



# Student Employment Supervisor Handbook

Office of Human Resources

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# Introduction

The purpose of this manual is to provide University of Portland Student Employment Supervisors 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. This process starts with giving supervisors the help, support, and resources they need, including:

- The Student Employment Supervisor Handbook
- Supervisor Training periodically throughout the year
- Online job postings to find new employees year-round
- Guidance and support at any time with any Student Employment issue

The Student Employment Supervisor 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 housed in the Career Education Center at [studentemployment@up.edu](mailto:studentemployment@up.edu).

## 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 or Student Employment Federal Funds (SEFF), many more 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 through a work training program.
- 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 through a work training program.
- 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 for which they will receive a paycheck twice per month. 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 each and 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.

Student employees must apply to positions via HireTouch. The Supervisor will need to submit Step 1 of a Hiring Proposal in HireTouch. The Student Employment office will then work with the student on completing employment requirements before they can begin working in any on-campus position. Once a student has completed a Federal Form I9 and W4, as well as electronically signed the Student Employment Agreement, an email notification from Student Employment will be sent to the Supervisor letting them know the new hire (student employee) can begin working.

*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.

*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.)

# Role of the Supervisor

The supervisor is critical to the quality of work and learning that takes place on the job. Supervisors provide the training, guidance, and instruction that student employees need to be successful. Supervisors serve as role models for students; demonstrate good work habits, the value of doing work well, and the importance of accepting the responsibilities of employment.

***Please note: Adjunct faculty members may NOT supervise student employees.***

## Assignments

Identify and anticipate the department's needs related to student employment. Develop a strategy for finding and hiring the right student employees. Assign student employees jobs that are necessary to the department's operation. Help students to understand their roles and encourage them to become increasingly involved and to accept additional responsibility.

## Evaluate Performance

Evaluate student work performance using realistic expectations. Use the evaluation process to provide feedback and constructive advice to each student. Most performance issues can be prevented through clear communication of expectations and consistently-applied performance standards. Find ways to recognize a student employee's accomplishments and contributions. Performance improvement and performance evaluation materials can be requested from the Student Employment Coordinator.

## Orientation and Training

Proper orientation to the job is essential and should be conducted for all new student employees. Develop a well-planned training program to ensure that student employees have the information and skills to do their jobs.

## Policies and Expectations

Establish internal policies and clearly communicate expectations to ensure that each student employee understands the rules. Talk with each student in person to explain any performance issues and discuss ways the student can improve. If workplace performance does not improve, be clear of possible consequences, such as, changes to their job, decreased responsibility, reduction in hours, or even termination.

## **Professional Relationships**

Encourage positive supervisor/employee relations with your student employees. This is intended to be an association of trust, respect, and a genuine interest in meeting mutual goals. Motivate the student to do the best job possible, inspiring both quality and quantity of work.



# Wages and Budgets

## Student Employment Federal Funds (SEFF)

Federal Work-Study is a financial aid program designated as Student Employment Federal Funds (SEFF) on University Budgets. Each year the federal government provides funding for employment programs 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 SEFF 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, SEFF wages are more advantageous to the student on subsequent applications for federal financial aid (FAFSA). Supervisors should give priority in hiring decisions to students with FWS awards when possible.

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.

Federal Work-Study is limited and paid to the first FWS-eligible students working FWS-eligible positions each year.

## 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 more opportunities regardless of FWS eligibility. It also enables FWS students to continue working on campus after they have earned their FWS award limit or if their FWS eligibility changes.

When the federal funds awarded to the University for the year are exhausted, all positions (except [Community Service Work-Study](#) positions) being funded by SEFF will be switched to SEIF. This switch will happen on an administrative level; students and supervisors should not be affected or notice the switch.

## Department Budgets

Each fiscal year, the budgets of many University departments include an allotment for student employment, representing a combined total of SEFF and SEIF. The budget for total student employment is listed under the **69021** account number.

