

# **Supervisor Guide**

## **Student Employment**

### **Mission & Purpose:**

The Davidson College Student Employment Program is designed to connect students who are interested in working on campus with departments that need student help. The goal is to enrich a student's education outside of the classroom, develop transferable life skills, and foster relationships with both faculty and staff. Campus employment serves as a way to assist students with their educational expenses and develop basic professional readiness. In many instances, student employment on campus can help clarify individual career goals.

**Student Employment Eligibility:** Students who are enrolled full-time at Davidson College are eligible to work on campus.

### **Types of Student Employment**

**Work Study Eligible (Federal Work Study Program):** Student employees who have been identified by the Financial Aid Office as needing employment on campus to help cover the comprehensive cost of attending Davidson. Funding comes from the Financial Aid Office and the Federal Work Study Program and is part of a student's overall financial aid package. Students who are work study eligible bring their award dollars to whatever job they find on campus.

Note: Eligibility is reviewed every year.

**Non-Work Study:** Students identified by the Financial Aid Office as NOT needing employment to meet the comprehensive cost of attending Davidson. Funding to hire non-work study students comes from a department's student labor budget or from grant dollars.

Note: not all departments have a student labor budget.

**Summer Employment** – Students hired to work during the summer are considered **regular** employees, not student employees. As regular, summer employee for the college, students are subject to additional taxes as compared to their work during the academic year. Summer employment runs from the day after the last exam in May to the day before the first day of classes in August.

## Student Employment Timeline

- **June/July:** Post open positions on Handshake
- **Mid-July:** Jobs go live – Students can now apply for open positions
- **Mid-July Through 1<sup>st</sup> Week Of School (Priority window):** Interview applicants and extend offer
- **New Student Orientation:** Students are encouraged to fill out HR paperwork (Form I-9, Direct Deposit)
- **First Day Of School:** Students new to campus employment are allowed to begin working If HR paperwork Is complete. Students who have worked on campus before– no paperwork required
- **First Week Of Work:** Orient Students (Review Job Description/Expectations, Time Reporting, Communication Standards, Dress Code, Technology/Phone Rules, Studying While On The Clock)
- **First Week December:** Fall semester Check-in (Discuss Student Performance, Job Satisfaction, And Ask For Feedback To Better Prepare For Spring Semester)
- **Early April:** Sit down with student and complete Performance Evaluation which Is emailed via Qualtrics Survey
- **May:** Determine employment needs for next academic year

## Hiring Process

The college uses a platform called **Handshake** (<https://davidson.joinhandshake.com/login>) to promote both on-campus employment through the Student Employment Office (HR) and external job opportunities through the Center for Career Development. It is highly recommended that all on-campus jobs be posted on Handshake to promote equity in the job search process.

Priority is given to students who have been identified as work study eligible. The priority window runs from mid-July through the first week of classes. Once the priority window has passed, hiring managers can consider/hire non-awarded students providing funding is available.

Each department on campus has been set up in Handshake as a unique “employer”. Hiring managers will need an account in Handshake to post and manage jobs. Please contact HR if you do not have permissions to access employer accounts.

Before you post a student job, you will need to:

Determine employment needs within the Department. Think creatively. We have very bright and talented students on our campus!

1. Determine/Understand your funding source: Financial Aid, Departmental Budget, or Grant. Who is paying for the student to work?
2. Create/update job description
3. Post to **Handshake**: <https://davidson.joinhandshake.com/login>
4. Contact HR to let them know the job is pending and awaiting approval

### DETAILED INSTRUCTIONS BELOW

1. Once the job is posted, you will receive student applications and can hold interviews.
2. Complete the hiring process online for those students whom you wish to have work for you, and send an e-mail to unqualified students thanking them for their interest. Please send HR the completed Student Employment Authorization Form so they can begin the Banner process and take the position off the website.
3. Once you hire a student, there are forms that need to be completed **BEFORE** they can begin working in your department. Please have them come by the HR Office to complete these forms (I9 Employment Eligibility Form and Direct Deposit).

## **Job Description - Template**

It's best to create your job description in Word. You will be able to cut and paste the information from this page DIRECTLY into Handshake. All formatting should transfer to Handshake.

Note: Please include the following categories in your job description.

**Description:**

**Number of Positions Available:**

**Pay Rate:** (This is determined by HR – contact HR if you are unsure of Level)

**Expected Time Commitment:**

**Responsibilities:**

**Desired Skills:**

## Job Description - Example

**Description:** The Student Assistant supports the needs of the Writing Center and its staff during the year. Typical responsibilities are listed below.

**Number of Positions Available:** 1 position available

**Pay Rate:** Level 1

**Expected Time Commitment:**

- 8-10 hours per week.
- Hours must be worked at an agreed upon schedule, during the hours of 8 a.m. to 4 p.m., Monday through Friday. (There are no evening or weekend hours available.)

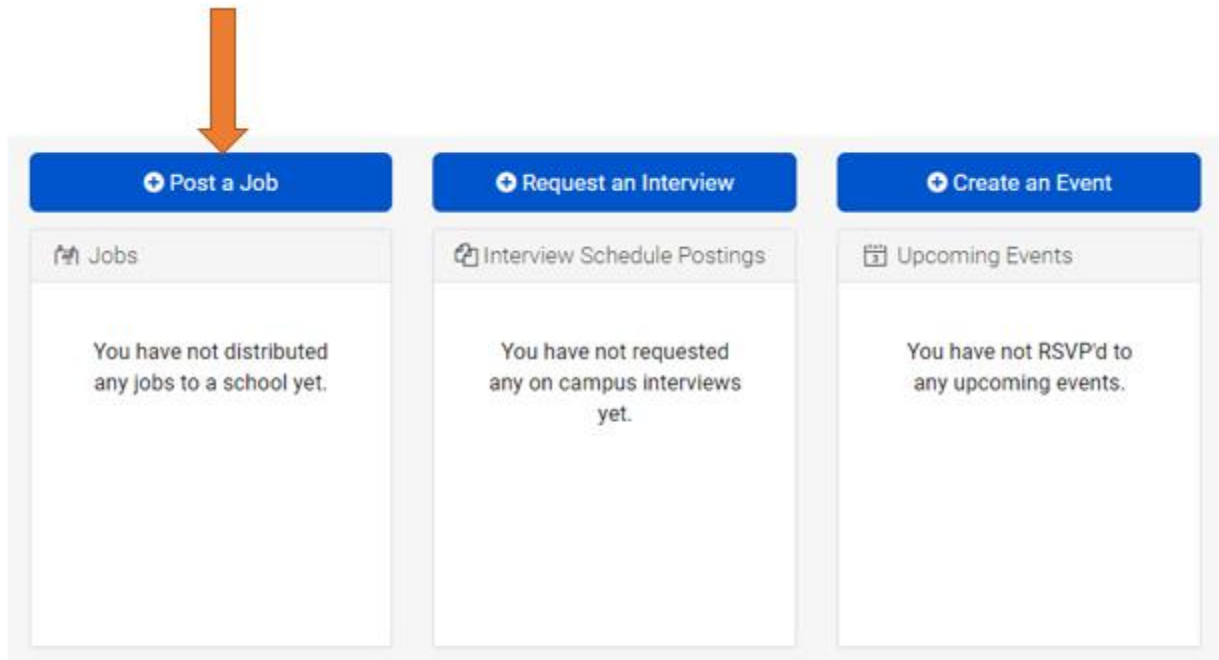
**Responsibilities:**

- Picking up print orders as needed and then posting them on campus bulletin boards and Davidson Main Street locations as directed.
- Redesigning and/or updating departmental bulletin boards as needed.
- Assisting the Administrative Assistant / Supervisor with special projects, as needed.
- Assisting the departments we are affiliated with when special projects arise.
- Copying, scanning, emailing.
- Some creation of excel spreadsheets when needed.
- Update brochures and data which is routinely used in the Writing Center each year.
- Perform other duties as assigned.

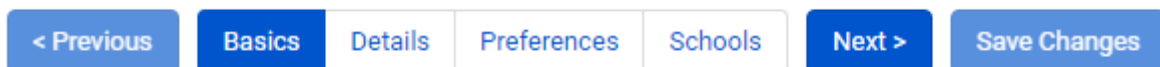
**Desired Skills:**

- Intermediate Microsoft Word and Excel knowledge is required. Microsoft PowerPoint and Access are desirable, but not required.
- Ability to work independently.
- Ability to take ownership of projects assigned to bring them to a successful completion.
- Some creativity is appreciated when assisting with fliers, brochures, bulletin boards and other community outreach projects.
- Ability to receive feedback and then adjust the work as needed.
- Ability to focus on tasks at hand during working hours.
- Confidentiality.
- Punctuality is expected and timely communication with the supervisor is appreciated if a change in work hours is needed.

## Posting a Job



The following tabs are listed at the bottom of the page. You can click directly on each tab or next to progress through the screens.



## BASICS TAB

**Job Title** – Be brief but descriptive. This is the first thing a student sees when searching

**Where should students submit their application** For most jobs, this answer will be Apply in Handshake. However, if you would like to redirect students to a URL, you will need to select Apply through external system. This will open a dialog box where you can include instructions and a link. For example, some departments have linked to a Qualtrics survey where student applicants would answer a variety of job specific questions.

**Contact Information** – at a minimum, Name Only

**Job Type**: Always “On Campus Employment”

**Employment Type**: Part-Time

**Duration**: Temp/Seasonal – For work during school year, set dates to academic calendar (first day of classes to last day of exams). For summer employment, set dates to first day after exams to last day before new academic year begins.

