and HR immediately. The student’s employment record will be marked as terminated and any unused allocated hours will be made available again 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 HR and the Administrative Assistant to Student Services requesting the additional hours. They 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.