



On-Campus Employment Handbook

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Section 1

Creating & Posting New Positions

Charger Path is the university's eRecruiting system used to link students with employers. Through Charger Path, employers can post positions and view resumes. All forms required for on-campus student employment can be found on the Student Success Center website (www.uah.edu/ssc/career-support/employers). Follow the steps below to recruit a UAH student.

Creating a New Student Position

- Contact Alicia Hosch (x5604) to determine the classification of the position and to receive a position number. For each new student hired a Student Employee Job Description Form must be completed. These forms are available on the Career website.
 - A copy of the Student Employment and Wage Classification Guidelines can be found by going to Information for On-Campus Employers on the career website at www.uah.edu/ssc/career-support/employers.
 - If you wish to hire through the Federal Work Study program, please contact Karen Roland (x2759) in Student Financial Services.
- Once your position has been created, you may utilize Charger Path to post your position.
*Often departments have already identified a student that they would like to bring on board; if that is the case, you are not required to post the position on Charger Path.
- Tips and information on interviewing students can be found on the next page.
- When you have identified a student for hire, follow the procedures in the Processing New Hires portion of Section 2.

Interviewing Students

<p style="text-align: center;">Prepare for the Interview</p> <ul style="list-style-type: none"> ✓ Have all of the information about the position ready to go over with the student. ✓ Develop your interview questions. ✓ Be sure to ask each candidate the same basic set of questions. ✓ Go over the resumes of each applicant prior to the interview. ✓ Make notes or create an interview sheet to write down key information discovered during the interview. An example is given in the Appendix. ✓ Provide students time to ask questions. ✓ Wrap up the interview by letting the student know when you plan to make a hiring decision. ✓ Verify that the student is eligible for student employment. 	<p style="text-align: center;">Sample Interview Questions</p> <ul style="list-style-type: none"> ▶ What is your major? Or, Why did you choose your major? ▶ Where do you see yourself in 5 years? ▶ What qualities do you possess that make you a good candidate for the position? ▶ Tell me about your greatest personal achievement. ▶ What is the difference between a good employee and an exceptional employee? ▶ Give me 3 words that describe you. ▶ Tell me about a time when you've had to deal with a difficult person/situation. ▶ How would a professor describe you? ▶ What interested you about this position?
<p style="text-align: center;">Avoid these Topics in the Interview!!!</p> <p>Age, Height, Weight, Marital Status, Race, Gender, Family Planning, Religion, Arrest and Conviction Record or Military Discharge Status.</p> <p>Some alternative questions: No: Are you a US Citizen? Yes: Are you authorized to work in the US?</p> <p>No: How old are you? Yes: Are you over the age of 18? (or whatever the minimum age requirement may be)</p> <p>No: Do you have any disabilities? Yes: Are you able to perform the functions of this job (be sure to have described the requirements) without reasonable accommodations?</p>	<p style="text-align: center;">Wrapping it Up</p> <p>At the end of the interview, be sure to:</p> <p>Evaluate all of the candidates' information.</p> <p>Notify applicants of their status – be sure to notify those you have hired as well as those you have chosen not to hire.</p> <p>Make a verbal job offer and let the student know that the written offer is pending the results of a successful background check.</p> <p>Complete the Interviewer portion of the job application.</p> <p>Provide the student's name and email address to Cindy Backus (cindy.backus@uah.edu) to initiate the background check.</p>

Determining Eligibility

Campus employment is limited to currently enrolled degree-seeking UAH students. In order to be eligible for student employment, candidates must meet the following requirements:

- Students must have graduated from high school and be at least 18 years of age to work on campus.
- Must be admitted to a degree program.
- **Must maintain Academic Good Standing each semester and make progress toward degree completion.***

**Often a student employee may have a difficult semester but maintain an overall GPA of 2.0 or higher. If this is the case and the student receives Academic Warning status for that semester, then s/he is allowed to continue working for ONE SEMESTER. At the end of that semester, the hiring department is responsible for checking the student's grades. If the student remains on Academic Warning, then s/he must be dismissed from their on-campus position.*

If the student employee's cumulative GPA drops below a 2.0, then the student is no longer eligible for on-campus employment and must be dismissed. They will be eligible again for on-campus employment when their cumulative GPA is at least a 2.0 and they are in academic good standing.

This applies both for new hires and re-classifications.

Please refer students to the Student Success Center to receive assistance through PASS, Tutoring and/or Academic Coaching. .

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- Must be currently enrolled full time taking at least twelve (12) credit hours toward the chosen degree.

***Students who met enrollment requirements for the fall and spring semesters are allowed to work the Summer semester with no minimum enrollment requirements.**

- Students in their final semester prior to graduation have no minimum enrollment requirement, but will not be eligible to continue in the program past that semester.
- Graduate students who are enrolled in only their thesis or dissertation do not have to take additional classes to be eligible for student employment.

Graduating students are no longer eligible for student employment past their final (graduating) semester.

Students must provide to the hiring department a copy of their current or upcoming schedule.