**Work Study**: Click yes, if job is posted during the summer during the priority window and/or you do not have a departmental budget for student labor. Work study recipients are given priority to available jobs from mid-July through the first week of school.

**\* Job title**

+ [add an ATS / job code](#) to match against your applicant tracking system (this will not sync applications)

**\* Where should students submit their application?**

- ☒ Apply in Handshake  
☐ Apply through external system

**Display your contact information to students?**

- ☒ Name only ☐ Don't show my info

**\* Job Type**

- ☐ Internship  
☐ Cooperative Education  
☐ Experiential Learning  
☒ On Campus Student Employment  
☐ Fellowship  
☐ Graduate School  
☐ Job  
☐ Volunteer

**\* Employment Type**

- ☐ Full-Time  
☒ Part-Time

**Duration**

- ☐ Permanent  
☒ Temporary / Seasonal

**Start date**

**End date**

**Is this a work study job?**

- ☐ Yes ☒ No

Work study jobs are for eligible students only.



## **DETAILS TAB**

**Description:** Provide a detailed, but concise overview of the job. This is the student's primary source of information about the jobs. Bullet points are highly recommended. It is suggested that you create your job description in a word document and then cut and paste it into Handshake when ready to post. All formatting will be saved from Word in Handshake.









**Job Functions:** Use the drop down to select those categories that are most appropriate for the job.

**Approximate Salary:** The salary level (Level I, II, III, Academic) should be included under the job description, but click Paid as well. This will show that the position is paid, but the details will be in the body of the job description.

**Job Location:** Davidson, NC

**Required Documents:** A resume is required for all students applying for any job on campus. Cover Letter is optional, but often reduces or slows the number of applicants you receive. You cannot request a transcript due to FERPA restrictions, but you can ask for grades in subjects/majors related to job responsibilities. Other documents could include anything else you might be looking for such as writing samples, class schedule, or questions you would like answered, etc. Students will be required to upload these "other documents" to their application for the application to be complete.

... \* Description

Heading 1 ▾ **B** *I* U A         *T<sub>x</sub>*

In this section you will want to include the following:

- Brief Description
- Number of Positions Available
- Pay Range (Level I, II, III, Academic)
- Time Commitment (hours/week, Weekends, Nights, Self-Scheduled)
- Responsibilities
- Required Skills
- Desired Skills

You can copy and paste a description directly from your website — we'll retain all the formatting.

... \* Job function

× Education / Teaching / Training × ▾

This will help students interested in specific functions search for your job.

... \* How many students do you expect to hire for this position?

This number can be approximate and will not be displayed to students.

Approximate salary

☒ Paid ☐ Unpaid

\$

Per hour ▾

Enter a number, not a range.

... \* Job location

[+ add another location](#)

☐ Allow remote workers

**Required Documents**

- ☒ Resume
- ☐ Cover Letter
- ☐ Transcript
- ☒ Other Document (e.g. work sample, course schedule, or other misc. documents)

**Document instructions (optional)**

## **PREFERENCES TAB**


On this screen, you will have the opportunity to create filters by School Year and/or GPA. Creating a filter does not prohibit a student from applying, but the student will fall into the “not fully qualified” pool of applicants.


Do not set a GPA requirement when posting in mid-July for jobs starting at the start of a new academic year. This will eliminate all first year students since they do not have a GPA yet.

Students who do not meet label requirements your career center specifies here will not be able to apply. Students who do not meet work authorization, graduation date, GPA and major preferences will still be able to apply, but employers will be able to clearly see, and filter between, the applicants who match all of their preferences and those who don't.


**Graduation date range** *Hiring alumni? You can leave earliest grad date blank*


Earliest grad date

month 

year 

Latest grad date

month 

year 

**School years**

- |   |                                    |
|---|------------------------------------|
| <input type="checkbox"/> Freshman             | <input type="checkbox"/> Sophomore |
| <input type="checkbox"/> Junior               | <input type="checkbox"/> Senior    |
| <input type="checkbox"/> Masters              | <input type="checkbox"/> Doctorate |
| <input type="checkbox"/> Postdoctoral Studies | <input type="checkbox"/> Alumni    |

**Minimum GPA**

You can also filter by Major. Below is a list of generic majors. If you want to view Majors specific to Davidson College click the link that the arrow is pointing to. The 2<sup>nd</sup> screen shot displays Davidson College majors. It is not recommended that a major be entered if you are willing to hire first year students. Since they do not have a major yet, they will be viewed as not qualified.

**Majors** *Select a category to choose specific majors*

- ☐ **Arts and Design** - 0 of 13 majors selected
- ☐ **Business and Entrepreneurship** - 0 of 18 majors selected
- ☐ **Civics and Government** - 0 of 9 majors selected
- ☐ **Communications** - 0 of 7 majors selected
- ☐ **Computer Science, Information Systems, and Technology** - 0 of 8 majors selected
- ☐ **Education** - 0 of 8 majors selected
- ☐ **Engineering** - 0 of 15 majors selected
- ☐ **Health Professions** - 0 of 14 majors selected
- ☐ **Humanities and Languages** - 0 of 11 majors selected
- ☐ **Life Science** - 0 of 10 majors selected
- ☐ **Math and Physical Sciences** - 0 of 4 majors selected
- ☐ **Natural Resources, Agriculture and Environmental Science** - 0 of 10 majors selected
- ☐ **Social Sciences** - 0 of 8 majors selected

These majors consolidate individual majors across every school on Handshake. To choose a specific major by individual school [click here](#).



## Select Individual Majors

Davidson College

x

Type to search... Search

☐ Africana Studies

☐ Anthropology

☐ Art

☐ Biology

### Applicant Packages *Specify who should receive the applicant packages*

 Liz Robinson x

- ☐ Email a summary of all applicants once my job expires
- ☒ Email every time a new student applies
- ☒ Send all applicants
- ☐ Only send me applicants who match all of my preferences

Add someone else to receive packages

**Applicant Packages:** We suggest receiving an email every time someone applies so you can view applicants as they apply and begin the process immediately. If you would like others to receive applicant packages, you can add their email to the last box.

**Note:** when you open the job AND view applicants, the system will give you the option to filter by All Applicants, Matches All Preferences, and Does Not Match All Preferences. If you selected work study only on the basics tab, you will need to filter by Matches all Preferences to see work study recipients.

Showing All Applicants at Your Schools [EDIT](#)

Exclude Students That Do Not Match

- ☒ All Applicants
- ☐ Match All Preferences
- ☐ Do Not Match All Preferences

☐ School Year or Graduation Date

☐ Major

## **SCHOOLS TAB**

**Colleges:** select (or search) Davidson College

School	Interview on campus?	Apply start date	Expiration date
<b>DAVIDSON</b> Davidson College	<input type="checkbox"/>	2018-01-24 01:00 pm	Set expiration date

**Apply Start Date:** the start date is based on your time schedule for posting and filling the job. For July postings for the upcoming academic year, set date for the 3<sup>rd</sup> Monday in July.

**Expiration Date:** Defaults to 3 months out. NOTE: For July postings for the upcoming academic year, set date for the 1<sup>st</sup> Friday of the first week of classes.

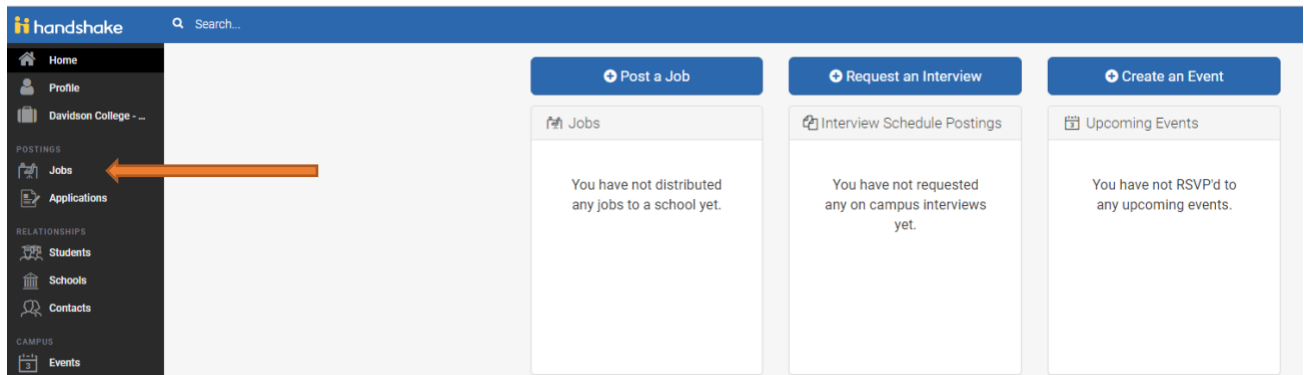
By clicking the Next Tab, you should be able to click Create. This will put the job in a pending state so HR can review and approve.

