WELCOME SUPERVISORS!

Once upon a time there was a newsletter created and shared at regular intervals during the year. We are going to be reintroducing these newsletters that will be sent via email and available on the Student Employment website.

Please send any suggestions, comments, or concerns to workstudy@wesleyan.edu for future editions to be shared with other supervisors on campus.

HOW TO SUBMIT HOURS AND PAYROLL DEADLINES

The deadline for submitting student hours for the week is at 12:00 pm (noon) on the following Monday. Any hours submitted after this time will need to be entered through the Retro Student Hours option (Student Payroll>Retro Student Hours) and will not be eligible for the 50/50 wage split. Any hours submitted through the Retro option will be paid 100% by the department.

For supervisors of off-campus positions, please submit student hours using the Student Earnings Form on a weekly basis. Please contact workstudy@wesleyan.edu to request the form if needed.

To enter a student’s weekly hours to the Payroll Office, access the Student Time Reporting option in your ePortfolio. You will then navigate to:

Main Menu>Wesleyan menu>Student Payroll>WS Awards and Earnings – Dept.

Searching by the student’s Wes ID number, you will use this same location to check for both Workstudy and Term-Time eligibility. Eligibility will be broken down by semester and will relay the status of a student’s eligibility.

Award Amt: full amount
Award Earn: amount earned to date
Award Bal: remaining eligibility

If there is no allotment in the system, the student is ineligible for the wage split and employers will be responsible for 100% of the student’s wage. Please note that the 2015-16 breakdown will not be available until the first day of classes on September 7th, 2015. Up until this date, please do not hesitate to contact us and we can advise of a student’s upcoming eligibility.

When a student has more than one position their wage split eligibility is utilized on a first come, first serve basis and is not divided between employers. For instance, if a student works 7 hours for job A and 5 hours for job B both at $9.15 per hour for 15 weeks (approximate length of the semester), job A will have utilized $686.25 and job B will have utilized $686.25 for a total of $1,372.50.

There are two important take aways from this example. The first is to be sure to be aware of the student’s hourly wage in other positions as this may affect how much is being utilized on a weekly basis.

Secondly, if a student works only 12 hours per week, they will already utilize more than the maximum allotment a student can have for the semester. Any overage will be the responsibility of the employer to cover at 100% of the hourly wage.

When entering a student’s hours into the PeopleSoft system, a small window will pop up for students with multiple positions on campus to serve as a reminder to be aware of a student’s eligibility on a weekly basis.

To learn more about submitting student hours and payroll deadlines, please refer to the ‘How to Submit Hours and Payroll Deadlines’ article.

To learn more about reviewing a student’s eligibility, please refer to the ‘Federal Workstudy and Term-Time Employment’ article.

CONNECTICUT STATE MINIMUM WAGE INCREASES

Legislation passed in 2014 has set minimum wage increases for the next two years to $9.60 as of January 1, 2016 and $10.10 as of January 1, 2017. Keep these increases in mind when hiring students.

FEDERAL WORKSTUDY AND TERM-TIME EMPLOYMENT

Students who are eligible for the 50/50 wage split may be covered under the Federal Workstudy program or the internal Term-time Employment program. For supervisors, these programs work exactly the same and have maximum eligibility of up to $2,750 ($1,375 per semester) for the year.

To determine a student’s eligibility, access the PeopleSoft HRMS system through your ePortfolio. You will then navigate to:

Main Menu>Wesleyan menu>Student Payroll>WS Awards and Earnings – Dept.

Searching by the student’s Wes ID number, you will use this same location to check for both Workstudy and Term-Time eligibility. Eligibility will be broken down by semester and will relay the status of a student’s eligibility.

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EMPLOYEE TRAINING CHECKLIST

When students are hired, they become an important member of the work unit. Here are some training and orientation tips to get started:

Office Tour
- Office introductions
- Where to store coats and bags
- Location of supplies
- Copy/Fax machine introduction
- Job expectations

Telephones
- Important numbers
- Taking and relaying messages
- Transferring calls
- Personal phone use; cellular and land line

Computers
- Log in information
- Introduction to frequently used programs
- Computer usage related to office specific policies or guidelines

Office Etiquette
- Dress code
- Hours of operation
- Office policies and procedures
- Daily duties
- Communicating with coworkers
- Visitor’s policy
- Breaks
- Expectations of professionalism
- Expectations of confidentiality

(A confidentiality agreement can be used in offices where the personal information of others can be accessed, viewable, or overheard by student employees.)

SUPERVISOR’S RIGHTS

It is reasonable for student employers to expect student employees to:

- Report to work on time
- Follow the agreed work schedule
- Adjust work hours only with timely notification
- Provide quality work
- Provide quality customer service

Provide notification of limitations so that accommodations might be made.

WESLEYAN’S NON-DISCRIMINATION POLICY

Wesleyan University is fully committed to a policy of equal opportunity throughout the University, and to this end abides by all applicable federal, state, and local statutes pertaining to nondiscrimination and fair employment practices.

Accordingly, the University recruits, hires, trains, promotes and educates individuals without regard to race, color, religion, national or ethnic origin, age, disability, veteran status, sex, marital status, sexual orientation, gender identity or gender expression. Wesleyan University administers all personnel action such as compensation, benefits, transfers, layoffs, return from layoffs, education, tuition assistance, and social and recreational programs without regard to race, color, religion, national or ethnic origin, age, disability, veteran status, sex, marital status, sexual orientation, gender identity or gender expression.

For further information contact the Equity Compliance Director, Debbie Colucci, of the Office of Equity and Inclusion at extension 2456.

SUPERVISOR RESPONSIBILITIES

A review of the general work performance standards is listed below. Departments may have more specific requirements for their employees.

- During a job interview, it is essential that the Supervisor clearly explain the job responsibilities, performance expectations, pay rates, and work schedules associated with the position.
- Provide the appropriate training and workspace for each student employee.
- Notify the Student Employment Office when positions become open, closed, or altered in any way.
- Be certain the timesheets are accurately submitted to the Payroll Office on a timely basis. The Supervisor certifies that the student has actually worked all hours reported.
- Inform a student about work performance through verbal communication or performance evaluation.
- Report to work on time.
- Follow the agreed work schedule.
- Adjust work hours only with timely notification.
- Provide quality work.
- Provide quality customer service.

Any student that does not meet the departmental work expectations may be terminated at the request of the employing department.

RIGHTS AND RESPONSIBILITIES OF A STUDENT EMPLOYEE

As student employees, there are many rights and responsibilities for employment on campus. These should be taken seriously, as they are now part of the work unit. The same information was present to students in the student newsletter.

- Time management skills are essential as the student employee should always report to work on time.
- Adhere to supervisor guidelines regarding unscheduled time off from work. Employers rely on student employees to help meet many office deadlines and need to be notified of changes to the expected schedule.
- Student employees have the right to know what is expected of them on the job.
- Student employees have the right to bring to the attention of their employer any problems or concerns that may arise concerning the job.
- Perform the duties assigned to the best of their ability.
- Dress appropriately for the job as specified by their employer.
- Give employers one-week notice if they are resigning.
- Student employees must observe confidentiality policies of the employing department.
- Sign in and out every time they work indicating the actual hours worked and submit the completed timesheet to the supervisor every Friday. (Those timesheets handed in late will be paid in the next payroll week and will not be eligible for workstudy or term-time wage split which can result in termination or loss of hours.)
- Student employees must notify the supervisor of any job-related accident.
- If the student does not meet the employing department’s expectations, the student may be asked to resign.