

# **Student Employment: Supervisor Training**



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Office of Financial Aid

[www.coloradocollege.edu](http://www.coloradocollege.edu)



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## Agenda

1. Supervisor Responsibilities
2. Student Employment Office Responsibilities
3. Work-Study vs Student Employment
4. Employment Eligibility
5. Hiring Process
6. Pay Rates & Responsibilities
7. Feedback/ Evaluations
8. Hours
9. Pay Day
10. Common Timesheet Snafus
11. Student Employment Job Fair
12. Resources
13. Q&A



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\*Responsibilities may be split between a supervisor and timesheet approver\*

## Supervisor Responsibilities

1. Monitor student hours and approve time for payroll.
2. Keep job descriptions accurate and updated.
3. Interview and hire student employee(s).
  1. Ensure Student Employment Paperwork is complete prior to first day (I9 & W4 form)!
4. Provide the appropriate training, workspace, and feedback for each student employee.
5. Terminate student employees no longer actively working in the position
6. Notify the SE Office in the event of a student employee termination not of the student employee's will.
7. Notify the SE office before you leave your position at CC
8. Ask Questions



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990 student employees in AY 19-20  
(700 student employees in AY 20-21)  
CC employees ~760 non-student-employee  
staff (including temp workers)  
1 FTE Student Employment Staff Member

## **Student Employment Office Responsibilities**

1. Provide training, documentation , and communication related to program (for students and staff/faculty) – includes SE Fair, website, handbooks, and individual training
2. Answer customer service questions related to policies, processes, and IT troubleshooting (for students and staff/faculty)
3. Review job descriptions for accuracy
4. Review Handshake postings for approval
5. Provide EPAF access. Review and apply EPAFS.
6. Swap timesheet approvers and troubleshoot timesheet issues
7. Process I9 packets in Banner and submit data for federal E-verify review
8. Manage IT systems (Banner INB & SSB, Handshake, Jotforms, E-Verify, Verifent, Canvas)
9. Regularly reconcile student employment payroll (~\$1 million budget)
10. Regularly review student eligibility (enrollment and number of jobs)
11. Provide employment history information upon request (Verifent)
12. Maintain updated knowledge on labor laws, tax laws, immigration laws, and Title IV & IX Regulations
13. Work to improve program (program offerings for students, process improvements for stakeholders, etc).
14. **Troubleshoot issues that arise when supervisors do not follow the Hiring Process**



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**Student Employment Program at  
CC is Based on Our Successful  
Partnership**





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# Work-Study Vs Student Employment

*Differences = funding source & resulting regulations*

**Work-Study:** Demonstrates financial need to help pay for educational expenses.

Funded by Federal Government or State of Colorado (subsidizes *College's* SE Budget)

Title IV regulations apply

Labor laws apply

Can work on or off campus

Hiring preference

**Student Employment:** Either no financial need demonstrated or work-study award exhausted.

Funded by Colorado College

Labor laws apply

Can only work on campus

Can begin hiring 2<sup>nd</sup> block

Students can start as work-study eligible and transition into a student employee.



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## **Employment Eligibility**

Must be a student

- Enrolled at least half-time (1.5 units) during the semester in which they are working
- Summer- no enrollment minimum (will have FICA and other taxes taken out if not enrolled in classes)

New Employment Paperwork

- Must be completed prior to **first day! (including training sessions)**
- W4 & I9 (once throughout their 4 years)

**2 Job Maximum for CC Student Employees**





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\*Job title throughout this process needs to match as much as possible\*