**Once you hit Create, contact HR to let them know the job is pending.**

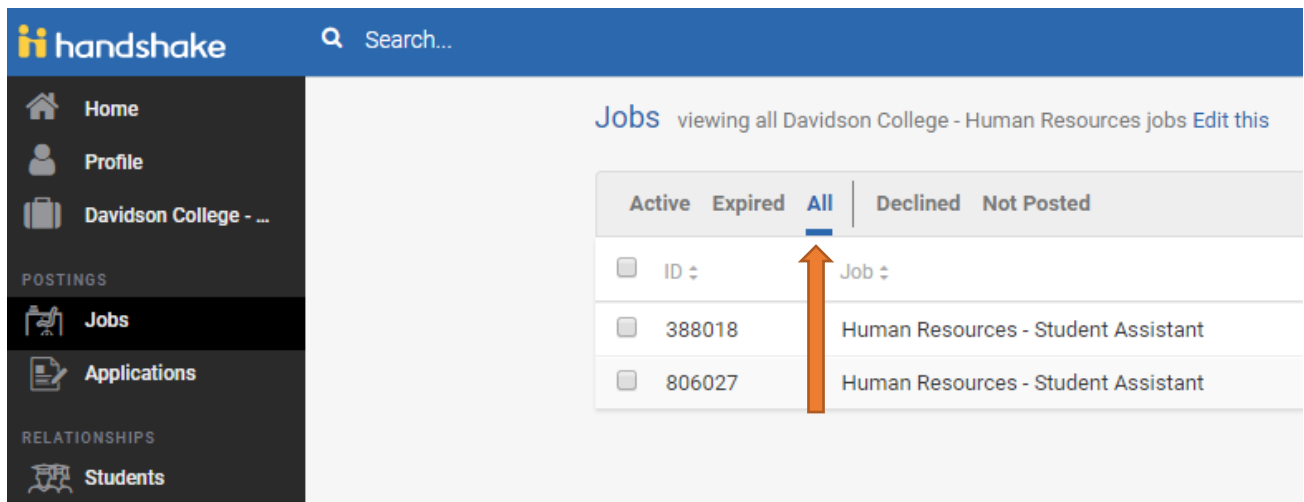
## Duplicating a Job in Handshake

Duplicating a job posting creates a copy of the original job posting with all the same information, but removes past applicants.

From the Home Page, Click on the Jobs link.

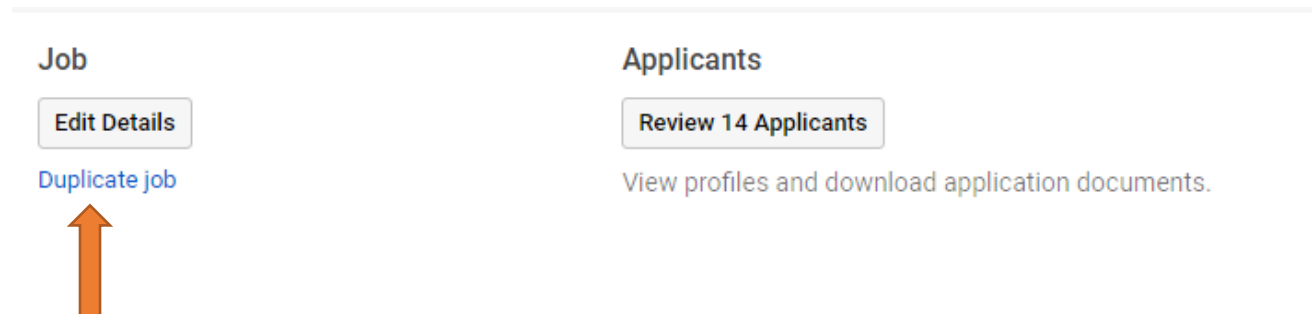


From the Jobs page – make sure you are viewing “All” jobs.

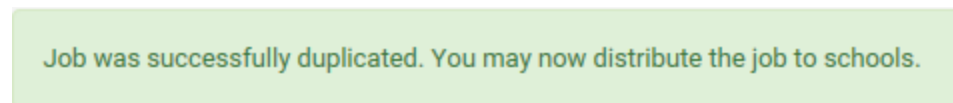




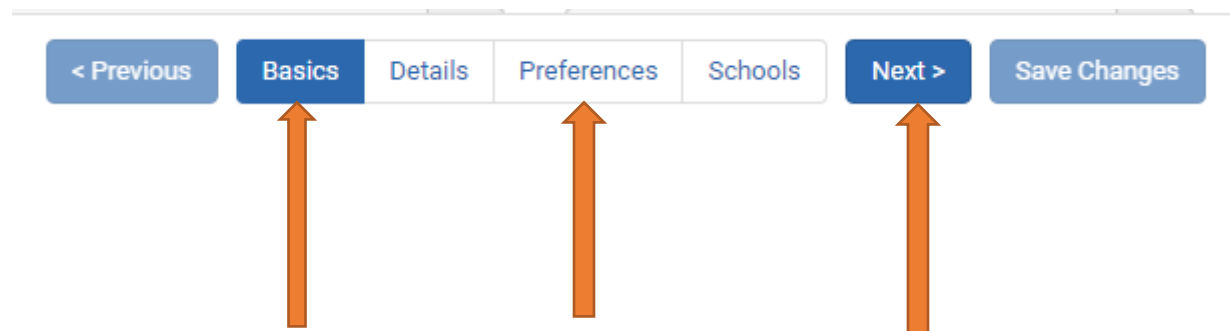
Double Click on the job you'd like to repost from the list of active or expired jobs. The job description will pop up and you will see three options at the top of page. Click "Duplicate Job" – blue box



Once you click "duplicate job" button, you should receive the following notice.



The job posting is now ready to be reviewed/edited to reflect changes to the job. Scroll through each page of the work flow either by clicking "next" button or on individual tabs at bottom.



Edit each page as necessary.

**Under Duration, please enter Start Date as first day of school and End Date as last day of exams.**

**Duration**

- ☐ Permanent
- ☒ Temporary / Seasonal

**Start date**

2018-08-20



**End date**

2019-05-15



**Do NOT include a GPA requirement during the summer priority hiring window (3<sup>rd</sup> Monday of July through first Friday of Academic Calendar. First year students will be excluded since they do not have a GPA.**

**Minimum GPA**

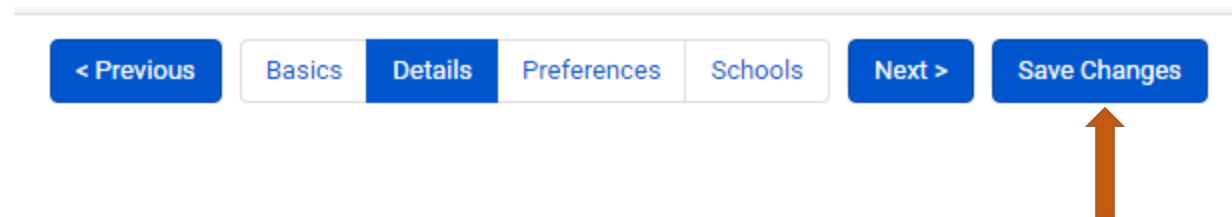
On the “Schools” tab, you will need to select Davidson College and enter the application start date and the application expiration date.

**Apply Start Date:** the start date is based on your time schedule for posting and filling the job.  
**NOTE:** July postings for the upcoming academic year, set date for the 3<sup>rd</sup> Monday in July.

**Expiration Date:** Defaults to 3 months out. **NOTE:** July postings for the upcoming academic year, set date for the 1<sup>st</sup> Friday of first week of classes.

School	Status	Interview on campus?	Apply start date	Expiration date
<b>DAVIDSON</b> Davidson College		<input type="checkbox"/>	2018-07-16 08:00 am	2018-08-24 11:00 pm

Click “Save Changes” in the bottom right corner.



The “new” job is now pending.

The job will not go live until HR approves the posting. Please notify Liz Robinson in HR to let her know the job is pending. Once approved, students will be able to view or apply based on the apply start date.

## Managing the Hiring Process

Supervisors are given the freedom to manage the hiring process as they see fit and to meet the needs of the department. While it is recommended that phone or video interviews be conducted, it is not required. Many departments can land successful candidates based only on a resume. Keep in mind that jobs are competitive and departments are competing for the same students. Addressing the search process in a timely manner may yield a better fit for the positions. Students are encouraged to apply to 3-5 jobs at one time. As students apply, the hiring manager is notified via email.

## Reviewing Applicants

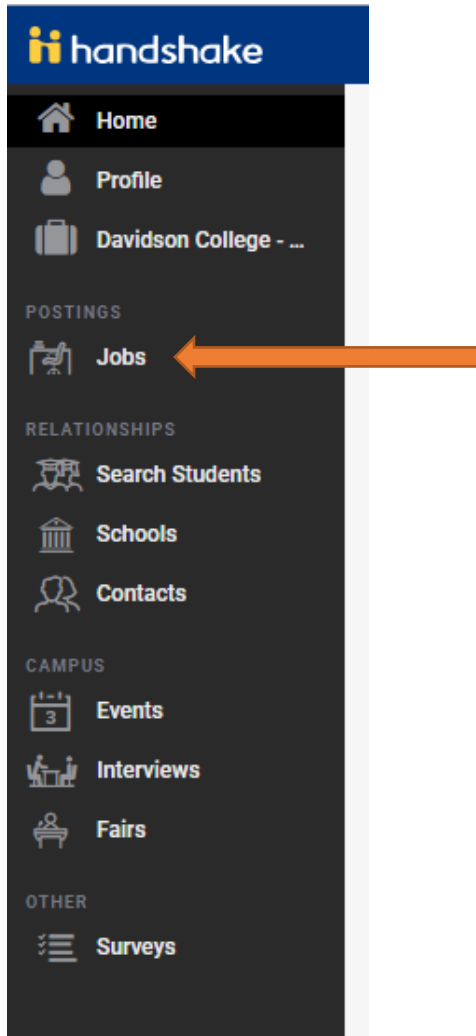
1. Login to Handshake
2. Click on Jobs (left banner)
3. Click on active job to be reviewed
4. Review Applicants
5. Create finalist list (2-3 students)
6. Contact finalist using Davidson email and set up interviews (if interested and part of your process)
7. Make verbal offer
8. Give student 24-48 hours to accept or reject the offer
9. Change student status to hired – leave all other applicants at pending
10. Email students who were not selected to let them know job has been filled
11. Expire job

Note:


- If the student is a work study student, contact HR with name, job, and time approver
- If the student is **NOT** a work study recipient, send new hire form to HR for processing



## Managing the Hiring Process - Screenshots

To view applicant pool, login to Handshake and click on Jobs



You may need to filter jobs to locate active posting(s). Click on job to be reviewed.