Departments are expected to consider both the number of positions and the pay rates of their student employees before hiring each year, and they are expected to monitor total earnings against the total fiscal year budget and make appropriate adjustments. For the purpose of monitoring earnings to compare to department budgets, it does not matter whether a student earns SEFF or SEIF wages.

Departments may not exceed their annual student employment budgets. If a department exceeds their student employment budget all student employment positions funded by that budget will be closed.

Closure of a department's student employment positions will be communicated to the department budget director at least two weeks prior to the closure.

Student employees are paid out of the **69011** (SEFF) or **69021** (SEIF) accounts depending on their eligibility and the nature of the position they hold. Any costs associated with hiring and paying the student employee are charged to **69082** (Student Employment Employer Tax). To monitor total earnings departments must add the actual earnings in all three accounts and compare the total against the budget account number.

$SEFF (69011) + SEIF (69021) + SEET (69082) \Rightarrow$  compare total to budget (69021)

Questions regarding the department's budget for student employment and requests for increases should be addressed to the Office of the Controller at [up\\_controller@up.edu](mailto:up_controller@up.edu).

## Supervisor Training

Each budget director and student employment supervisor must attend a supervisor training session. Multiple supervisor trainings will be held during the early Fall.

New supervisors must be authorized by the department budget director and receive supervisor training from the Student Employment Coordinator before being allowed to employ students.

One-on-one and small group training will be available upon request throughout the year.

## **Wage Scale**

The hourly wage for all student employees is \$14.75, with the exception of Community Service Work-Study (CSWS) positions that are paid \$15.25 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 and primarily when a wage is identified through grant funding.

# Connecting Students and Jobs

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 Student Employment Coordinator or Career Education Center for assistance.

## Online Job listings

Students are encouraged to start their job search by reviewing the online job listings, which are available on the University's website at <http://up.hiretouch.com/search-jobs/student-jobs>.

Positions are posted online to help supervisors reach a broader audience of qualified applicants and provide students with equal access to jobs. The major hiring period is at the beginning of the fall semester. Many students also change or begin jobs at the start of the spring and summer semesters. Fall semester jobs are posted starting August 1<sup>st</sup> and additional position openings are posted online throughout the year. Spring job openings are posted starting on December 1<sup>st</sup>. Summer job openings are posted beginning in April.

### *On-campus Jobs*

Each department determines its needs for hiring student workers according to its student employment budget and how many previous student employees will be returning each semester. Please review the HireTouch help sheets on how to submit a student employment job posting in HireTouch found on the Student Employment [Supervisor Resources](#) website.

### *Off-campus Jobs*

Many off-campus employers contact the University asking to advertise open positions. These are posted online by the Career Education Center using Handshake. Please see the Career Education Center's website page on how to [Post a Position](#). Off-campus employers are not screened by the University; students should use their own judgment in assessing the merits of any employer's job offer.

## Recruiting Students with Specialized Skills

Every open position needs to reach the job board before hiring.

For positions requiring highly specialized skills and experience, supervisors may find they want to do more to attract the right student employees than simply post an open position on the online job listings. Suggestions for finding potential student employees include:

- **Office Bulletin Board** – Post a special announcement somewhere in your office where students will see it. Be sure to explain the special skills or specific background required which will help them to understand why you are doing some special recruiting.
- **Announcements in classes** – Think about whether students enrolled in a particular course or pursuing a particular major may have the knowledge and experience required. Ask the instructor for a few moments to address the class yourself or prepare a handout for the instructor to pass out with the link to the job at the beginning or end of the class.
- **Recommendations** – Ask your current student employees whether they know of other students who might be interested in the position you are trying to fill and encourage them to apply. They already understand the requirements of the position and can probably think of friends or classmates who could meet your needs. Your co-workers or faculty members may know of potential applicants as well.

