Student Employee Supervisor Training

Grand Valley State University

What is in this partnership for *you?*

- **Provide valuable training and experience to GVSU students**

- **Ability to mentor and provide support**

- **Create lasting relationships**

- **Help with projects**

- **Retention rate!**

What is in this partnership for *students?*

- Pay check!
- Theories of Involvement & Engagement
- Develop soft skills & work ethic
- Learn professionalism
- Meet other students
- Be a part of a community
- Build relationships and mentorships
  - Could serve as future references

- Even better when:
  - Work ties to academics
  - Included in office events & meetings
  - Growth opportunities are provided

Agenda

- **Work study vs. non-work study**
- **Wages & Pay Calendar**
- **LakerJobs**
  - Searching
  - Hiring
  - Making changes
- **Interviewing**
- **Employment Paperwork/Forms**
- **Rules & Policies**
  - Hours
  - Overtime
- **Scheduling**
- **Ultratime**
- **Effective Supervising**
- **Expectations & Training**
- **Learning Objectives & Feedback**
- **Discipline**
- **Connect**
- **Experiential Learning for Students**
- **Mentorship**

Types of Student Employees

Non-Work Study

- Non-work study employees may be receiving financial aid, but were not awarded work study as part of their award package.

- Non-work study student employees are paid 100% from the employing unit's budget.

Federal Work Study

- A student must apply for financial aid and be awarded work study as part of the financial aid package. If a student demonstrates financial need, they may be awarded work study as a result of filing the FAFSA.

- Work study student employees are paid 30% from the employing department; 70% is paid from the work-study fund.

- If the student earns over their award, the department is responsible for 100% of those earnings.

Work Study

- **Students are only eligible for Work Study during the academic year (not during the summer).**

- **Must be enrolled for at least 12 credits.**

How to determine an approximate number of hours a student can work per week:

Award Amount		Pay Rate		#		Number of Pay Periods left in the year		Approximate hours per week student can work per pay period	Divide by 2	Approximate hours per week
	/		=		/		=		/2	

Example:

Award Amount		Pay Rate		#		Number of Pay Periods left in the year		Approximate hours per week student can per pay period	Divide by 2	Approximate hours per week
$3,000	/	$9.25	=	324.32	/	18	=	18.01	/2	9.00

Wages & Pay Calendar

- Departments set their own wages for each position, based upon the wage matrix available on the SEO website
    - Updates to keep within Michigan minimum wage
- Classifications are used to help you determine where your students land in the matrix.

- Raises are up to departments
    - After two semesters of adequate service or each academic year

www.gvsu.edu/studentjobs

Stipends & One Time Pays

- The majority of our students are hired as hourly employees.

- A stipend is used when we are paying a student a certain amount of money that should be split throughout numerous pay periods.
  - Teacher Assistants, Graduate Assistants, etc.

- A One Time Pay is used for an event that only happened on one specific date.
  - Cello player at an event, photographer at a game, etc.

- Form is available on the SEO website

Finding a Student Worker

Posting jobs through LakerJobs gives all students <u>equal access</u> to departmental positions and <u>it is a regulation for hiring students.</u>