## Hiring Process

1. Confirm Logistics
  1. Do you have a student employment budget line? If not, how are you funding your position?
  2. What position code should you use?
    1. Most departments have one student employment position code that can be used with multiple job titles and different pay rates.
  3. Who is approving the employee's timesheet?
    1. Position codes are tied to a default timesheet approver. If the default approver won't be completing the task, then a [proxy](#) needs to be setup
2. Write Description
  1. Create/(Update) Job Description (True for new or returning) - <https://form.jotform.com/200205156167143>
  2. Include at least 5 learning competencies: <https://www.coloradocollege.edu/admission/financialaid/studentemployment/>
3. Post Job
  1. On Handshake for at least 5 days - <https://www.coloradocollege.edu/admission/financialaid/studentemployment/>
  2. Get universal login information from SE office (DO NOT USE SSO)





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## Hiring Process

1. Make Decisions
  1. Review applicant information and set up interviews
  2. Make hiring decisions (notify all applicants)
2. Set Up for Success
  1. Supervisor: Make sure you have completed the Canvas EPAF Training course (once during time as supervisor) and have access to EPAF employee link in Banner SSB.
    1. Make sure you have set up your EPAF ques
    2. Make sure you know your department's SE Position Code (reach out to SE if not)
    3. Student Hire: Make sure student has completed I9 & W4 forms (Student Employment Packet)
3. Submit (Hire) EPAF



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# EPAF Review...

**Reasons you fill out a EPAF:**

- Hiring a new student
- Terminating a student
- Promoting a student (**but only after you requested SE post the promotion opportunity for a minimum of five days**)



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## Pay Rates and Responsibilities

**1: 12.32** Skills and knowledge that can be learned on the job, some independent decision-making in areas with low accountability, moderate level of responsibility and judgment for a variety of tasks, and tasks may be manual and/or repetitive in nature.

**2: 12.72** Skills at a level higher than those that can easily be learned on the job, independent problem-solving to complete tasks with moderate/high accountability, initiative and decision-making in planning and prioritizing workload of self, strong analytical abilities, minimal supervision on routine tasks, and some follow-up on highly complex tasks.



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## **Hours**

**Students cannot work during their scheduled class time!**

### **Domestic Students**

No more than 40 hours a week but recommend under 20 hours. Academics come first! If a student has 2 CC SE jobs, all hours will be combined and subjected to possible overtime.

### **International Students**

No more than 20 hours per week including all jobs on campus.





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## **Sick Leave Accrual**

All employees, including student employees, will begin to accrue sick leave as of January 1, 2021. Student employees will accrue 1 hour of paid leave for every 30 hours worked, up to 48 hours per year. The timesheet in which the student enters their sick leave hours will be charged to the associated department's budget



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## Public Health Emergency Leave

All employees, including student employees, have available a new sick leave bank called *Public Health Emergency Leave* that will cover them for up to 40 hours of missed work (provided up front) if they have one of the specific situations listed below. They will find their calculated leave eligibility on their timesheet and leave report. If they use the bank up and need additional time (for example, a second exposure) they can use their regular sick leave bank if there are available hours. Students should report their sick time on their timesheet only for expected work hours that were scheduled before they got sick.

- Self-isolating or work exclusion due to exposure, symptoms, or diagnosis of the communicable illness in the public health emergency;
- Seeking a diagnosis, treatment, or care (including preventive care) of such an illness;
- Being unable to work due to a health condition that may increase susceptibility to or risk of such an illness; or,
- Caring for a child or other family experiencing one of the issues above, or whose school or childcare is unavailable due to the public health emergency.



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## **COVID-19**

- You can not ask your student employees health-related questions (such as vaccination status) due to confidentiality and privacy laws.
- If your student employee is diagnosed with COVID-19, they will be required to quarantine for 10 days. After 10 days they may return to work if they are symptom-free.



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## **Pay Day!**

Follow Payroll Calendar

Pay periods end on 6<sup>th</sup> & 21<sup>st</sup>.

Timesheets are temporarily inaccessible after submission deadline.