## 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.

## Hiring

Each department determines its need for student employees after reviewing the student employment portion of the department's budget and evaluating the nature of the work that must be done. 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:

- 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.
- 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 SEFF (if eligible and available) or SEIF.
  - Supervisors may begin searching for potential student employees before the fall hiring period begins (August 1) but cannot offer a position or hire students prior to August 16.
  - Incoming freshman students are eligible to begin working on campus beginning August 16 if their account has been paid in full, however, early housing will not be an option for freshman.

## Finding Job Applicants

Supervisors who need to hire student employees start by posting each open position on the University's online job board at <http://up.hiretouch.com/search-jobs/student-jobs>. Students

interested in the position will submit an application and upload requested documents such as a cover letter and a resume.

### *Screening of Applicants*

The supervisor should review the applicant's materials and whether they meet the minimum requirements needed for the position. It is up to the Supervisor on how communications to the potential candidates is to be handled: electronically through Outlook or HireTouch or via verbal communication. Please review the Help Sheets on the [Supervisors Resources](#) website on how to disposition applicants who are not qualified.

We ask that Supervisors notify all applicants in a timely manner regarding dispositioning or interviewing. Students want to find jobs quickly during a short period of time each semester. If your position is their first choice, they may hold out to hear from you and lose other valuable opportunities while they wait. If an applicant is not a good fit for your position, tell them as soon as possible so they can continue their job search.

### *Interviewing*

Supervisors are not required to interview applicants for student employment positions. However, interviewing is highly recommended. The supervisor should decide if an interview is necessary and/or beneficial based on the nature of the position and level of responsibility. Once the decision is made it should be consistently applied to all applicants for the same position to avoid the perception of unfairness in employment practices.

Supervisors should develop a list of interview questions in advance. Ask questions that are job-related, behavior-based, and open-ended to get the most information from each applicant. Ask each applicant the same questions to evaluate each applicant consistently. Below is a list of possible interview questions.

#### **Logistical Interview Questions**

- How many hours per week do you want/are you available to work?
- Would you be available to work during breaks/vacations?
- Do you have other commitments that would affect your ability to do this job?
- Are you able to perform the essential functions of the job (with reasonable accommodations)?

#### **Open-Ended Interview Questions**

- How would you/a professor/a previous employer describe you?
- What are your career plans? How do you see this position enhancing your preparation?

- How is your college experience helping you prepare for your career?
- What award/honor have you received that you are most proud of?
- Why are you interested in this position?
- What do you know about our office/department?
- What did you learn in your last/any previous position?
- Describe the relationship that should exist between the supervisor and employee.
- If you were hiring for this position, what qualities would you look for?

### **Behavior-Based Interview Questions**

- What major problem have you encountered in the past and how did you deal with it?
- What positive qualities have you displayed in your present/previous position?
- What were some of the shortcomings you exhibited in your last position?
- Give me an example of a suggestion/decision you made that benefited your employer.
- Give me an example where you had difficulty communicating with someone and how you helped resolve it.

### **Questions you CANNOT ask**

Questions regarding the subjects below are NOT allowed to be asked during an interview because they can be considered discriminatory:

- Race
- Color
- Sex
- Religion
- National origin
- Birthplace
- Age
- Disability
- Marital/family status

## **Hiring a Candidate(s)**

Once you have found the ideal candidate(s), you can offer them the position contingent on eligibility requirements needed with the Student Employment office. If the candidate accepts, the Supervisor will need to submit Step 1 of the Hiring Proposal. Please visit the [Supervisor Resources](#) page for help with hiring a candidate under the Dispositioning Applicants help sheet.

If the student has never worked on campus, they 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 U.S. These documents include but are not limited to:

- An *original* Social Security card AND a driver's license/state-issued identification (not expired)/UP identification card;
- An *original* birth certificate AND a driver's license/state-issued identification (not expired)/UP identification card;
- A United States passport - not expired (additional documentation not required).

For a complete list of documents acceptable for completing the Form I-9 please see the last page of the Form I-9.

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.