Jobs viewing all Davidson College - Human Resources jobs <a href="#">Edit this</a>			
<b>Active</b> Expired <b>All</b> Declined Not Posted			
<input type="checkbox"/>	ID ↕	Job ↕	Applicants ↕
<input type="checkbox"/>	388018	Human Resources - Student Assistant	 14
<input type="checkbox"/>	806027	Human Resources - Student Assistant	 10

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### #388018 Human Resources - Student Assistant

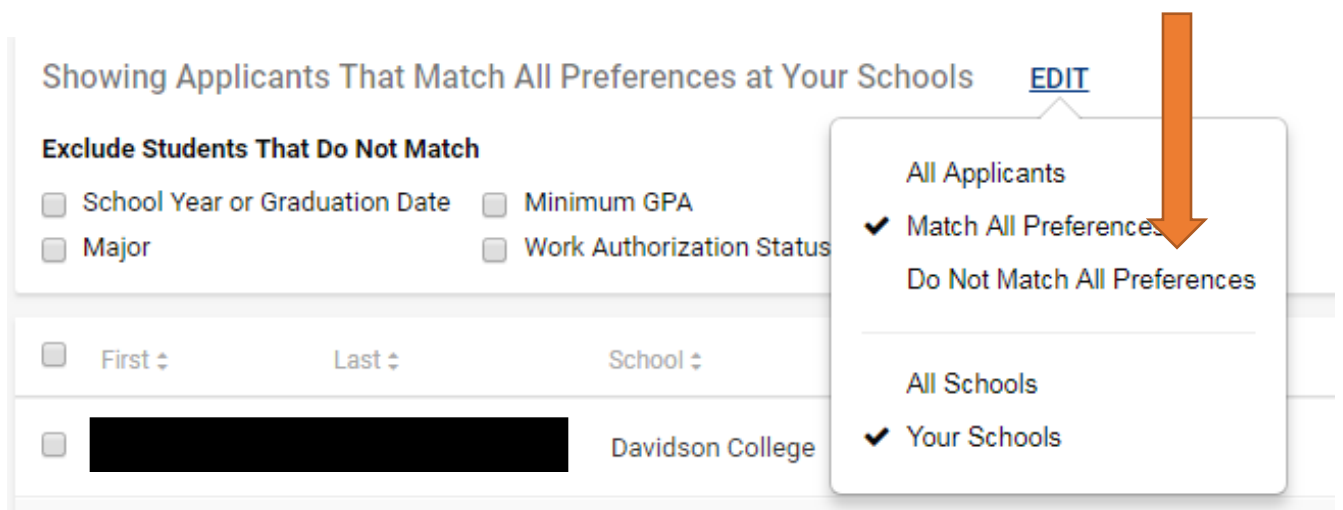
<b>Review Applicants</b> View applicant profiles and download application documents. <a href="#">Review 14 Applicants</a>	<b>Edit / Renew Job Details</b> Edit qualifications, target schools and change or renew expiration dates. <a href="#">Edit Job</a>	<b>Duplicate Job</b> Duplicate this job and start editing the duplicate. <a href="#">Duplicate Job</a>
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## Review Applicants

Filter applicant pool to view:

- All Applicants
- Match All Preferences
- Do Not Match All Preferences



**Preferences** are the requirements that were selected when creating the job. For each applicant you can hover over the icon to see status.

- Class Year
- Major
- GPA
- Work Authorization (not applicable for on-campus jobs)
- Work Study Position (only visible, if work study eligible has been selected)

Job Preference

Freshman

Application is more than 6 months old, so qualification information is no longer updating.  
Last updated on 9/8/16.

Student Information

Freshman

No preference set for major

Application is more than 6 months old, so qualification information is no longer updating.  
Last updated on 9/8/16.

No preference set for minimum GPA

Application is more than 6 months old, so qualification information is no longer updating.  
Last updated on 9/8/16.

No preference set for work authorization status

Application is more than 6 months old, so qualification information is no longer updating.  
Last updated on 9/8/16.

Job Preference

Work study position

Application is more than 6 months old, so qualification information is no longer updating.  
Last updated on 9/8/16.











Student Information

Eligible

Revised 10/18/18



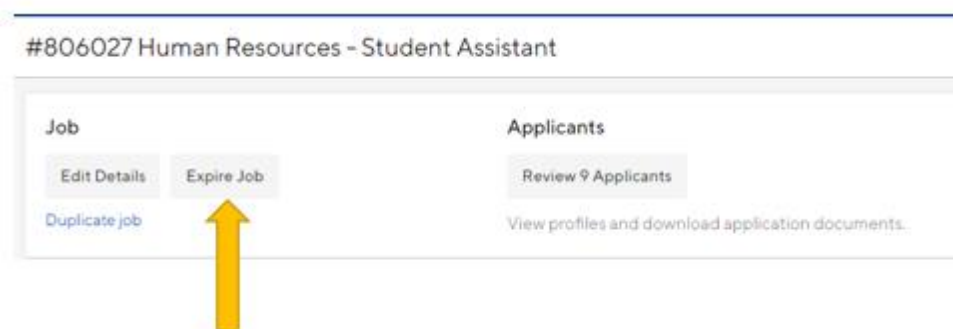
1. Review applicants and select a finalist pool.
2. Contact Finalists via Davidson email to set up interview (if part of hiring process)
3. Conduct Interview
  - Be consistent – ask all finalists the same list of questions
4. Decide on a candidate and make a verbal offer of employment.
5. Give student 24-48 hours to accept or reject the offer
6. Change student status to hired – leave all other applicants at pending

School ▾	Preferences ▾	Status ▾
Davidson College	    	Hired ▾
Davidson College	    	Pending ▾



## Immediately After Job Offer

1. Expire job on Handshake if posted and search is complete.  
Re-open job, click Expire Job.



2. Notify students who were not hired via email that the job has been filled.  
You can download applicant emails through Export CSV button at top of applicant page.

Showing Applicants That Match All Preferences at Your Schools [EDIT](#)

**Exclude Students That Do Not Match**

☐ School Year or Graduation Date ☐ Minimum GPA

☐ Major ☐ Work Authorization Status

[Export CSV](#) [Export Documents](#)



If you decide to send bulk email, be sure to send rejection email to yourself and blind copy students: FERPA precaution

### ***Decline Applicant Email Template:***

Dear \_\_\_\_\_:

Thank you for your interest in the \_\_\_\_\_ posted on Handshake. At this time, we have offered the position to another candidate. We will continue to keep your name on file in the event that other positions become available. While we anticipate that you will find employment with another department on campus soon, we would encourage you to consider applying for other open positions. The employment office recommends that students have 3-5 active applications during the hiring process. Good luck with your search!

Sincerely, \_\_\_\_\_

3. Determine if hired student has worked on campus before by checking Inside Davidson Reports – Reports for Managers – Student I-9 List.  
Note: Detailed instructions below

4. If Work Study Eligible, contact HR with hired applicant's name, department, and time approver.

5. If non-work study, submit hire form to HR will all field completed  
<https://inside.davidson.edu/employees/HR%20Documents%20%20Forms/Student%20Employee%20Hire%20Form%20with%20I-9%20Link.pdf>

6. Communicate with student regarding work schedule, required HR paperwork (documents to bring to campus), time reporting.

## Tips for Interviewing Students

We recommend that you take the time to interview students before hiring them. This helps both you and the student make an informed decision about whether the job and the student are a good match.

Suggested items to address during an interview:

- The student's prior work experience and skills.
- Does student have another job on campus? Are they planning to leave that job or supplement that job? Has the student discussed job change/addition with other supervisor?
- Detailed job description and requirements.
- Start date, pay rate, and duration of employment.
- Type and length of training to be provided on the job.
- Departmental policies that may affect the student's interest in the job (e.g. dress code).
- Request for reference information (if desired).
- The student's class schedule & availability.
- Timetable in which student can expect notification of a hiring decision.

Most students are eager to begin working, so it is advisable to notify applicants of the hiring decision within 1-2 days after the interview.

## Required Employment Paperwork

Before a student can begin working on campus, the following documents must be completed. Students will need to visit the Human Resources Office to complete the Federal Form I-9. Tax Forms and Direct Deposit Forms can be filled out in advance.