Grand Valley's Policy

Grand Valley State University is an affirmative action/equal opportunity institution. It encourages diversity and provides equal opportunity in education, employment, all of its programs, and the use of its facilities. It is committed to protecting the constitutional and statutory civil rights of persons connected with the University.
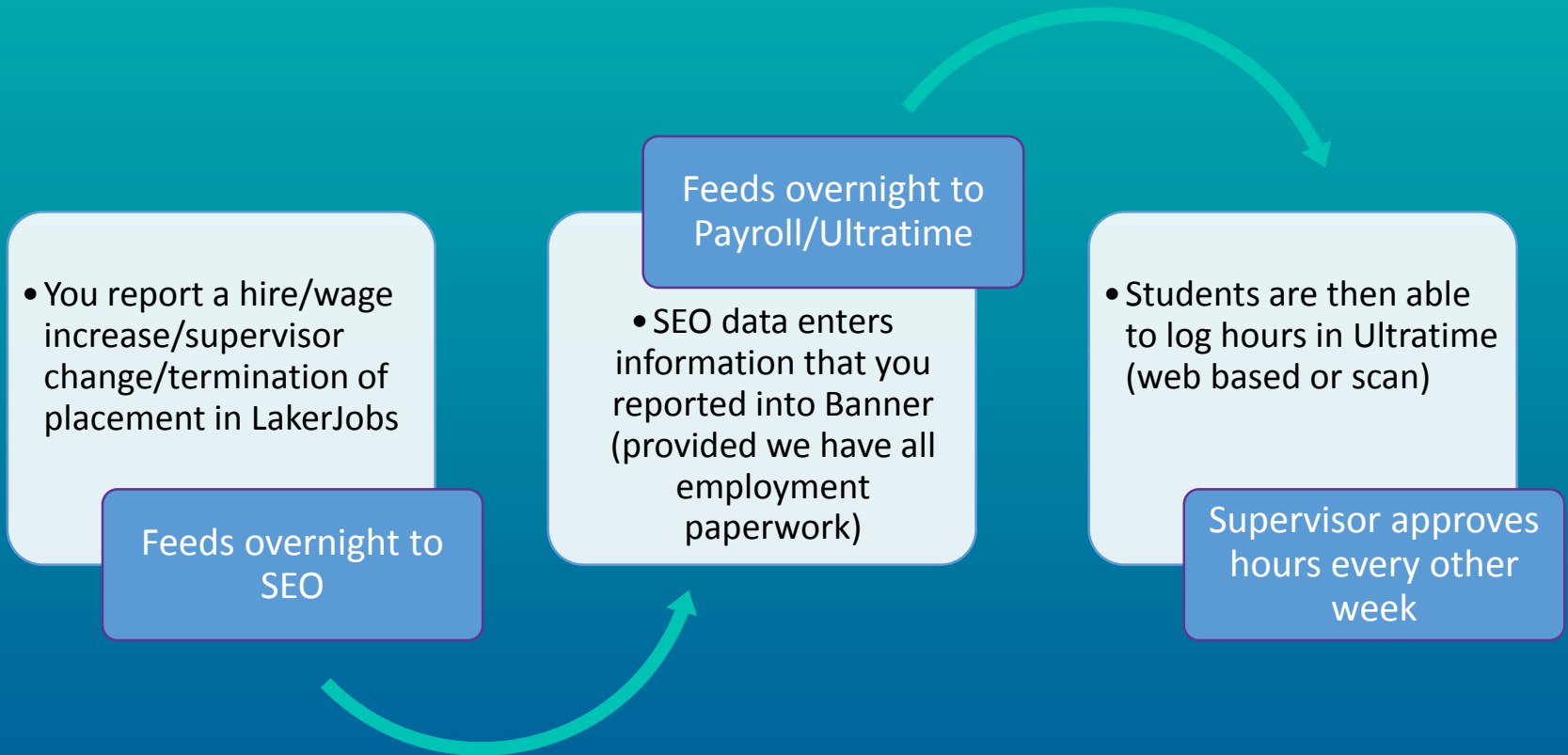
LakerJobs

- FAQ's
  - **How do I search for a student?**
  - **How do I report a hire?**
  - **How do I view hired students?**
  - **How do I check to see if a student has work study?**
  - **How do I report a wage increase?**
  - **How do I report a supervisor change?**
  - **How do I find a Banner Position Number?**

Hiring a Student Employee

- **Check for existing Banner Position Number for your FOAP**

  - If there is not one, request one from the Budget Office

- **Create a job posting on LakerJobs**

  - Create a proper job description

  - Include application instructions: **require resume!**

- **Interview several students for the position**

- **Select your student and inform other applicants**

- **"Report a Hire" in LakerJobs**

- **Complete paperwork with student or send to SEO to fill out.**

- **First day Procedure - New Employee Checklist**

Timeline

- You report a hire/wage increase/supervisor change/termination of placement in LakerJobs

Feeds overnight to SEO

Feeds overnight to Payroll/Ultratime

- SEO data enters information that you reported into Banner (provided we have all employment paperwork)

- Students are then able to log hours in Ultratime (web based or scan)

Supervisor approves hours every other week

Employment Paperwork

A student may begin working _ONLY AFTER_ the forms are received by the Student Employment Office.