Once the student employee has completed hiring paperwork with the Student Employment office, you will receive notification via email that the new hire can begin working. The student cannot begin working until this communication has been received.

All students working at the University of Portland are paid minimum wage and must record all hours worked online through Self Serve Banner (SSB). They will receive a paycheck twice per month for the hours they have submitted and approved.

## **Rehiring Student Employees**

Previous student employees may be rehired through the Rehire Roster each spring. Rehire Rosters are sent to every supervisor in late March allowing supervisors the opportunity to rehire students for the summer and/or fall semester.

If the student is not rehired through the Rehire Roster, the student will need to be rehired through a new job posting on the Student Job Board.

## **Hiring International Students**

International students who are eligible to work on campus must comply with federal regulations regarding employment eligibility.

International students should schedule an appointment with the Student Employment Coordinator to complete a Form I-9. Before the student may begin working he or she must apply for and receive a Social Security card and complete a Form W-4 with the Student

Employment Coordinator. They must first contact the Registrar's office at [registrar@up.edu](mailto:registrar@up.edu) to make sure the SSN# has been entered into Banner.

The Office for International Student Services assists students with gathering the required documentation 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, I-94 Form, and other forms of identification
- A letter from the UP Office of International Student Services confirming student status
- A letter from the Supervisor confirming employment opportunity
- A current class schedule

Processing can take 4-6 weeks 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 Student Employment Agreement). 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 goes to Student Employment office hours to complete the Form W-4. The student will then be entered in the employment system and may 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 any refund 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 eliminating 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 Human Resources to proceed. You may contact Student Employment at [studentemployment@up.edu](mailto:studentemployment@up.edu) and Human Resources at [hr@up.edu](mailto:hr@up.edu).

The Office for Accessible Education Services (AES) is located in the Shepard Academic Resource Center is available as a support resource to students, supervisors, and Human Resources as needed.

## **Addressing a Workplace Concern**

In the event 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.

In the event the concern involves a staff member, please contact HR directly, or the Student Employment Coordinator, who will then partner with the rest of the Office of Human Resources staff to resolve the matter at hand.

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

# Training

## Orientation

For each student employee to perform to the best of their ability, they will need to know the policies and procedures that exist. Start by helping each employee become familiar with their work environment and the work of the department. Identify training needs and ensure that both staff and student employees have the information and skills to do their jobs. Policies should be clearly communicated, preferably in writing, to every employee.

### *Orientation to the Workplace*

Tour of the area:

- Bathrooms
- Water fountain
- Coat and book storage
- Entrances and Exits

Introductions to other employees:

- Co-workers (staff and students)
- Key personnel (Deans, Directors, etc.)

Tools of the trade:

- Supplies
- Copy machine
- Fax machine
- Computer

Office etiquette:

- Office opening/closing procedures
- Use of keys/access cards
- Relaying information to co-workers
- Mail distribution
- Visitor policy

Standards of employment:

- Confidentiality
- Dress code
- Expectations
- Schedules
- Absences
- Evaluations
- Pay increases
- Consequences of poor performance
- Continuation of employment

### *Job Training*

#### Telephones:

- How to answer/transfer calls
- Office protocols
- Voice mail system
- Phone etiquette

#### Computers:

- Access codes
- Frequently used programs
- Logging on
- Policies for use

### *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 and prior to the beginning of the work shift. 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.

### *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. Supervisors can expect each student employee to commit to the work schedule agreed upon, and to explain in advance any changes that will affect their availability.

It is the Supervisor's responsibility to ensure students are taking the appropriate [breaks](#).

### *Specific job responsibilities*

The supervisor should develop a comprehensive training program for all employees.

## **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.

### ***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.

### ***At-Will Employment***

Oregon is an "employment-at-will" state. At-will employment means that either the employer or employee may end the employment relationship at any time and for any reason (that is, without having to establish "just cause" for termination), and without warning, as long as the reason is not illegal (e.g. firing because of the employee's race or religion).

