



# Student Employment Student Handbook

Office of Human Resources

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# Introduction

The purpose of this manual is to provide University of Portland student employees and potential employees with information regarding student employment opportunities, programs, and standard procedures. Our goal is to have the employment process run smoothly and efficiently for each Supervisor and Student Employee.

The Student Employment Student Handbook is updated as needed and stored as a PDF on the Student Employment website. If you print a copy, please check the Student Employment website periodically for updates. If you cannot find what you are looking for, please contact the Student Employment Coordinator located in the Office of Financial Aid.

## Description of the Student Employment Program

The opportunity for a student to work is a fundamental part of the University's philosophy, based firmly in the conviction that a meaningful and rewarding work experience is an educational benefit of lasting value. For this reason, the University of Portland designates significant funding each year for student employment. While some students qualify for the Federal Work-Study program, almost twice as many students work on campus earning Student Employment Institutional Funds (SEIF).

*The University of Portland Student Employment Program is intended to:*

- Provide students with financial support for doing worthwhile work when enrolled in a matriculated program at the University.
- Meet the needs of the University and other employers to perform day-to-day operations.
- Offer students valuable learning experiences to complement college and career goals.
- Help students develop good work habits and a positive attitude toward work.
- Prepare students for life beyond the University.

*The University of Portland Student Employment Program is not intended to:*

- Displace permanent staff members.

Through the Student Employment Program, students earn money throughout the year to help with expenses while at the University. Most students use their income for travel and personal expenses or save it for the next semester's educational expenses.

The University's Student Employment Program is administered by the Office of Human Resources, in coordination with the Payroll Office, in consultation with the Office of Financial Aid, and with the help of every supervisor across campus.

## Student Employment Eligibility at UP

To be eligible to work, a student must be admitted to a University of Portland degree or certificate program and registered at least half time (6 credit hours for undergraduates; 5 credit hours for graduates) during the current semester in which the student works. The only exception to this enrollment requirement is during the summer, in which case the student must be pre-registered for at least 6 undergraduate credit hours or 5 graduate credit hours for the following fall semester.

Seniors graduating in the spring cannot work past May 15. If a student is graduating at the end of summer, they must be enrolled in at least 6 credits total (both summer sessions combined) to be eligible to work through the summer. If a student has completed all their necessary credits to graduate at the end of summer session one, they must stop working no later than July 15. If a student is taking classes in summer session two, they can work through August 15.

First time first year and transfer students are eligible to begin working *on the first day of classes* during fall semester. Any student who would like to begin working prior to the first day of classes will need to be approved by the Student Employment Coordinator. The student must be a local resident and not require early housing, as well as their account must be paid in full. If an approval has been made for a student to begin working prior to the first day of classes, they can begin as early as August 16.

A student can apply for a student employment position through the online HireTouch Job Board using their UP email address. A Supervisor will submit a hiring proposal to hire an applicant. The Student Employment Office will confirm that a student is eligible for student employment and communicate to that candidate any hiring paperwork that needs to be completed. If the candidate is eligible and has completed hiring paperwork, the Student Employment Coordinator will send email communication to the supervisor and student employee that they can begin working in the position. A student cannot begin working until that communication is received.

### *International Students*

University students who are citizens of other countries may be eligible to work on campus if they meet specific eligibility requirements. International Students should check with the International Student Services Office for further information regarding eligibility to work. International Students may not work past the date they receive their diploma per federal regulations.

*Eligibility Dates*

**Fall:** August 16 – December 15 (or the last day of classes, whichever is later.)

**Spring:** January 15 – May 15 (*graduating students cannot not work past May 15.*)

**Summer:** May 16 – August 15

**Winter Break:** December 16 – January 15 (or the first day of classes, whichever is earlier.)

(Students who attend classes during the fall and are registered for the spring can work during winter break, with the exception of the holiday shutdown period, which is December 24 – January 1.)

# Wages

## Federal Work-Study

Federal Work-Study is a financial aid program. Each year, the federal government provides funding for employment programs in order to enable students with demonstrated financial need to work while attending college.