- **Federal I-9 Form**
  - Form needed by Student Employment Office.
  - For employers who fail to properly complete an I-9, fines range from $216 to $2,156 per individual I-9. This includes late I-9s.
  - This is a Federal Regulation.

- **W4 Forms (federal, state, and possibly city)**
  - Forms needed by Payroll.
  - They can be delivered to the Payroll Office or Student Employment Office.

- **Direct Deposit Form**
  - If student does not complete a direct deposit form, a paper check will be delivered to transaction windows in Grand Rapids or Allendale each pay period.

Keep in Mind...

- Student Employees are **EMPLOYEES**
  - Covered by the same laws:
    - IRS Taxation
      - Including State and Local Entities
    - Department of Labor Rules and Regulations
    - Immigration (ICE)
    - Social Security Administration
      - Student FICA/Medicare Exemption

- Student Employees are **STUDENTS**
  - Work Records Protected Under FERPA

Ultratime

- **"Legal" Software of Record**
  - **ACTUAL** time and hours worked must be recorded
  - No "comp" time allowed
  - Do not "adjust" anyone's time in Ultratime
  - If they work over 40 hours in one week, we must pay overtime
  - Do not "average" the student employee's hours over the 2 week period to avoid overtime. If they work it, we must pay it.
  - Academic year students should not work
    - more than 25 hours per week
    - international students – no more than 20 hours per week
  - Be careful when hitting "approve all"
  - Avoid rounding of time
    - *campus dining timeclocks

Ultratime Demo

- **UltraTime**

- **PC Punch Timeclock**

Scheduling

- **Students must be enrolled in at least 6 credit hours each pay period**
  - Termination of position if not enrolled in minimum

- **Students may not work more than 25 hours per week during academic year**
  - No more than 40 hours per week during holiday break, spring break, or throughout the summer

- **International students on an F-1 or J-1 Visa may not work more than 20 hours per week while classes are in session**
  - May work up to 40 hours per week during the summer if not taking classes

- **We do not allow students to work overtime.**
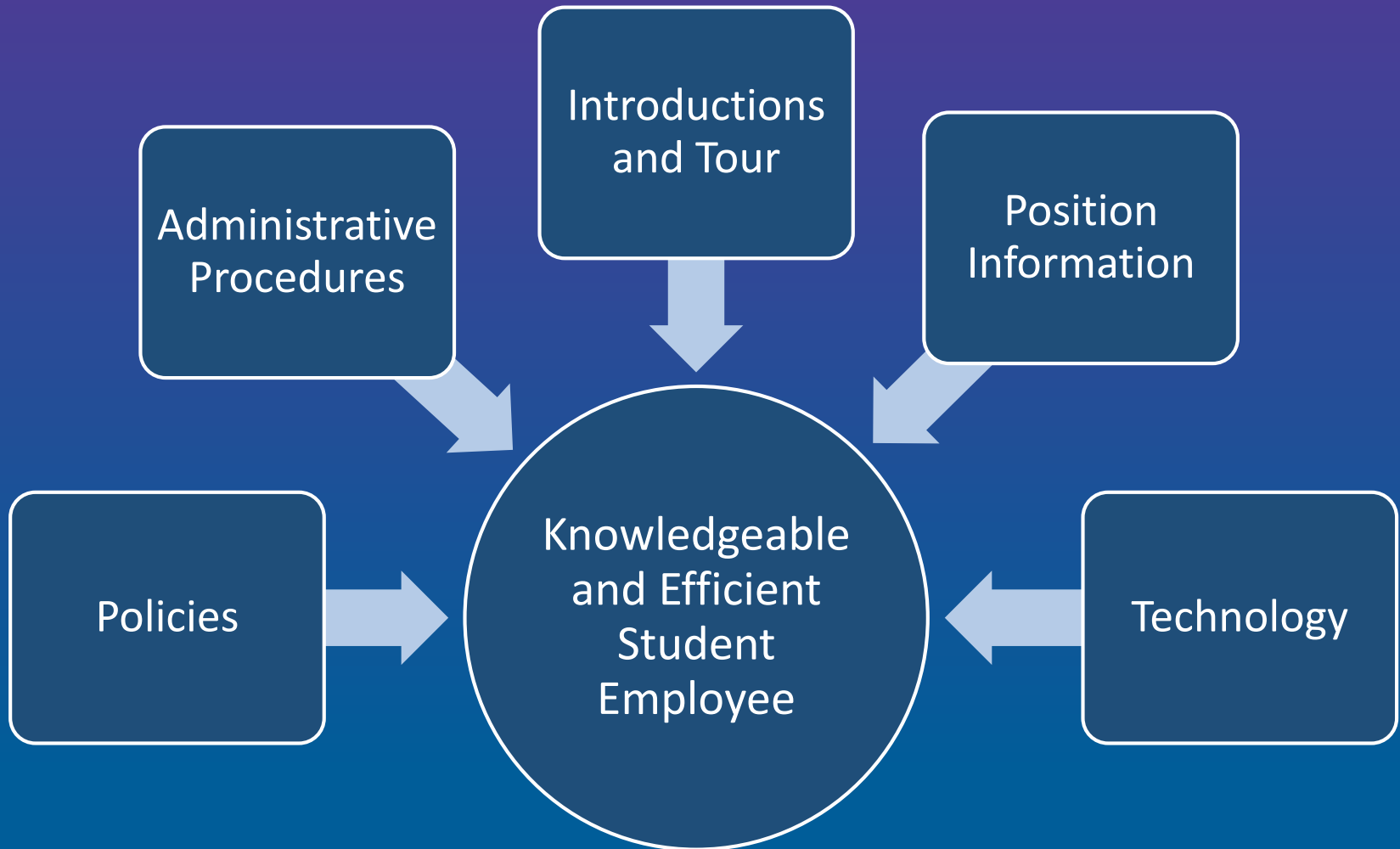 - Must pay for work completed