### ***Breaks***

By Oregon State Law, every employee who 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 consecutive 2 hours-plus-one-minute worked.

### ***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 Confidentiality Agreement. Samples are available from the Student Employment Coordinator.

### ***Driving***

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. Students with multiple discrepancies will not be approved to drive as part of job responsibilities. All student drivers must also complete Public Safety's online Driver Safety Training.

### ***Eligibility Dates***

First time first years 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.

The student employment eligibility dates are as follows:

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

*Fall graduating students should not work past December 15*

**Spring:** January 15 – May 15

*Spring graduating students should not work past May 15*

**Summer:** May 16 – August 15

**Winter Break:** December 16 – January 15 (students who attend classes during the fall and are registered for the spring semester are allowed to work during winter break, with the exception of the holiday shutdown period, which is December 24 – January 1.)

**Please note: International Students may not work past the date they receive their diploma, per federal regulations.**

### ***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 or not the relative would be the direct supervisor, a student is prohibited from working for the same department as a relative. This restriction may be applicable to Student Stipend Volunteer positions as well.

### ***Health and Safety***

Supervisors should ensure each student employee knows the safety rules at their place of employment 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 the Office of Human Resources. The student will fill out a Form 801 Worker's Comp Report of Job Injury (found here: [Form 801](#)) and the supervisor will submit the form to Human Resources.

### ***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.

### ***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 between all campus jobs. They are also limited to no 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.

### ***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.

### ***Overtime***

Students are not allowed to earn overtime. Students should not be allowed to work more than 29 hours per week under any circumstances. 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).



## ***Portland Sick Leave Policy***

### **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.

As participants in a work-study program that provides students in second or postsecondary educational institutions with employment opportunities for financial assistance, student employees are not eligible for Paid Leave Oregon ([ORS 657B.010](#) (13)(b)(C)).

### **Sick Time Accrual**

Eligible student employees earn 1 hour of sick time for every 30 hours 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. 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.

### ***Remote Work Policy***

All student employees are required to perform the duties of their job on campus, with a staff or faculty member present. Community Service Work-Study positions are exempt from this policy, as these are off-site positions. Student employees may not perform work off-campus. Students studying abroad are not eligible for student employment.

### ***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 when classes are in session, outside of their RA duties. They can work up to 15 hours during breaks when classes are not in session. 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.

### ***Shift Differentials***

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

### ***Student Vehicle and Transportation***

All student employees must abide by the [University Vehicle and Transportation Policy for Students](#). Student Employees being hired into positions which require driving, will need to have a driving record background check completed and approved before hire.

### ***Summer Employment***

Degree-seeking undergraduate students registered for at least 6 credit hours during any Summer Session are eligible to work on campus during the summer (5 credits for graduate students). Any returning student who is not registered for summer classes is eligible to work during the summer as long as the student is pre-registered at least half time for the following fall semester. International Students may not work past the date they receive their diploma, per federal regulations.

### ***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 (except the Overtime Policy), 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. Students who violate the Overtime Policy will not receive a warning and will have their Student Employment eligibility suspended immediately.

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 the student's 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

Hourly-wage student employees are required to record their hours using the Paperless Payroll online time sheet system, Web Time Entry. This requirement applies to all hourly student employees. Stipend students are not required to submit hours each pay period, but some supervisors ask them to track their time in other ways.

A separate time sheet must be completed each pay period for each job. Time must be entered in 15-minute increments, when necessary a student should use the following 7/8 rounding rule to round time appropriately – 7 minutes worked should be rounded down while 8 minutes worked should be rounded up. Here are some examples:

- 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

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 Banner (SSB) 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 submitted late
- There is an error with the online time sheet
- Required hiring paperwork submitted late to the Office of Financial Aid;
- Other required hiring paperwork has not been submitted to the Office of Financial Aid.

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.

## “Paperless Payroll” Online Time Sheets

Students 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>, using the network login information. Students will log into Self Serve Banner (SSB), click on the “Employee” tab and select the position and pay period for which they are entering hours.