Federal Work-Study (FWS) is offered to undergraduate students who apply for financial aid and meet the Office of Financial Aid FWS awarding guidelines. Federal Work-Study recipients may work and earn FWS funds during the fall and spring semesters in most on-campus jobs, some off-campus jobs for non-profit organizations, or with local schools as reading/math tutors. As an added benefit for these students, FWS wages are more advantageous on the next year's FAFSA. Having FWS as part of your financial aid award does not guarantee employment.

Federal Work-Study is not awarded during the summer and may only be earned from August 16 through the last pay period of the Spring Semester each year (April 30 or May 15, depending on the Academic Calendar). Funds will be received via a student employment paycheck.

When the federal funds awarded to the University for the year are exhausted, all positions (except [Community Service Work-Study](#) positions) being funded by FWS will be switched to SEIF. This switch will happen on an administrative level; this change will not affect a student's employment status other than generating a new time sheet selection for the position being paid from SEIF instead of FWS funds.

## Student Employment Institutional Funds (SEIF)

Students who are not eligible for Federal Work-Study may still work on-campus. These students are paid using Student Employment Institutional Funds (SEIF) and represent the majority of students employed by UP.

While other colleges and universities limit student employment to only those students eligible for Federal Work-Study, an institutional student employment budget allows University of Portland students to have more opportunities regardless of FWS eligibility. It also enables FWS students to continue working on campus after they have earned their FWS award or if their FWS eligibility changes.

## **Wage Scale**

The hourly wage for all undergraduate student employees is \$14.00, with the exception of Community Service Work-Study (CSWS) positions that are paid \$14.50 for off-campus community service. Other exceptions to the maximum wage are generally not allowed, but in very unusual circumstances may be approved by the Controller.

# Finding a Job

Students find their own jobs at the University of Portland; they are not assigned to specific positions. This gives each student the flexibility to find the type of position that best fits their interests, experience and class schedule each semester. It is the student's responsibility to initiate the job search and contact prospective employers. However, any student who has tried to find a job and is having difficulty may contact the Office of Financial Aid or Career Center for assistance.

The Career Center can help students during every step of their job search from resume and interview tools to finding jobs off campus. Visit their website at [www.up.edu/career](http://www.up.edu/career) to learn more about the resources available or to make an appointment with their office.

Campus employment is a very competitive job market. There are more students looking for jobs than there are jobs available. As there is a surplus of students seeking positions, supervisors are looking for the best. To give you the best chance of getting a position be sure to do the following:

- Keep an eye on the Student Job Board.
- Apply early and apply often.
- Take the application process seriously just as you would for any job application outside of the University.
- Visit the Career Center.

## On-Campus Job Listings

Students are encouraged to start their job search by reviewing the online job listings, which are available on the University's HireTouch website at <http://up.hiretouch.com/search-jobs/student-jobs>. This will provide the current list of available Student Employment Positions on campus. Postings include job title, position, department, close date, start date and job details. Please review the qualification requirements on the job details very carefully. Students who meet the minimum qualifications and are interested in the position can complete an application and provide all the requested materials through the HireTouch system.

Positions are posted online to help supervisors reach a broader audience of qualified applicants and provide students with equal access to jobs. The majority of new hires occur at the beginning of the fall semester. Fall job openings are posted on August 1<sup>st</sup>. Job postings are continually added throughout the academic year and students are encouraged to frequently check the job board for openings. Summer job openings are posted beginning in mid-April.

## **Community Service Work-Study (CSWS) Jobs**

Students with Federal Work-Study awards have an additional opportunity to earn their awards while working off-campus for various non-profit (tax-exempt) organizations or a federal, state or municipal government agency. An employment contract must exist between the University and the off-campus employer. The position must involve work that benefits the community at large. The University waives any contribution from the off-campus employer, covering 25% of the student's wages with SEIF. These positions are only available between August 16 and April 30 or May 15, depending on the Academic Calendar (i.e. fall and spring semesters). Students working in CSWS jobs may work up to 20 hours per week while classes are in session, and up to 29 hours per week when classes are not in session (breaks or periods between semesters).