**For New Hires:** *(students who have never worked on campus before)*

- Federal Form I-9
- Direct Deposit
- Tax Forms (students default to single & zero, if no forms are submitted)

Revised 10/18/18

**For Re-Hires:** *(students who have worked on campus before in any department)*

- No Paperwork Required

**For Those You Are Not Sure About:**

- Check I-9 Report on Inside Davidson

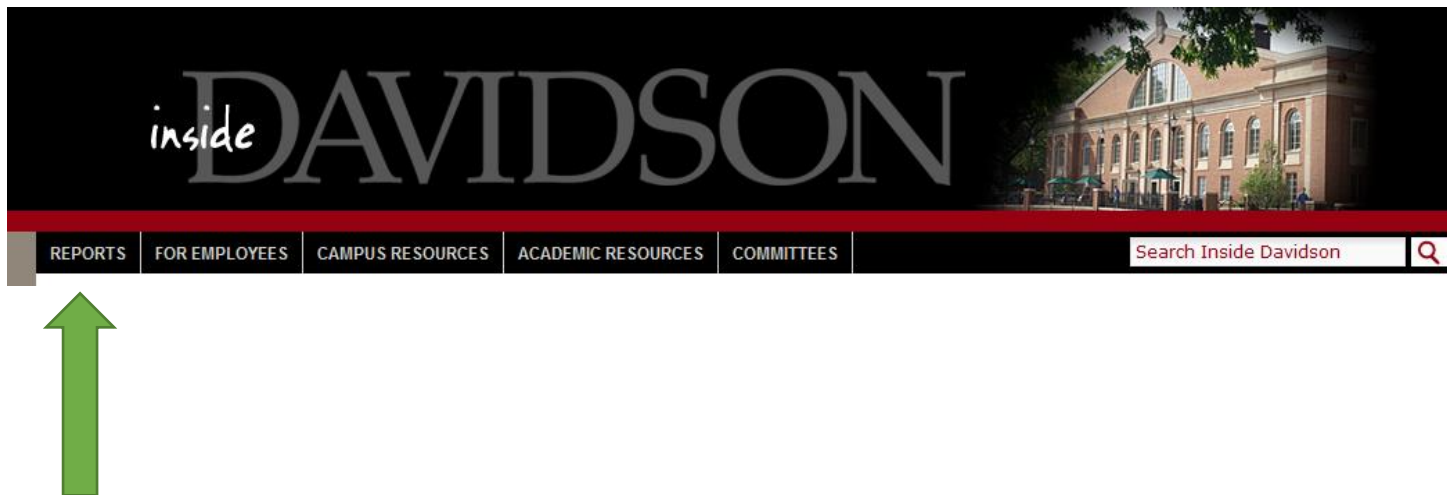
### **Checking I-9 Status**

Students are not eligible to begin working until an I-9 has been completed in the HR Office. This Form requires **ORIGINAL DOCUMENTATION** be presented to HR that verifies both Identity and Employment Authorization.

NOTE: Once a student completes the Federal I-9, they are eligible (legal) to work during their remaining time at Davidson. They do not need to fill out another I-9 if they change or add additional jobs.

To locate a list of all student who have completed the Federal I-9, follow the instructions below.

**Click on the Reports tab on top banner of Inside Davidson**



**Click “Reports for Managers” folder**



Home

FOLDERS (6)



Academic Advisers

...



College Directory

...



Departmental Budget Reports

...



Human Resources

...



Reports for Managers



Self-Service Reports



## Click "Student\_I-9\_List"



Reports for Managers

Home > Reports for Managers

POWER BI REPORTS (1)



Student I-9 List

...



PAGINATED REPORTS (4)



HR Employee Leave Balances

...



HR Position Report

...



Managers Employee Information Report

...



Student Hours Worked for Approver

...

## Student I-9 List (Students Approved to Work in Current Fiscal Year)



ID

Name

I9 Status

I9 Date


Fall Status

Spring Status

Currently Working?

A list of students will appear below the following header. Any student on this list **is eligible to begin working** immediately. You can search a specific student by entering either last name or 800# in the box below. If a student is not on this list, you will get a dialogue box indicating “not found” (see below). Students “not found” need to complete HR paperwork before they can start working.

## Student I-9 List (Students Appi





Use the controls below to search for a student.  
You can enter a portion of the ID or Name to find a student.



Use the eraser button to the right of the search field to clear your selection and restart a search.

If a student does not appear on this list, it indicates they have not completed their I-9 and are not yet eligible to work.

ID

NAME

**Note: ID numbers are protected information and should be kept confidential.**



Search by ID or Last Name – To clear search field, you must use eraser to right of box

## **Hire Forms (ACADEMIC YEAR):**

### **Awarded Work Study Students (paid by financial aid):**

**No Form Needed** - Supervisors need to email HR/Student Employment Coordinator with a list of hires

### **Non-Work Study Students (paid by department or grant):**

<https://inside.davidson.edu/employees/HR%20Documents%20%20Forms/Student%20Employee%20Hire%20Form%20with%20I-9%20Link.pdf>

## **Hire Form (SUMMER):**

During the summer student are considered regular employees so the standard staff hire form is used.

<https://inside.davidson.edu/employees/HR%20Documents%20%20Forms/New%20Hire%20Form%20H2.docx>

## **Payroll Information:**

- Students are required to log their hours as they are worked
- Students clock-in and clock-out using Time Clock Plus (TCP)
- It is the responsibility of both the student and the supervisor to understand time entry procedures
- Students are paid biweekly

- Supervisors must approve student hours on Monday by noon following the end of each payroll cycle. **Payroll Calendar – 2019**

<b>Year</b>	<b>Beginning of Pay Period (Student)</b>	<b>End of Pay Period (Student)</b>	<b>Approver End Date</b>	<b>Check Date</b>
2018	08/20/2018	08/25/2018	08/27/2018	08/31/2018
2018	08/26/2018	09/08/2018	09/10/2018	09/14/2018
2018	09/09/2018	09/22/2018	09/24/2018	09/28/2018
2018	09/23/2018	10/06/2018	10/08/2018	10/12/2018
2018	10/07/2018	10/20/2018	10/22/2018	10/26/2018
2018	10/21/2018	11/03/2018	11/05/2018	11/09/2018
2018	11/04/2018	11/17/2018	11/19/2018	11/23/2018
2018	11/18/2018	12/01/2018	12/03/2018	12/07/2018
2018	12/02/2018	12/15/2018	12/17/2018	12/21/2018
2019	12/16/2018	12/29/2018	12/31/2018	01/04/2019
2019	12/30/2018	01/12/2019	01/14/2019	01/18/2019
2019	01/13/2019	01/26/2019	01/28/2019	02/01/2019
2019	01/27/2019	02/09/2019	02/11/2019	02/15/2019
2019	02/10/2019	02/23/2019	02/25/2019	03/01/2019
2019	02/24/2019	03/09/2019	03/11/2019	03/15/2019
2019	03/10/2019	03/23/2019	03/25/2019	03/29/2019
2019	03/24/2019	04/06/2019	04/08/2019	04/12/2019
2019	04/07/2019	04/20/2019	04/22/2019	04/26/2019
2019	04/21/2019	05/04/2019	05/06/2019	05/10/2019
2019	05/05/2019	05/15/2019	05/20/2019	05/24/2019



After the first pay, students should be encouraged to check their payroll deposit through Banner Self-Service – Employee Services – Pay Information – Pay Stub.

#### **Federal & State Taxes:**

All wages paid to student employees are subject to withholding of federal and state taxes unless the student qualifies for an exemption

#### **FICA (Social Security/Medicare Taxes):**

Students are exempt from FICA taxes during the academic year. If a student works for the college in the summer, the student is considered a regular employee and will have FICA taxes withheld.

### **Student Pay Scale**

Student Employment uses a job classification process to ensure that all student employees are paid equitably when working in similar positions. For this reason, all positions have a written job description. The Human Resources Office is responsible for grading student jobs based on the job description and skills required for the job. Students are rewarded for staying in one job for multiple years; however students are not penalized financially for switching to a job more closely related to their studies or career goals.

The student pay scale below is used during the academic year. Managers who hire students for summer employment do not have to follow these guidelines.

---

	Level I	Level II	Level III	Academic
First Year in job	\$7.50	\$8.00	\$8.50	\$9.00
Second Year	\$8.00	\$8.50	\$9.00	\$9.50
Third Year	\$8.50	\$9.00	\$9.50	\$10.00
Fourth Year	\$9.00	\$9.50	\$10.00	\$10.50

## LEVEL DEFINITIONS

**Level I:** Includes all entry level jobs that do not require specific training or previous knowledge. General duties could include monitoring, copying, and filing. Minimal variety in job responsibilities, operation of simple equipment and regular supervision.

**Level II:** These jobs involve a higher level of responsibility with some previous training and a more in-depth knowledge of a specific field. May have previous experience or completed related coursework. General duties could include evening management, set-up or tear down of equipment for events, project work, and knowledge of various software packages to complete assignments and ability to perform a specific skill. Minimal supervision, some independent work.

**Level III:** These jobs involve working independently with little direct supervision. Students in these positions usually have a higher level of technical and content expertise. May oversee the work of other students and conduct analysis. General duties could include community service projects, web and computer technology projects. May require specific certifications or licenses. Mostly autonomous work.

**Academic:** These jobs include work in the Writing Center, Speaking Center, Economic Center, Tutors and Teaching Assistants. Work is mostly independent and often requires prerequisite coursework.

## Time Clock Plus – Time Reporting Software

Students at Davidson clock their hours using Time Clock Plus and are paid biweekly. Students clock in and clock out for each shift that they work using a personal computer, an on campus computer or a smart phone mobile app.

Instructions on how to clock hours through Time Clock Plus are provide below. In addition, your supervisor should show you how to enter your time on the first day of work.