Incoming students are not eligible to work on campus until the date that classes begin. They can complete training no more than five (5) days before the date classes start.

University policies on anti-nepotism normally applied to faculty and staff will also apply to student workers. Please refer to the UAH Staff Handbook Chapter 1 Page 4 for complete details (<http://www.uah.edu/admin/HR/policies.php>).

Hours and Scheduling

Please follow the guidelines below when scheduling students' working hours.

- ❖ **Students can work no more than 29 cumulative hours each week, regardless of the number of on-campus positions they hold.**
- ❖ Students are not eligible for benefits.
- ❖ Students can work a maximum of three (3) campus positions simultaneously.
- ❖ Students who work multiple jobs on campus **must** provide a copy of their scheduled work hours to each of their hiring departments.

F-1 Visa Students

- ❖ In order to be eligible for on-campus employment, students must be **maintaining F-1 student status.**
- ❖ Students are generally eligible to work a cumulative of 20 hours per week on-campus during the fall and spring semesters. **It is recommended students meet with an international student advisor prior to beginning any employment to ensure compliance with immigration regulations.**
- ❖ Working more than the number of hours allowed per Federal Regulations will be considered a violation of your F-1 student status.
- ❖ On campus employment is not permitted after completion of degree requirements unless the F-1 student has applied for and received employment authorizations.

- ❖ F-1 student employment questions should be directed to the Office of International Engagement (**visahelp@uah.edu**).
- ❖ Each semester the Office of International Engagement offers employment workshops that provide detail on employment eligibility for F-1 students.

J-1 Exchange Visitors

- ❖ **In order to be eligible for on-campus employment, students must be maintaining J-1 student status.**
- ❖ J-1 students must coordinate all work authorization through the Responsible Office of the sponsoring Exchange Visitor Program.

Processing New Hires

- ☒ ***All initial verbal offers must be contingent upon the successful completion of a criminal/sexual offender background check. Students may not begin work until this has been completed. Supervisors should submit the student's name and email address to Cindy Backus at backusc@uah.edu. An evite request will be emailed to the student from Certified Background. The supervisor will be notified by Human Resources when the background check is completed and the student is cleared to work.***
- ☒ All newly hired students must have a complete application including all necessary signatures. **Electronic signatures ARE acceptable.**
 - F-1 Visa students must have signatures from the International Student and Scholar Office, Human Resources and Payroll.
- ☒ Hiring departments must verify students' eligibility to be employed on campus.
 - If a student is being considered for employment, request a copy of the current schedule to verify enrollment.
 - Ensure that the student is currently in Academic Good Standing. Students on academic warning or probation are not eligible for student employment.
 - Upon registration each semester, students should submit a copy of their upcoming schedule.
 - If a student is not currently enrolled, but plans to enroll the following semester, request a copy of the schedule as soon as possible.
- ☒ Upon return of satisfactory background check results, all students must sign the Student Employment Offer Letter and the Drug-Free Statement; electronic signatures are acceptable. Retain a copy for your records and forward the original to Human Resources (email is acceptable).
- ☒ If a student has never worked on campus, they'll need to go to Human Resources to complete their I-9, then to payroll to complete their tax withholding documents and to provide bank routing information for direct deposit.
- ☒ Complete an ePAF.

***Students cannot begin working until:**

- ✓ You receive satisfactory background check results
- ✓ The student has completed the I-9 form with Human Resources and completed all payroll and tax forms in the Payroll Office
- ✓ All new hire documents have been processed by your department.

*Encourage students to use their permanent address on all forms.

*Students cannot work during their scheduled class times.

ePAFs

In an effort to streamline the PAF process and become more environmentally friendly, all student PAFs will be submitted electronically beginning spring semester 2012. If you have not received ePAF training, please contact Vonda Maclin in Human Resources at either (256) 824-2282 or via email at vonda.maclin@uah.edu.

ePAFs must be completed for all new hires, reappointments, promotions, salary adjustments, and terminations. For all new hires, promotions and reclassifications, please forward a copy of the new/updated job description to HR.

Some of the commonly used ePAF Action Codes are listed below:

Appointment (A)

Reappointment (B)

Reclassification/Increase (H)

Reclassification (G)

Termination (BB)

Career checks ePAFs on a daily basis in order to process your students in the most efficient manner.

Payroll Information

Once ePAFs have been acknowledged by Career and Human Resources has approved and applied the ePAF, the student's information is then sent to the Payroll Office.

Depending upon the timekeeping system your department uses, Payroll will set up a timesheet for you in either Web Time Entry or KRONOS. Both are web based systems that eliminate the need for paper timesheets. Web Time Entry users will use Self Service Banner to login and complete online timesheets. KRONOS users will be given information on how to timestamp in and out from their departments.

Remember: If a student is entering hours on Web Time Entry, they do not need to also submit a paper time sheet. The only time a paper timesheet is required is if corrections need to be made to the electronic submission. Paper timesheets will then supersede the electronic entry.

Please make sure that if your situation is such that you must submit a paper timesheet, it has been signed by both the student and the approver.