Students interested in CSWS jobs should contact the Moreau Center for more information, [www.up.edu/moreaucenter](http://www.up.edu/moreaucenter). Students who do not have a FWS award should contact the Office of Financial Aid to find out if FWS can be added to their award.

## **Reading and Math Tutors**

Students with Federal Work-Study awards have an additional opportunity to earn their awards off-campus as Reading and Math Tutors in local schools. These positions are only available between August 16 and April 30 or May 15, depending on the Academic Calendar. Students working as Reading or Math Tutors may work up to 20 hours per week while classes are in session, and up to 29 hours per week when classes are not in session (breaks or periods between semesters).

Students interested in being a Reading or Math Tutor should look for the job posting on the Student Employment Job Board.

## **Off-Campus Jobs**

Many off-campus employers contact the University asking to advertise open positions. The Career Center maintains UP College Central Network for off campus opportunities including part-time, full-time and internships. To make the best use of UP College Central Network, we encourage you to watch the User Orientation video on the Career Center website <http://www.up.edu/career/default.aspx?cid=5969&pid=134>.

# Hiring

Each department determines its need for student employees. The department decides how many student employees to hire and the average number of hours each student employee will work per week.

There are two primary hiring periods during the year:

- Fall/Spring – August 16 to May 15
  - Hiring begins and jobs are posted online on August 1.
  - Students who will start working any time between August 16 and the following May 15 are considered fall/spring hires. Students may be paid with FWS (if eligible and available) or SEIF.
- Summer – May 16 to August 15
  - Hiring begins and jobs are posted online as they become available.
  - Students who will start working any time between May 16 and August 15 are considered summer employees and paid with SEIF.

## A New Student Employee

All students working at the University of Portland are paid an hourly wage. They are required to accurately record and submit all hours worked online through Web Time Entry. Student Employees receive a paycheck twice per month for the hours they have submitted.

A “new” student employee is defined as any student who is not already on the department’s payroll. If the student has never worked on campus, he or she will be required to complete a Form I-9 and Form W-4 as well. Students should be prepared to present proper documentation of their eligibility to work and earn a paycheck in the US. These documents include but are not limited to:

- An original Social Security card AND a driver’s license/state-issued identification/UP identification card; OR
- An original full form birth certificate AND a driver’s license/state-issued identification/UP identification card; OR
- A valid United States passport (additional documentation not required).

For a complete list of acceptable documents, please see for completing the Form I-9, please see the last page of the Form I-9 or go to <http://www.uscis.gov/files/form/i-9.pdf>.

A student must have a valid Social Security number in BANNER to be employed by the University. If a student does not have a Social Security number in BANNER he or she must provide a Social Security card to the Registrar's Office and have the Social Security number entered into BANNER prior to being employed.

The supervisor initiates a Hiring Proposal in HireTouch, letting the Office of Human Resources know they would like to hire the student. The Office of Human Resources will review the proposal making sure the student is eligible to work and that they have completed a Form I-9 and Form W-4. The student will also be required to read and sign the Student Employment Agreement in HireTouch. Once all documentation is completed, the Student Employment Coordinator will complete the Hiring Proposal and notify the student employee and their supervisor when a student can begin working in that position.

## Rehiring Hourly Student Employees

Previous student employees may be rehired by their supervisor each spring. If the student is not rehired during the spring, they are required to reapply through the HireTouch system before they begin working again in the upcoming fall.

## Hiring International Students

International students who are eligible to work on campus must comply with federal regulations regarding employment eligibility. If an international student does not already have a Social Security card<sup>1</sup> and has been offered a position on campus, he or she can obtain a letter stating evidence of on-campus employment after completing a Form I-9 but prior to completing a Form W-4. The student **cannot** begin working until they have returned to the Registrar's office and Financial Aid office with their official Social Security Card. *It is crucial that the supervisor requires the student to complete a Form W-4 once he or she has obtained a Social Security number before allowing the student to begin working.*

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<sup>1</sup> If an International Student already has a Social Security Number he or she may follow the regular Student Employment procedures.