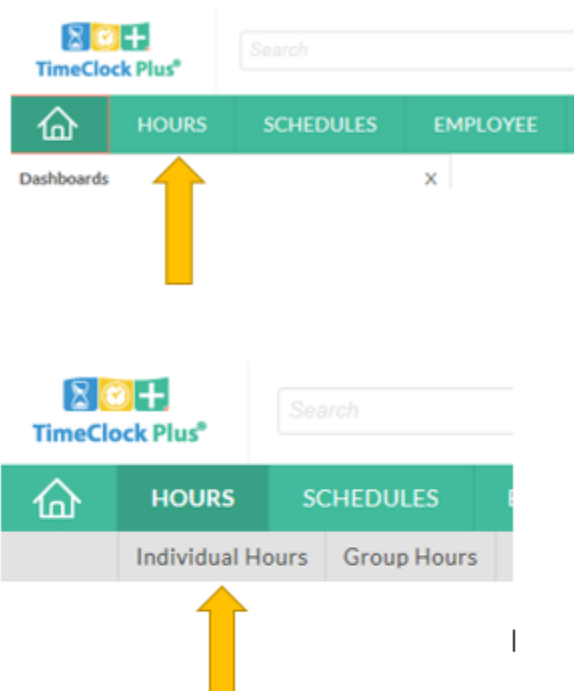
- [Banner Self-Service](#) (login required)
- [Student Clock in Entry Instructions in Time Clock Plus](#) (PDF)
- [Instructions on Entering your Hours in Time Clock Plus](#) (PDF)
- [Mobile App Instructions](#) (PDF)

Note: If a student forgets to clock in or out, they should wait until their next shift to correct the error. They will be prompted to edit the missed punch. This will prevent the supervisor from having to correct the error manually.

## Supervisor Approval Instructions

**Please Note:** As the supervisor it is your responsibility to make sure all of your employees' hours are correct.

1. Log in to **Banner** Self Service with your ID and Pin.
2. Go to Employee Services, Choose [Approve Time – TimeClock + WebClock](#).
3. Your User ID will be your Davidson College ID 80-----.
4. **If you are logging in for the first time the Password needs to be left blank.** If you have already set up your password, please enter it.
5. Click on Hours, then Individual Hours, A list of your employees should populate.



**Note:** If any employees that you are responsible for approving are missing, please contact the payroll office immediately.

- Click on the employee name and their time sheet will populate. Once you have reviewed their time and it is correct, **and if your employee only works for you and no other department**. Click on the square to the left of the orange bell. All entries on the page will be checked/hi-lighted. Click Resolve Period, then click on the Approve button beside Manager Approval. If all of the **Orange Dots** have turned blue or disappeared you have approved this employees time. If you still see **Orange Dots** then there is something that still needs your approval.

<input type="checkbox"/>		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			10/3/2018 09:15 AM	10/3/2018 11:30 AM
<input checked="" type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			10/10/2018 09:00 AM	10/10/2018 11:30 AM



+ Add
Manage
Exceptions
Processing
Resolve Period

Resolve Period

Unapprove

Approve

Employee Approval

☐

☐

Manager Approval

☐

☒

Other Approval

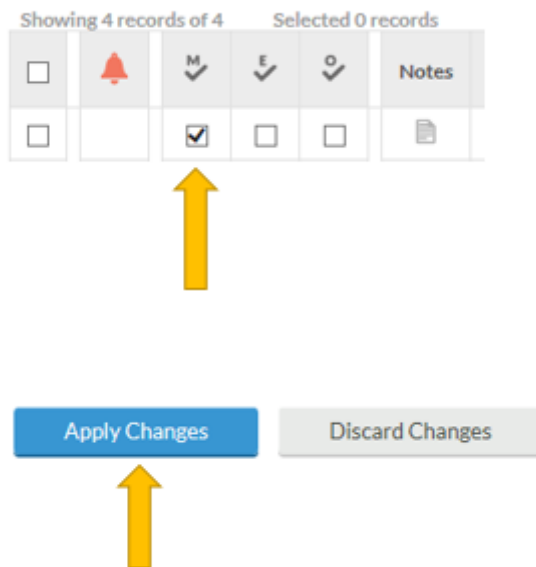
☐

☐

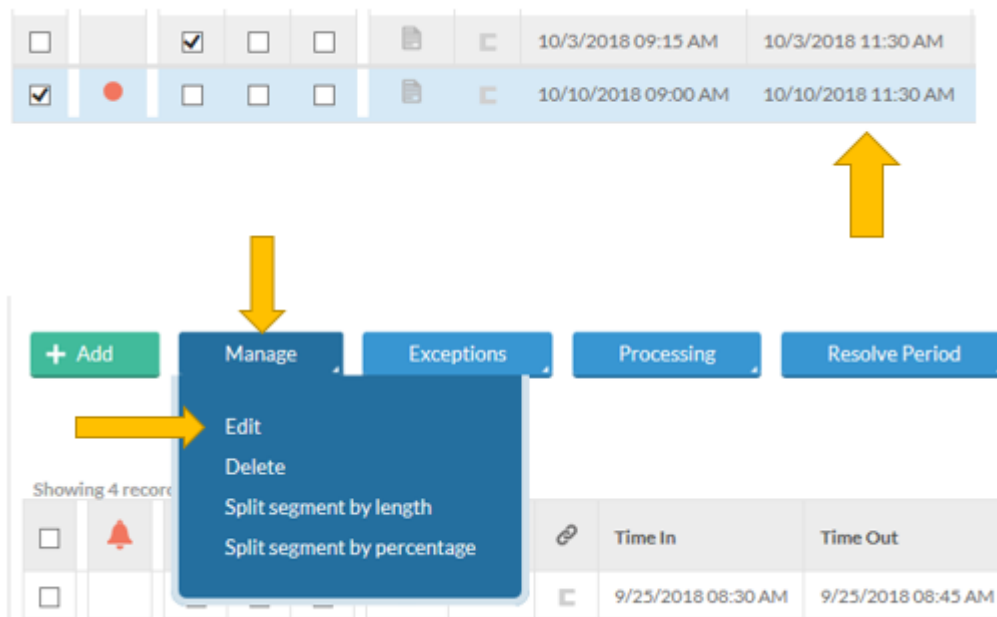
Apply



**NOTE:** If your employee works in more than one department, click on the box under the “m check” column that correlates with time worked in your department. An Apply Changes box will appear, click on that box to approve the hours worked for your department.



- If you need to make changes to an employee's time, click on the day or segment you wish to edit so that it is highlighted, then click on Manage Segment, Edit Segment a new box will open for you to make the necessary adjustments.



From this box, you can change the time in and out, Job Code, or Cost Code. If you need to change an employee's time from Regular time to vacation, sick, personal, etc. you would click on

the arrow in the bottom right corner of the Job Code box and choose the earn code those hours needed to be changed to.

The screenshot shows the 'Edit Segment' form. On the left, there are checkboxes for 'Individual is clocked in', 'Time sheet entry', 'Edit actual time', 'Missed in punch' (checked), and 'Missed out punch'. On the right, there are fields for 'Time in' (10/4/2018, 08:35 AM), 'Time out' (10/4/2018, 11:30 AM), 'Break type' (None), 'Job Code' (3101376880 - WS Appro), 'Cost Code' (None), 'Rate' (0.00), and a 'Note' field. A yellow arrow points to the bottom right corner of the 'Job Code' box. At the bottom, there are buttons for 'Custom', 'Extra', 'Cancel', and 'Save'. A yellow arrow points to the 'Save' button.

8. If you need to add hours to an employee's time for any reason, you would click on the Add Segment button, when the Add Segment box populates, you can click on time sheet entry and add a start time and the number of hours you need to enter, or you can enter a start time and end time.



Be sure that Job Code shows the correct earn code. If the employee should be paid for regular hours then their job title will be listed. If they are being paid for any other hours, click the drop

down arrow in the Job Code field and choose the correct earn code, i.e. vacation, sick, personal, etc.

**Add** ?

---

**Segment Length: 8.00**

☐ Individual is clocked in  
☐ Time sheet entry

---


☐ Missed in punch  
☐ Missed out punch

---

Time in 10/11/2018 09:00 AM

Time out 10/11/2018 05:00 PM

Break type << NONE >>

Job Code 2211376880 - Humes Fe 

Cost Code << NONE >> Select

Rate 0.00

Note

Days 1

Custom Extra

Cancel Save

9. If your employee is using a swipe clock and/or clocking in and out to record their time, there may be an occasion where the employee missed a punch and corrected the missed punch on their next clock in or out. **You must approve all missed punches separately.** The missed punches will appear in Blue in the time in or time out column. Click on the line where the blue appears, then click on "Manage Exceptions" then click on the Approve button beside "Missed Punches."



Showing 1 records of 1      Selected 0 records

<input type="checkbox"/>					Notes		Time In	Time Out
<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			10/11/2018 08:38 AM	10/11/2018 11:45 AM



[+ Add](#)
[Manage](#)
[Exceptions](#)
[Processing](#)
[Resolve Period](#)



Exceptions

Processing

Unapprove

Approve

Missed In Punch	<input type="radio"/>	<input checked="" type="radio"/>
Employee	<input type="radio"/>	<input checked="" type="radio"/>
Manager	<input type="radio"/>	<input checked="" type="radio"/>
Other	<input type="radio"/>	<input checked="" type="radio"/>

Apply



### Allowable Hours/Week:

Student employees may work a maximum of 20 hours/week during the school year and 40 hours/week during breaks and vacations. Most students who choose to work on campus average between 5- 10 hours/week. While a student's primary responsibility is to their academic studies, the college does want

students to engage in all aspects of campus life. A work week of 5-10/week typically allows sufficient time for studying and extracurricular activities.

### **Work Study Recipients**

Students who have received work study as part of their financial aid package can earn up to the amount of their award. Work study students should be scheduled such that they earn approximately half of their award in the fall semester and half in the spring semester. If a student exceeds the amount of the award, it overage will be charged back to the hiring department at the end of the academic year. Supervisors have access to a report through Inside Davidson to monitor Work Study dollars earned for each of their employees.

### **International Students**

Foreign Nationals on non-immigrant visas are strictly limited in their ability to work in the United States. Employment is permitted based on visa classification or by receiving special permission from the Department of Homeland Security. Students with an F-1 Visa are allowed to work 20 hours/week while classes are in session and 40 hours/week when classes are not in session. It is the responsibility of the student to monitor their hours worked. Supervisors, however, should be aware and sensitive to the policy. Not adhering to this policy can risk a student's visa status and can result in deportation.