At the end of each pay period students will submit their time sheets for approval by clicking the designated button on the time sheet. After that process, it is up to the supervisor to finish the time sheet process. Time sheets must be approved for the student to be paid on time.

Follow the following steps to access and approve time sheets:

- Log in to <http://pilots.up.edu> – then click Self Serve Banner (SSB) Log in
- Select “Employee” then “Time Sheets”
- Select the option “Approve or Acknowledge Time” to access the list of students you are authorized to approve
- Sort the list by Status and then Name for the most user friendly view
- Choose the appropriate time period using the drop down menu, then click “Select”
- If you supervise employees and student workers, look for the letter “T” before the pay period to find the student employee’s time sheet whom you supervise.
- Click on the name of the student you would like to approve from the list of your student employees.
  - This will pull up their time sheet. Be sure to review the time sheet thoroughly for accuracy before approving.
- When the time log is correct, click “Approve”
- At the top of the screen you will see when the action was successfully completed
- To approve the next time sheet click “Previous Menu” and start over again.

To correct time entered by a student:

- From the list of all students to approve, click on “Change Time Record”
- Click on the number of hours that you’d like to change
- When finished, click “Save” then “Previous menu” to start over again.

For more detailed instructions visit [www.up.edu/controller](http://www.up.edu/controller) and select Web Time Entry in the left column for an Approver’s Handbook and training videos.

Supervisors repeatedly failing to approve employee time sheets in an accurate and timely manner are subject to Student Employment privileges being suspended.

## **Assigning a Proxy to Approve Time**

Each supervisor must appoint at least one proxy to approve time sheets in their absence. Usually it is the administrative assistant or an assistant director – but you may assign any staff person who you trust to serve as your proxy.

To appoint a proxy, log into Self Serve Banner (SSB) through pilots.up.edu, after selecting Time Sheet, you will be taken to the main Time Reporting Selection. At the bottom of this page is a link to Proxy Set Up. You can set up or change your proxy at any time.

## **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>. All students are encouraged to sign up for direct deposit through the Payroll Office or Office of Student Accounts. If a student does not have direct deposit, the paycheck will be mailed to their local address on file.

Incomplete paperwork and/or missing signatures will result in delays. Any issues that will prevent the student from receiving a paycheck on time will be communicated by email with the student AND the student's supervisor as soon as the problem is identified, which may or may not be prior to payday. If the problem is resolved quickly, the student may receive a paycheck on the next payday. Students will be paid for all hours worked once all required paperwork has been submitted.

## **Direct Deposit**

The University encourages student employees to set up Direct Deposit. Direct Deposit can be set up in Self Serve Banner (SSB) under the Personal Information Tab. If employees are not signed up their paycheck will be mailed to their address on file.

A paystub will be emailed to each student after the deposit has been made by the Payroll Office.

# Terminations

There are four types of terminations that will result in the removal of the student's position from the payroll system: voluntary, involuntary, scheduled terminations and the depletion of funds.

## 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 found on the [Supervisor Resources](#) website must be electronically submitted by the supervisor in a timely manner.

## 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
- 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 Change of Status form found on the [Supervisor Resources](#) website immediately.

### *Scheduled Terminations*

All student employees not rehired for the summer or fall via a Rehire Roster will have their position terminated effective May 15 each year. Also, 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 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 requests (terminations, position title changes, etc.)
- Rehire Rosters
- Community Service Work-Study (CSWS) pre-authorization and hiring requirements
- Student Volunteer Stipend pre-authorization, eligibility, and application form
- Student Employment verification requests

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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 for CSWS positions
- Completion of hiring proposals for CSWS student employees

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**Payroll**

[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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**Robin Michell**

Associate VP for

Budgeting

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

- Department budget reports/information

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**Megan King**

Staff Accountant,

Controller

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

- Grant-funded employment/special projects