The Office for International Student Services assists students with gathering the required documentation in order to apply for a Social Security card. The student will need to take all of the following items to the Social Security Administration Office:

- A completed application for a Social Security number
- Passport, I-20 Form and other forms of identification
- A letter from the UP Office of International Student Services confirming student status
- A letter from the UP Office of Human Resources confirming work opportunity
- A current class schedule

Processing can take multiple months before the student receives a Social Security card. The student may not begin working on campus until all required documentation has been completed (Form I-9, Form W-4 and a HireTouch Hiring Proposal). Once a student receives his or her Social Security card, he or she goes to the Registrar's Office with the Social Security Card to have the Social Security card entered into BANNER and then to the Office of Financial Aid to complete the Form W-4. The student must complete the required forms via Sprintax through the Controller's Office before they are eligible to begin working.

By IRS regulations, income taxes may need to be withheld from each paycheck. International students are exempt from contributions to FICA and Medicare, but they may not claim exempt from withholdings. To receive a refund of any or all withholdings, the student must file federal and state income tax returns each year.

## **ADA Accommodations**

The University of Portland supports a workplace that is suitable and accessible for all staff, faculty, and student employees. Reasonable accommodations will be made for persons with temporary or permanent disabilities to allow for a fair and equal employment experience. This policy is based on the Americans with Disabilities Act (ADA), the Rehabilitation Act, and any applicable state laws. These regulations provide a comprehensive statutory and regulatory approach to eliminate discrimination against qualified persons with disabilities and entitle them to accommodations which assist them in meeting the essential functions of their positions.

The University is committed to evaluating and responding to requests for accommodation by following an interactive, confidential and individualized process, as described in the ADA. If you are an employee with concerns about accomplishing work tasks due to a disability and are in need of an accommodation, or if you are a manager/supervisor who has received an accommodation request from a direct report, please contact Student Employment to proceed. You may contact Claire Moore, Student Employment Coordinator, at x8040 or [studentemployment@up.edu](mailto:studentemployment@up.edu).

## **Addressing a Workplace Concern**

In the event that a student employee has a complaint or concern regarding another student co-worker, please speak with your supervisor regarding the situation. If the complaint or concern involves your staff supervisor, please contact the Student Employment Coordinator who is part of the Office of Human Resources directly.

In the event that the concern involves a faculty member, please contact the Student Employment Coordinator as well, who will partner with the Office of the Provost to resolve the matter at hand.

Please see the last page of the Handbook for Contact Information.

# Student Employee Responsibilities

When a student accepts a job offer, the student accepts the responsibilities that go along with being an employee. The student will be expected to manage their time in such a way that they can balance classes, coursework and personal time with their work schedule. Participation in the student employment program involves the following responsibilities.

## **Attendance**

Supervisors should establish acceptable standards regarding attendance according to the needs of their department and the job responsibilities of each student employee. Students are expected to adhere to the work schedule as assigned and keep supervisors advised in advance of their intention to work (or not) during each semester or break.

If it is necessary to be absent from work, the student should notify the supervisor as soon as possible prior to the shift, preferably in writing. Supervisors should clearly communicate under what circumstances absences or tardiness are acceptable, and what expectations their student employees must meet before risking reassignment or termination.

## **Behavior**

Students who accept a work assignment are expected to be completely loyal to their commitment. Any frivolous, irresponsible behavior or attitudes will be considered grounds for termination.

## **Policies**

Students are expected to abide by the policies, rules and guidelines established by the department and the University. If a student is not clear what these policies are, they need to ask the supervisor for clarification.

## **Schedules**

Supervisors arrange work schedules that address their department's needs while attempting to accommodate each student employee's class and exam schedule wherever possible. Student employees are expected to commit to the work schedule agreed upon and to explain in advance any changes that will affect their availability.