### **Benefits:**

As an employee of the college, students are not eligible for benefits such as vacation time, sick leave, or holiday pay. A student can choose to contribute to a retirement plan set up by the college, but the college does not contribute to the established plan. Students are covered under the college's worker compensation policy and are available when an employee suffers disability through accident or occupational disease arising out of, and in the course of, his or her employment. Worker's Comp covers medical expenses and loss of pay. ***If a student is injured on the job, please contact the supervisor and HR immediately.***

## Policies

### Harassment Policy

We are a community that respects the dignity of all its members. We expressly prohibit any form of employee intimidation or harassment based on age, race, sex, creed, color, national origin, religion, or sexual orientation. Please refer to the [Non-Discrimination Policies](#) for more information.

### Honor Code

In the spirit of our [Honor Code](#), we also employ faculty and staff who uphold the highest degree of personal and professional integrity, and who are dedicated to honesty and fairness. As a student employee, you will be asked to uphold these standards in your own work.

### Confidentiality of Information

As a private college, Davidson treats information regarding employees, students, work processes and organizational decisions as confidential.

College information is generally classified into one of three categories:

- Information that is generated publicly or is intended to be made public
- Information that is gathered or generated for the college's internal use
- Confidential information pertaining to individual students, faculty and staff

The information that faculty and staff generate or maintain in the course of their duties belongs to the college, which entrusts it to their custody. The custody of college information is the responsibility both of the custodian and his or her supervisors.

Particular care must be taken by employees with personally identifiable confidential information, such as:

- A student's financial aid, grades and academic evaluations
- A staff member's salary, social security number, performance evaluations, family data and medical records

Such information must be accorded the strictest safeguards so that access is given only to those whose duties require it. In addition, disclosure of information pertaining to students is subject to the requirements of FERPA (see below).

### ***FERPA (Family Educational Rights and Privacy Act)***

The Family Educational Rights and Privacy Act (FERPA) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

## FERPA Basics

### CONFIDENTIALITY OF INFORMATION

#### FERPA (Family Educational Rights and Privacy Act)

FERPA restricts access to and disclosure of information from students' educational records without the written consent of the student, except for certain information which is considered "Directory Information".

<http://www.davidson.edu/offices/registrar/transcripts-record-requests-and-forms/ferpa>

<u>OK TO RELEASE (Directory Information)</u>	<u>DO NOT RELEASE</u>
* student name	* Student ID Numbers
* (home & local address) – see below right	* grades
* home & local email address	* GPA
* home, local, and cell phone number	* schedule
* eating house affiliation	* parent name
* enrollment status & anticipated date of completion	* parent address
* class	* parent phone number
* photographs & videos	* Date of Birth
* weight and height of members of athletic teams	* Gender
* major/minor/interdisciplinary minor field of study	* Ethnicity and Religion
* dates of attendance	<u>Although local (campus) address technically</u>
* degrees, honors, and awards received	<u>is directory information, we advise</u>
* the most recent institution attended	<u>against releasing it to any caller who is</u>
* participation in activities and sports	<u>not a Davidson staff member or student.</u>

#### Confidentiality Hold

Students may withhold the release of Directory Information by placing a Confidentiality hold on their records through the Registrar's Office. This hold appears on forms with the word CONFIDENTIAL. When you see the word CONFIDENTIAL you may not release any of the student's information to outside sources, even directory information.

- As of 07/21/16 – No current Davidson College student has a Confidentiality Hold on their record

#### Other Items To Keep in Mind

E-Mails to a third party about a student are considered part of the student's academic record

As a "school official", if you have a "legitimate educational interest" in knowing protected pieces of student data, please request this information through the Registrar's Office. Once you have this report in hand, please do not re-release to another party.

Even though many student data items are o.k. to release, use common sense when deciding if you should.

#### Email Signature

When setting up your email, consider adding the text below as part of your signature. It will serve as a reminder to both you and the recipient to be mindful about the information you choose to share electronically.

This email message (including any attachments) is for the sole use of the intended recipient(s) and may contain confidential information covered under the Family Educational Rights & Privacy Act (FERPA). If the reader of this message is not the intended recipient, you are hereby notified that any dissemination, distribution or copying of this message (including any attachments) is strictly prohibited. If you have received this message in error, please destroy all copies of the original message (including attachments) and notify me immediately by reply email message or by telephone at *[add your phone number]*. Thank you.

Questions? E-mail [registrar@davidson.edu](mailto:registrar@davidson.edu)

Students who deal with confidential information should sign a confidentiality agreement. Below is a standard template that can be modified for specific departments.

### **Confidentiality Pledge**

I understand that, as a part of my responsibility as a student employee in the \_\_\_\_\_, I could have access to confidential information about other members of the campus community and their families. I pledge that I will seek access to only the information required to fulfill my job assignment, that I will never remove any confidential information from the offices, and that I will never share information gained as a result of my work with anyone outside the office. I have reviewed information on FERPA and agree to follow the rules therein. I understand that failure to protect the confidentiality of student, family, and College records is a violation of the Davidson College Honor System and that violations will result in the termination of my employment and will be referred to the Honor Council for appropriate sanction.

---

Signature of Student Employee

---

Date

---

Printed Name of Student Employee

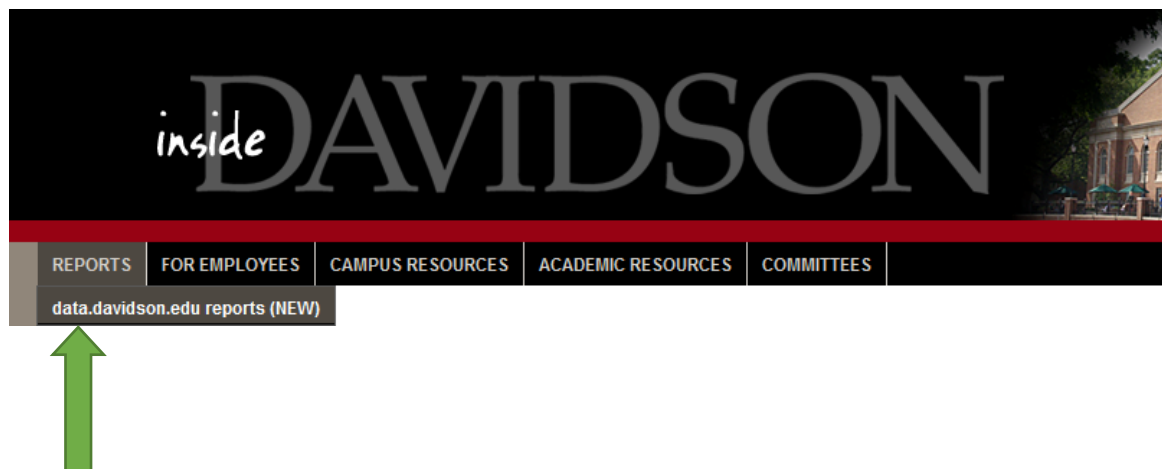
## Monitoring Student Hours Worked – Work Study Eligible

It is very important to check the amount of money your student(s) have earned against their award from Financial Aid. Students who are Federal Work Study or Davidson Work Study cannot exceed the amount of money awarded. If a student's earnings begin to approach the total Financial Aid Award, please contact HR – Student Employment. You will have two options. 1. End the student's employment. 2. Continue the student's employment and your department will be charged the overage after that last student payroll.

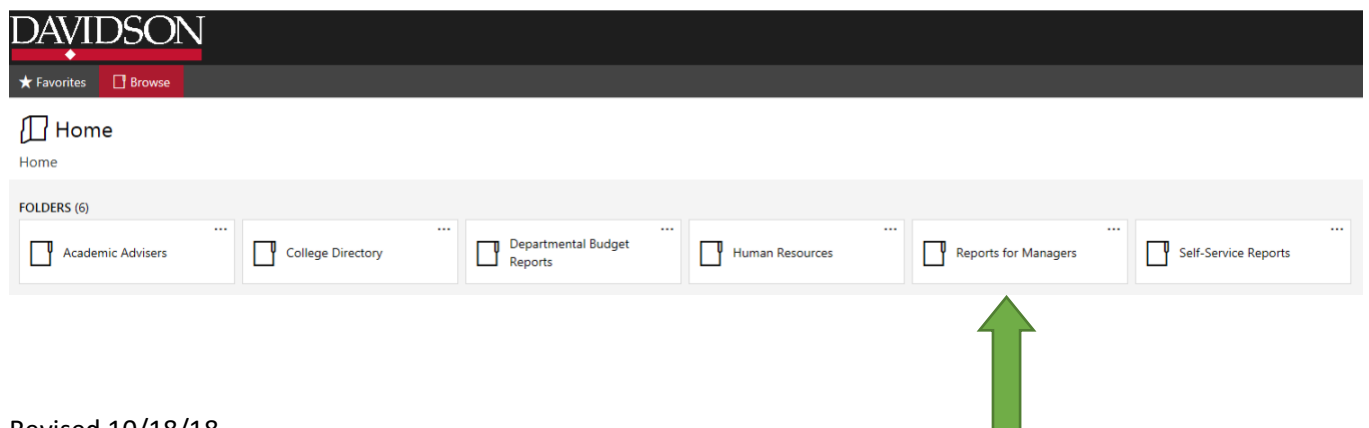
**NOTE:** Numerous work study eligible students have multiple jobs on campus. If you have a student with more than one job, you will see both jobs listed, the associated time approver, and the aggregated earnings. The aggregated earnings cannot exceed the Financial Aid Award amount.