Effective Supervising

Three things you MUST do:

1. Establish clear **EXPECTATIONS**
2. Provide **FEEDBACK**
3. **CONNECT** with your student

Expectations & Training

Create Learning Objectives

- **Gives student something to work toward**

- **Could be related to field of study or academics**

- **Soft skills**
    - Work Ethic
    - Professionalism
    - Communication

- **Evaluate**
    - Each month, semester, etc.
    - Good time for performance evaluation

READY, SET, GOAL

Feedback

- **Corrective Feedback**
  - Meant to change/steer current performance toward a desired direction

- **Confirming Feedback**
  - Used to maintain and encourage current performance by confirming what the employee is doing well
    - You should provide at least 4 times as much Confirming feedback as you do Corrective.

Disciplinary Process

**Recommended procedure for disciplinary actions:**

1. *Verbal Counseling*
   - Verbal communication with student employee of issue.

2. *Written Counseling & Performance Improvement Plan*
   - Meeting between supervisor and student employee.
   - Written confirmation of warning with student employee.
   - Performance plan with goals and agreed upon timelines.

3. *Review Performance Plan to determine if goals have been met.*

Connect

- **How much do you know about your student employee?**

- **If we asked them, would they say that you care about them?**

- **What should you do?**
  - **Ask questions**
  - **Show respect**
  - **Be flexible**
  - **Be a mentor!**
  - **Talk to your student.**
    - Yes! It is good to talk to them and not just about work.
    - CARE Form: http://www.gvsu.edu/conduct/students-of-concern-care-form-24.htm