# Student Employment Policies

All supervisors and student employees should also know the following University-wide employment policies. It is the supervisor’s responsibility to ensure that students are aware of and abiding by these policies. If a student does not understand any of these policies, it is the student’s responsibility to ask the supervisor for clarification.

## Active Job Limit

Each student may hold up to three active student employment positions at a time. If a student already has three active positions, the student will not be eligible for additional positions until at least one of the three current positions is closed.

## Limitations on Hours

The student work week runs from Monday to Sunday. By University policy, student employees may not work more than 8 hours in one day or more than 20 hours per week, between all jobs, while attending classes. When classes are not in session (breaks, periods between semesters, or summer session when not attending classes) students are limited to 29 hours per week between all University jobs. Students may also never work during a scheduled class time; a student cannot skip class to work.

## Breaks

By Oregon State Law, every employee that works 6 or more consecutive hours is required to take a 30-minute (unpaid) meal break. The break must be taken between the 2<sup>nd</sup> and 5<sup>th</sup> hour of the shift and must be reflected on the student’s time sheet. Employees should also be allowed a (paid) break of not less than 10 minutes for every 4 consecutive hours worked.

| Scheduling of breaks & lunch period (general information) |  |
|---|--|
| Work 2 hours or less on a day                             | No rest break or lunch period.   |
| Work 2 hours 1 minute up to 5 hours 59 minutes a day      | One paid rest break of 10 minutes must be taken about middle of the work day; there is no lunch period.  |
| Work 6 hours on a day                                     | One paid rest break of 10 minutes must be taken about 2 hours after the start of work; an unpaid lunch period of 30 minutes must be taken about 4 hours after the start of work.   |
| Work 6 hours 1 minute up to 8 hours on a day              | One paid rest break of 10 minutes must be taken in the middle of the first half portion of work, and a second paid rest break of 10 minutes must be taken in the middle of the second half portion of work; an unpaid lunch period of 30 minutes must be taken in the middle of the workday. |

## **Time Sheets**

Student employees must keep track of hours worked using Web Time Entry in Self Serve Banner (SSB) and submit them for approval by the dates specified on the [Student Employment Pay Schedule](#).

## **Annual Earning Limit**

Student employees are allowed to earn up to \$12,000 per fiscal year (from July 1 to June 30). If a student earns his or her full allotment their position(s) will be closed.

## **Non-Benefited Employees**

Students are non-benefited employees who do not earn overtime, holiday pay or jury duty pay. Students are not allowed to work more than 8 hours per day between all positions. The maximum total hours a student employee can work in a Sunday through Monday work week is 29 hours. Students who work more than 29 hours in a week (Monday through Sunday) will have their Student Employment eligibility terminated immediately (they will not receive a warning).

## **Leave of Absence**

A student is not eligible to work in Student Employment while on any type of Leave of Absence from the University of Portland. A student returning from a leave of absence can begin working on the first day of classes for the term that they are re-enrolled in.

## **Confidentiality**

In doing the job, the student may have access to information that is expected to remain confidential. Supervisors should clearly explain to student employees what can be shared and with whom (other students, other staff, the general public, etc.) and what should remain confidential. If a student employee shares information inappropriately, it is grounds for termination. Consider having your student employees sign a Statement of Understanding. Samples are available from the Student Employment Coordinator.

## **Family Work Restrictions**

A student may not work for a department in which any family member is a current staff or faculty member, including but not limited to: parents, guardians, siblings, aunts, and uncles. Regardless of whether the relative would be the direct supervisor, a student is prohibited from working for the same department as a relative.

## Health and Safety

Supervisors should ensure each student employee knows the safety rules and what to do if an emergency arises. Student employees who earn taxable income are covered under the University's Worker's Compensation Policy. If a student employee sustains a work-related injury, immediately call Public Safety at 503-943-4444. The supervisor must also complete a Supervisor's Report of Injury available from Bill Jenkins in the Office of Human Resources. The student will fill out a Form 801 Worker's Comp Report of Job Injury and the supervisor will submit the form to Human Resources.