- If the supervisor's signature is missing, the department is notified and asked to send a copy with the signature. If the supervisor's signature is missing, the time sheet will be processed, but the check will be held in the Payroll Office until the time sheet is signed by the supervisor.
- If the student's signature is missing, the department is notified. The check will be held in the Payroll Office until the student comes by to sign the time sheet and picks up the check.
 - If this occurs, please remind the student to be prepared to show appropriate identification at the Payroll Office.

Once all signatures are verified, or the Web Time Entry has been approved, the student's hours are entered into the system.

- If no timesheet is received, the student will not get paid.
- If complete information is not received, the student will not get paid.

For students who do not participate in direct deposit: They can pick up a paper check one time only from the Payroll Office. The check cannot be picked up until payday and students will be required to show a picture ID and sign for the check.

At that time, the student must either submit a direct deposit form to the Payroll Office or complete the Alabama Credit Union non-membership account form. If the student does not submit a direct deposit form, their paycheck will go to Alabama Credit Union where the student can go to make a cash withdrawal on payday.

Reclassifications

Students may be reclassified if they undergo significant increases in their responsibilities with regard to experience, skill, supervision level or work level. Reclassifications are most likely to occur after a student has been employed for at least two semesters.

Steps for reclassification are as follows:

- Create a new or revised job description for the student, then submit it to HR.
- Create a new ePAF with Action Code C for Promotion or Action Code G for Reclassification.

Supervisor Responsibilities

Supervisors play a very important role in helping shape young professionals. Often an on campus position will be a student's first job and the role of the supervisor becomes vital in helping the student develop skills that will benefit them as they begin co-ops, internships or degreed positions. A supervisor is more than an authority figure; a supervisor is also a mentor.

Here are just a few techniques to help you become a great supervisor:

- Provide clear direction and training to student employees.
- Set clear goals and expectations and provide these in writing to the student.
- Seek input from students.
- Encourage and guide students to make appropriate decisions and to think professionally.
- Always show appreciation for a job well done.
- Establish open communication with students.
- Hold student accountable for work hours and for appropriate notice requesting time off.
- Always offer students constructive feedback and encouragement.
- Inform students completely about their work environment such as dress requirements, how visitors should be greeted, the appropriate way to answer the phone, etc.
- Discuss working hours including any breaks or lunch times and set protocol early.
 - While there are no federal regulations regarding breaks, a good rule of thumb is for every 4 hours students work, they should be able to take a 10 minute paid break.
 - If students are scheduled to work 6 hours or more, allow at least a half hour for a meal. This is not a paid break.
- Alert Career immediately should you have any problems resolving an issue with student workers.
- Remember that you are a mentor and should be a model of ethical and professional behavior for students.

Praise and Discipline

Praise

Students should receive appropriate praise when they have accomplished difficult tasks or have taken on responsibility to accomplish a task outside of their normal work expectations. While some students need more praise than others, some students may be embarrassed to have attention drawn to them. In any case, letting a student know that you appreciate their dedication and talent is an essential element in how they feel about their job and for creating a positive working environment.

You can express your appreciation for a job well done in many ways:

Write a note of appreciation. Remember to copy Career so we can see how well our students are performing!

Verbally compliment the student, but be aware of the student's comfort level with being praised publicly.

Discipline

This is probably the hardest part about supervising others. We all want our employees to be successful and happy in their jobs, but sometimes it is necessary to reinforce rules and expectations. When you find yourself in a position where disciplinary action is necessary, remember to point out what the student does well and then discuss the areas where improvement is needed. Always offer constructive advice and encouragement. However, there may be a time when a student commits an infraction that is grounds for immediate dismissal. Remember that student employment is "at will" and can be terminated at any time. Otherwise, we suggest following the University's guidelines for progressive discipline.

- First time: Speak privately with the student to reiterate your expectations, point out exactly where the student went wrong, then offer suggestions and guidance on ways to improve. Follow up with an email recapping your discussion.
- Second time: Provide a verbal warning to the student in private. Again, follow up your meeting with an email detailing your expectations. Establish a date to follow up and re-evaluate the student's performance.
- Third time: Provide a written document to the student laying out the problem areas and set forth a plan of action to address and correct these issues.
- Fourth time: Termination.

Resources

Auburn University On Campus Student Supervisor Handbook
<http://hire.auburn.edu/SEH09.pdf>

“Careers and Workplace: Illegal Interview Questions.” *USA Today*.
<http://www.opm.gov/oca/worksch/html/lunch.htm>

King, Jacqueline. “Working Their Way Through College.” www.education.com
http://www.education.com/reference/article/Ref_Working_Their_Way/

Lederman, Doug. “The Impact of Student Employment.” *Inside Higher Ed*. June 8, 2009.
<http://www.insidehighered.com/news/2009/06/08/work>

University of Alabama Supervisor FAQ
<http://jobs.ua.edu/student-employment/pages/supervisor-faq.html#1>

U.S. Office of Personnel Management. <http://www.opm.gov/oca/worksch/html/lunch.htm>