- Always remember that you are playing a part in **preparing your student for their professional career**! Every interaction with a student can be used as a teachable moment.
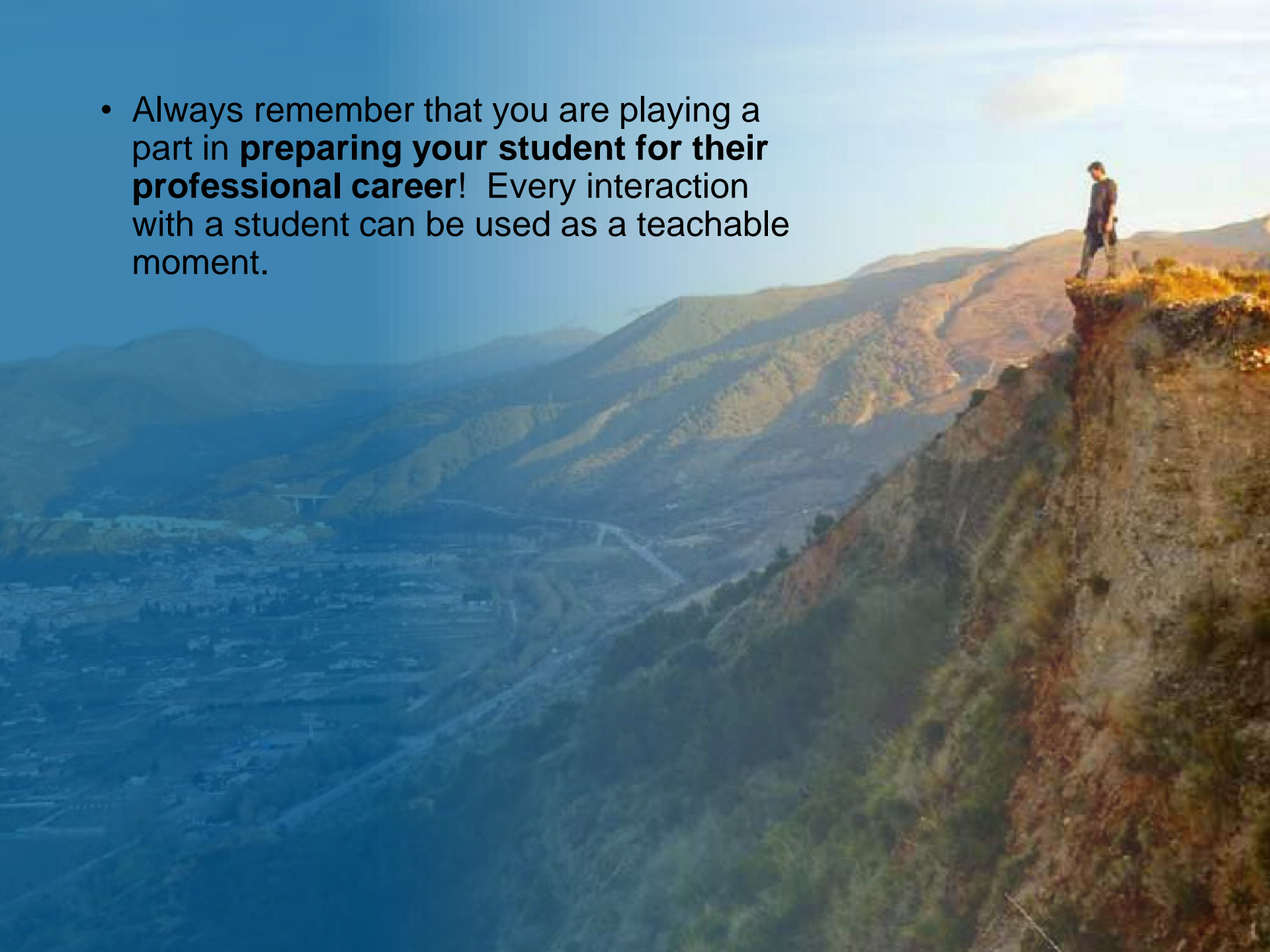
Mentorship

- Students want meaningful & impactful work experiences.

- When possible, try to connect their work to an interest they have and/or their field of study.

- If the work is completely unrelated, try to help them focus on improving skills that they can take with them into their career.

- Challenge them! Help them get something more out of their job than just a paycheck.

- Be a mentor! We are all busy and supervising is not our only job responsibility, but make time for your students.
  - Create a positive work environment
  - Sense of community
  - Better relationships = better work results
  - Does not have to be formal, sometimes informal is better!
  - Encourage communication

SEO Events

- **Summer Job Fair**
  - Wednesday, March 14, 2018

- **Student Employee Appreciation Week**
  - April 9 – 14, 2018
  - Student Employee of the Year

Resources

Student Employment
Ph: (616) 331-3238
Fax: (616) 331-3180
studentjobs@gvsu.edu
www.gvsu.edu/studentjobs

Payroll Office
Ph: (616) 331-2237
Fax: (616) 331-3287
payroll@gvsu.edu
www.gvsu.edu/payroll