## Minors working on campus

No student under the age of 18 years should be working in any of the following departments:

- Physical plant
- Bon Appétit
- Public Safety

Furthermore, no minor should be handling or operating heavy equipment, operating power tools, or driving motor vehicles.

## Student Vehicle and Transportation

All student employees must abide by the [University Vehicle and Transportation Policy for Students](#). Questions or concerns about this policy should be directed to Public Safety at 503-943-7161.

If the student will be driving any vehicle, including campus carts, as part of their job duties, they must consent to a DMV driving record check. If any discrepancies (collision, speeding ticket, or other moving violation) appear on the driving record report, the supervisor will be notified and asked to confirm whether they still choose to hire that student employee for the driving position. All student drivers must also complete Public Safety's online Driver Safety Training.

## Shift Differentials

Shift differentials are not considered for student employment. Students should be paid the same hourly wage regardless of when they work.

## Portland Sick Leave

### Eligible Employees

Employees who work at least 240 hours in a year within the City of Portland are eligible for sick leave. Eligible employees begin accruing sick time from the outset of employment. Eligible employees may begin using sick time as soon as it becomes available.

### Sick Time Accrual

Eligible student employees earn 1 hour of sick time for every 30 hours worked and may accrue a maximum of 80 hours of sick time in total.

### Qualifying Absences

Sick time may be used for the following reasons:

- For an employee's personal mental or physical illness, including pregnancy, childbirth and routine medical and dental appointments;
- To care for a family member with an illness, injury or medical appointment;
- If the employee's place of business closes for a public health emergency, or to care for a child whose school or daycare closes for a similar reason;
- To care for a family member whose presence in the community would jeopardize the health of others;
- If the employee is excluded from work by law due to health reasons; or
- For certain reasons related to domestic violence, harassment, and sexual assault or stalking.

For purposes of sick leave, "family member" is defined to include the spouse or domestic partner of the employee, the biological, adoptive, or foster parent or child of the employee, the grandparent or grandchild of the employee, a parent-in-law of the employee or a person with whom the employee was or is in a relationship of in loco parentis.

### Use of Sick Time

Sick time may be used for qualifying absences in increments of one hour and may be used to cover all or part of a shift. Employees must use sick time for qualifying absences, however, employees may choose to trade shifts instead of using sick time. When using sick time, employees are not required to find coverage for their shift.

When using sick time, employees will be paid at the rate the employee would have earned had they not been absent.

Accrued but unused sick time will not be paid to the employee upon termination, resignation, retirement, or other separation of employment. An employee rehired within 6 months of separation is entitled to use previously accrued sick time immediately upon reemployment.

### **Employee Notice**

For planned sick leave, the employee must notify their supervisor at least 30 days prior to the date the leave will commence or as soon as practicable. Employees must make reasonable efforts to schedule planned sick leave in a manner that does not unduly disrupt operations, and should attempt not to schedule sick leave during peak work hours, when work is time-sensitive, or when mandatory meetings are scheduled.

When sick leave is unforeseeable, the employee must verbally notify his or her supervisor of the need for sick leave before the start of the scheduled work shift, or as soon as practicable.

The University may deny sick leave if the employee fails to provide notice as stated in this policy or fails to reasonably attempt to schedule sick leave in a manner that does not unduly disrupt operations.

### **Employee Documentation**

If an employee uses more than three consecutive days of sick leave, University of Portland may request reasonable documentation verifying the employee is out for a qualifying reason. University of Portland may deny the use of sick time for an absence until the employee provides the requested documentation.

### **Interaction with Other Leave**

An employee's use of sick time may run concurrently with other leave under state or federal law, including leave taken pursuant to the Oregon Family Leave Act or the Family Medical Leave Act. An employee may not use paid sick time while receiving workers' compensation benefits.