To locate the report of Hours Worked and YTD pay for students who are work study recipients –

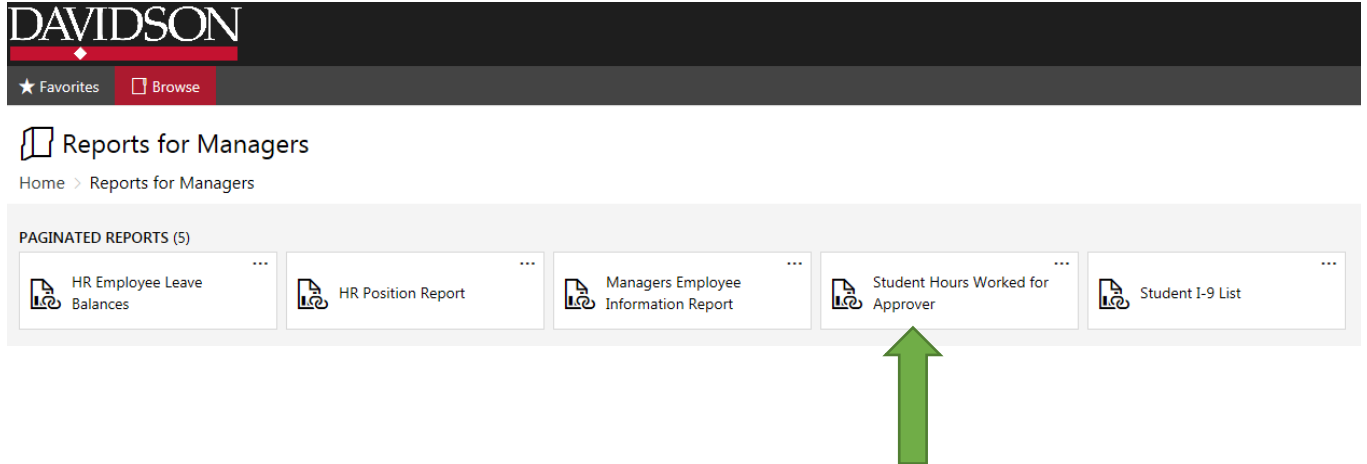
**Click on the Reports tab on top banner of Inside Davidson**



**Click the “Reports for Managers” link.**



## Click “Students Hours Worked for Approver”



On this final screen you should see a list of all the student(s) you supervise. You will want to compare Total Paid against Total Work Study Award. If you supervise multiple students, students with the highest risk of exceeding their Financial Aid Award will be listed first.

DAVIDSON

★ Favorites Browse

Home > Reports for Managers > Student Hours Worked for Approver

1 of 1 100% Find | Next

Student Hours Worked for Approver - Hours worked through: 2/24/2018  
 \*ID numbers are protected information and should be kept confidential.

ID	Student Name	Total Work Study Award	Total Paid	Percent Remaining	POSN SUFF	Total Hours Worked	Hourly Rate	Approver Name	Department

Must be less than

## **Attendance Policy**

We expect all employees to maintain good attendance and to report to work on time. Excessive absences and tardiness hinder the effectiveness of a department and must be kept to a minimum. Excessive absences without good cause or repeated tardiness will result in disciplinary action. If you become ill and unable to work your scheduled time, please notify your supervisor before the start of the workday or as soon as possible. Some departments have specific procedures for finding coverage in the event a shift cannot be covered. Be sure to speak with your supervisor to understand how absences are handled within your department.

## **Work Conduct Policy**

Students are expected to conduct themselves in a professional manner while on the job or representing the college in any way. This includes but is not limited to fulfilling responsibilities in a timely and thorough fashion, avoiding personal work or conversations, texts, and emails while on the clock, dressing appropriately, acting respectfully to peers and supervisors; and being generally agreeable in addition to specific expectations of department supervisors.

## **Dress Code**

On-Campus Employment is intended to help students prepare for life after Davidson, wherever that may lead. Dressing professionally and appropriately is one goal of the program. Most offices on campus, receive visitors, guests, and colleagues from across the college. Appropriate attire is highly recommended for all staff, both student and full-time. A neat appearance at work will help you establish good professional habits early and will send a subtle visual message that you are respectful, competent, and professional. If you have questions, please see your direct supervisor or the Student Employment Office.

Please consider the following as acceptable work-wear for Davidson College:

Casual pants slacks, dresses, or skirts in casual fabrics. Jeans are fine as long as they are neat in appearance (i.e., not ripped or overly worn).

- Shorts are acceptable if an acceptable length (avoid short-shorts).
- Shirts that are neat in appearance. Avoid overly worn t-shirts, offensive images or slogans, extremely tight or revealing tops, or tank tops/spaghetti straps (unless worn under a cardigan or blazer). Sleeveless tops are acceptable.
- Undergarments should not be visible.
- Adventurous hair styles, length, colors, etc. are all acceptable as are nail designs, etc. as long as they are kept neat.
- Tattoos and piercings are acceptable. If your tattoo has potentially offensive content, please cover it for work.
- Nice sneakers, open-toed shoes, sandals, and other casual shoes are all acceptable footwear.
- Avoid athletic/gym wear unless your work is related to the weight rooms.



## Discipline Policy/Procedures

Students are expected to adhere to the same standards as regular staff regarding attendance and conduct within the department. It is the responsibility of supervisor to set clear expectations for the job with regard to responsibilities, communication, attendance, and dress code. If a student's behavior warrants action, then progressive disciplinary steps should be taken – see below. Supervisors can also refer students to the Student Employment Coordinator to discuss conduct and disciplinary action. Departments are not required to keep students employed if they are not meeting expectations.

## Students of Concern

If you become concerned about the mental or physical health of your student employee, you should contact either the HR Student Employment Coordinator, the Dean of Students Office, or the Student Health Center.

The Dean of Students Office has a Student of Concern (SOC) Committee that meets weekly to provide a means for early intervention of at-risk students through collaboration with campus departments, faculty, staff, and possible off campus referrals and resources. The committee is comprised of key individuals across campus from Dean of Students, Academic Affairs, Counseling and Health Services, Disability Services, Residence Life, Campus Police, and Religious Life. Students exhibiting behaviors that are of any concern in relation to their personal, physical, and emotional well-being should be referred to this team of professionals.

If you would like to first talk to someone about your concerns, please call:  
**Dean of Students Office at (704) 894-2225.**

If you have concerns about the immediate safety of a student or the community, please bypass this form and directly call:

**Davidson College Campus Police (704) 894-2178**

**Davidson College Police Officer Duty Cell Phone (704) 609-0344**

**Emergency 911**

## Termination of Employment

The college reserves the right to revoke employment when work, conduct, or attitude is unsatisfactory, regardless of financial aid work study status. Should employment be revoked for any of these reasons, students will not be offered alternate employment. Should students fail to comply satisfactorily with the requirements of your employment agreement, the following disciplinary action will be pursued. Certain actions can result in immediate suspension or termination such as falsifying a timesheet.

- Verbal reprimand
- Written warning
- Suspension (1-2 weeks)
- Termination

Revised 10/18/18

## **Performance Evaluations**

At the end of the fall semester, supervisors are encouraged to sit down with their student employees and discuss your working relationship. This discussion should serve as an opportunity to discuss performance, job goals and job satisfaction. Communication is critical to making the experience for both the student and the department a positive one. At year end, a more formal review process should take place giving the student and the supervisor the opportunity to evaluate the student employment experience. This review process is facilitated by a Qualtrics Survey that is sent to each supervisor and each employee. During this review process, it is very important to determine whether or not your student employee will be returning to your department. This information will help determine the number of open positions you will need to post for in Handshake come July.

## Supervisor Onboarding Checklist

This checklist is designed to supervisor through the process of hiring a student and onboarding a student to the department. It serves as a structure for communicating all relevant college and department-specific policies, administrative procedures and position responsibilities.

### First Day of Work

#### Supervisor Meeting –

- a. Go over job description and responsibilities
- b. Introduce Time Clock Plus (TCP) and proper time reporting
- c. Discuss dress code for the office/job
- d. Discuss homework policy and cell phone use policy
- e. Go over Environmental Health and Safety Training (if applicable)
- f. Discuss process for missing a shift (communication or other)
- g. Discuss FERPA
- h. Sign Confidentiality Agreement (if appropriate)

### Two Week Check-In

Informal meeting with student to see how things are going. This is especially important for first year students.

Focus on the overall health and happiness of the student rather than focused on job performance.

Briefly discuss job: performance, confusion regarding tasks, any other general questions.

### One Month Check –In

Again, informal meeting to discuss how things are going.

Focus should be on both the person and the job

Any signs of concern should be reported to Student Employment Coordinator or Dean of Students (through Student of Concern Form)

### End of First Semester - Check-In

Supervisor Meeting – more formal than check-in's

- a. Discuss performance
- b. Discuss Job satisfaction
- c. Confirm student will continue in job for the second semester
- d. Discuss Time commitment (too many hours, I'm overwhelmed – I would like to work more hours if possible)

### Two Weeks before Start of Second Semester

1. Review list of employees
2. Inform HR – Student Employment Coordinator of any changes to staff.
  - a. Student is no longer working for department
  - b. Student is still working, but will have a NEW supervisor for second semester.
  - c. Student is studying abroad for the semester
  - d. Student is changing jobs

### Four - Six Weeks before end of Second Semester

In mid-April a Qualtrics Survey is sent to both students and supervisors.

- Set up year-end review to discuss performance.
- Determine if student will be returning to your department or looking for new job. This will be critical as you plan for student coverage the following school year.
- Submit survey to HR for all students.