Ensure student submit their timesheets **on time!**

- Important for your budget
- Important if you don't want to be sued
- If students are habitual late submitters will likely be suspended from working as a student employee

Pay Day

15<sup>th</sup> & End of each month (check or direct deposit)







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\*Student employees are being instructed not to work until they have an active timesheet for their position\*

## Common Timesheet Snafus

### Why Timesheets Don't Work

- Student started working before their I9 hiring packet was submitted. Banner will not allow a student to submit hours for a date on which they had no I9 on file.
- No EPAF was submitted to hire the student
- A submitted EPAF had the wrong hire date on it (again Banner won't allow the timesheet to log hours before a hire date)
- Timesheet approver is no longer in their position at CC
- Student missed the timesheet submission deadline (habitual or long-term offenders may be suspended from student employment)



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## Other Snafus

- Offering a position to someone before posting it in on Handshake (including promotion opportunities)
- Not including [learning competency](#) text in your job description on Handshake
- Not giving a grace period for a posting to be approved before it goes live (48 hours)
- Inconsistent job titles
- Submitting an EPAF before a student has completed an I9 packet ([pg. 21 EPAF Manual](#))
- Allowing a student to work before their EPAF is processed
- Not setting up your EPAF Que (make sure it is going to ESHAFER, not Kclinton)
- Using the wrong position code in an EPAF
  - FYI - Position codes serve as a link between student employment and a department, they can be used with different job titles and have one default timesheet approver
- Not giving SE enough time to process I9 packet submissions before you want the student to work (student submission deadline should give at least 48 – 72 hours for processing).
- Promising holiday pay



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## Star Player Example

**From:** Amy Hill <ahill@ColoradoCollege.edu>

**Sent:** Monday, August 16, 2021 6:47 PM

**Cc:** Erica Shafer <eshafer@coloradocollege.edu>; Katherine Shafer <kshafer@ColoradoCollege.edu>; Student Employment <studentemployment@coloradocollege.edu>; Candy Klos <cklos@ColoradoCollege.edu>

**Subject:** URGENT - Reminder: Student Employment Paperwork Needed

**Importance:** High

If you are receiving this email, **we have not received your completed (and/or corrected) student employment paperwork yet.**

**If Office of Student Employment does not receive it by 4 pm tomorrow at the absolute latest, you will be unable to work as a move-in worker until it is completed for three reasons:**

- (A) it's illegal to work on behalf of the college without this federal paperwork on file,
- (B) you will not be covered by workers comp insurance, and
- (C) you will not have a timesheet on file.

**The Office of Student Employment and Financial Aid opens at 8:30am tomorrow (Tuesday) and can take your paperwork in person ONLY if you have your original identification documents on hand and want to complete their paperwork.**

**Their office is located on the 1<sup>st</sup> floor of Spencer Hall. I will be unable to reply to emails tomorrow so please do not reply to this email and instead work directly with the student employment office to resolve this matter. See the previous email you received below for links to the forms and additional information.**

**Thank you for your prompt attention to this,**

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**AMY HILL**

*she/her/hers*

Director of Campus Activities & Student Orientation

**Office of Campus Activities**

Warner 230



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## **Set Clear Expectations & Provide Feedback/Evaluations**

This is not just a job, this is an experience that will help students develop the necessary skills for their future employment!

Develop a defined cycle similar to other employees within the department.

Make an effort to correct any behavior that is deemed inappropriate/unprofessional, for example:

- Performance
- Attitude
- Cooperation
- Personal Appearance
- Confidentially
- Working during scheduled class time
- Late timesheets



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## **Student Employment Job Fair!**

Will be a part of the CC Welcome Back Fair

**Thursday, Sept. 2 from 4:30 – 6:30 pm**

Complete the [registration from here](#); please do so by Thursday,  
August 26 at 5 pm at the latest



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## Resources

### Person

Jen Bjustrom ([Studentemployment@coloradocollege.edu](mailto:Studentemployment@coloradocollege.edu), X6762)

### Website

<https://www.coloradocollege.edu/admission/financialaid/studentemployment/>



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