### **Prohibition on Discrimination**

No employee will suffer discrimination or retaliation for requesting, using, or complaining that they are not receiving sick time as required by the City of Portland. Employees may file a complaint with the Bureau of Labor and Industries if they feel sick leave has been denied or if they believe they have suffered retaliation for requesting or taking sick time. Employees are also encouraged to bring any concerns to the Student Employment Coordinator about the use of sick time or possible retaliation.

## **Resident Assistant Work Policy**

A student who works as a Resident Hall Assistant on campus is limited to no more than 5 hours of student employment work per week, outside of their RA duties. This policy was implemented to ensure that RA's do not exceed the 20 hour per week limit between their RA role and other positions.

## **Use of Earnings**

All student employees receive semi-monthly paychecks, usually on the 10<sup>th</sup> and 25<sup>th</sup> of each month, that can be used however they wish. Most students deposit their earnings into a personal bank account to use for personal expenses or transportation costs, or to save for the next semester's educational expenses.

## **Warning and Suspension Policy**

If a student violates any of the Student Employment Policies, the Student Employment Coordinator will contact the student and the student's supervisor(s) via email to notify them of the violation(s). If the violation(s) continue, the student's Student Employment eligibility will be suspended and the student's position(s) will be closed.

If a student's student employment eligibility is suspended, the student must make an appointment to meet with the Student Employment Coordinator to discuss the ongoing violation(s) that resulted in the suspension and the options for reinstating their student employment eligibility.

The Student Employment Coordinator will work with the student to create and agree to a plan of action to avoid further violations of Student Employment policy and reinstate student employment eligibility contingent upon the continued completion of the agreed upon plan of action.

If the violation(s) continue, the student's Student Employment eligibility will be suspended for the remainder of the fiscal year and the student's position(s) will be closed. The student and supervisor(s) will be notified via email of the closure(s).

*Be advised:* given that the maximum allowable hours for student employees is 29 hours per week, any student employee who works more than 40 hours in a week will be immediately terminated without warning and not eligible for any student employment positions for the remainder of the fiscal year.

# Time Sheets and Paychecks

## Tracking Hours Worked

Employees are required to accurately record and submit their hours using the Paperless Payroll online time sheet system, Web Time Entry. A separate time sheet must be completed each pay period for each job. Enter actual hours worked and include any unpaid break(s) that must be taken. Do not enter hours missed on another pay period. When entering hours worked, please make sure to round according to the example below:

- 1-7 minutes worked = 0 hours
- 8-15 minutes worked = .25 hours
- 16-22 minutes worked = .25 hours
- 23-30 minutes worked = .50 hours
- 31-37 minutes worked = .50 hours
- 38-45 minutes worked = .75 hours
- 46-52 minutes worked = .75 hours
- 53-60 minutes worked = 1.0 hours

Students with more than one on-campus job must be careful to not enter hours that overlap between positions. It is against campus policy to be working two different jobs at the same time. There should also be at least a 15-minute gap between the end of one shift and the start of another shift at a different location, to allow for travel time between job sites.

Each time sheet is completed by the student, submitted for approval, and approved online by the supervisor. To receive paychecks on time, time sheets must be approved through Self Serve by the supervisor by the dates specified on the [Student Payroll Processing Schedule](#).

The student's paycheck may be delayed for any or all of the following reasons:

- Time sheets not submitted
- There is an error with the online time sheet
- Required hiring paperwork was submitted late

If a paycheck is delayed for any reason, once the problems are resolved the student will be paid on the next payday for all hours submitted on all time sheets to date.

## Accessing Online Time Sheets

Employees will fill out their time sheets using the Paperless Payroll system through Self Serve Banner (SSB). Student time sheets are available at <http://pilots.up.edu> or [selfserve.up.edu](http://selfserve.up.edu), using the network login information. Follow the following steps in order to access and submit time sheets:

- Log in to <http://pilots.up.edu> – then click Self Serve Banner (SSB) Log in
- Select “Employee” then “Time Sheet”

- Select the appropriate position and pay period for the hours to be entered
- Enter hours worked under Regular Pay for each day worked. Enter start and end times, logging out for unpaid breaks and selecting appropriate AM/PM
- Save
- At the end of the pay period and all hours are entered click “Submit for Approval”

## **Paychecks**

Students receive a paycheck on the 10<sup>th</sup> and 25<sup>th</sup> of each month, or the last business day prior to the 10<sup>th</sup> and 25<sup>th</sup>. Students can ensure they will be paid on time by submitting time sheets by due dates on the Payroll Processing Schedule. Incomplete hiring paperwork or time sheet errors can result in paycheck delays.

## **Missed Payment Form**

A student who missed entering hours on a time sheet after the payroll processing deadline needs to submit the Missed Payment form for all unreported hours worked during that pay period. Once signed off by your supervisor, the completed form should be returned to the Payroll office. Wages for the missed hours will be added to the next paycheck.

## **Direct Deposit**

All students are required to sign up for direct deposit through Self Serve Banner (SSB) under the Personal Information Tab. For detailed help in setting up direct deposit, visit <http://www.up.edu/controller/> and select Direct Deposit and then Setup Instructions. A paystub will be emailed to each student after the direct deposit has been made by the Payroll Office.

An employee can choose to opt out of direct deposit by submitting the Opt Out Form to the Controller’s office. If a student does opt out, the paycheck will be mailed to the local address on the student’s file.

# Terminations

## Voluntary Terminations

If the supervisor and the student mutually agree that the job is not working out for any reason, a Student Employment Change of Status Form should be completed by the supervisor and submitted immediately.

## Involuntary Terminations

If a student employee has demonstrated unsatisfactory work performance, and the supervisor has made reasonable attempts to communicate with the student about correcting the problem, then the student's position may be terminated. Grounds for dismissal include:

- Excessive or unauthorized absence from scheduled work
- Incompetence or inefficiency
- Not meeting the communicated expectations
- Insubordination
- Neglect of duty

The supervisor should notify the student in person, preferably, or in writing (*not email*), and keep documentation of such contact. As soon as the student has been notified, the supervisor completes a Student Employment Change of Status Form.

## Scheduled Terminations

All student employees not rehired for the summer or fall via a Rehire Roster will have their position terminated effective May 15. Any student not registered for fall classes by August 1 or spring classes by December 15 will have their position(s) terminated. Any position terminated due to registration will be reinstated immediately once the student registers for classes.

## Depletion of Funds

If a student earns their total available student employment allotment of \$12,000 in a fiscal year (July 1 – June 30), the student's position(s) will be closed.

If a department depletes their entire student employment budget, all student employment position(s) associated with that department will be closed. Students will be eligible to have the position(s) reinstated once funds are available.

# Student Employment Contacts

**Claire Moore**

HR Generalist II,  
Student Employment  
Coordinator

[studentemployment@up.edu](mailto:studentemployment@up.edu)

- Student Employment program administration
- Job postings
- Hiring processes (HireTouch, Form I-9, Form W-4, etc.)
- Position setup in payroll system (i.e. timesheets)
- Changes of Status (terminations, position title changes, etc.)
- Rehire Rosters
- Community Service Work-Study (CSWS) pre-authorization and hiring requirements
- Student Volunteer Stipend pre-authorization and eligibility

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**Denise Carder**

Payroll Supervisor

[payroll@up.edu](mailto:payroll@up.edu)

- Payroll records/wage statements (W-2 Forms)
- Paperless Payroll administration
- Paycheck preparation/direct deposit
- Missed Payment Forms

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**Community Service**

**Work Study**

Moreau Center

[moreaucenter@up.edu](mailto:moreaucenter@up.edu)

[csws@up.edu](mailto:csws@up.edu)

- Contracts between UP and off-campus partners for Community Service Work-Study (CSWS) positions
- Placement with community organizations for CSWS positions
- Job descriptions and postings for CSWS positions
- Completion of hiring proposals for CSWS student employees