



**STUDENT
EMPLOYMENT
SUPERVISOR
TRAINING 2018**



**EASTERN
CONNECTICUT
STATE UNIVERSITY**

STUDENT EMPLOYMENT STAFF

Faculty and Staff

- ❖ Jennifer Horner (*Director of Financial Aid*)
- ❖ Katherine Wrana (*Associate Director of Financial Aid*)
- ❖ David Mariasi (*Assistant Director of Financial Aid*)
- ❖ Gloria Rivera (*Assistant to the Director of Financial Aid*)

Client Services Representatives

- ❖ Megan Avery
- ❖ Cassie Falvey
- ❖ Shawn Kutschker
- ❖ Carli Palmer
- ❖ Rubaiya Sultana



PAYROLL STAFF



Faculty and Staff

- ❖ George Whiting (*Payroll Coordinator*)
- ❖ Tina Haiderer (*Payroll Clerk*)
- ❖ Cindi Brokaw (*Payroll Clerk*)

Student Associates

- ❖ Anna Taylor
- ❖ Courtney Downer

BUDGET OFFICE STAFF



Faculty and Staff

❖ Karyl Bulmer (*Director of Financial Planning*)

Academic Affairs

Faculty and Staff

❖ Polly Silva (*Special Assistant to the Provost*)



Employability

EMPLOYABILITY & STUDENT EMPLOYMENT

Definition

Overall Initiative

Employability and Student Employment

- Student Hiring Process
- Liberal Arts Skills Across the Curriculum
 - Defined
 - Applied to the job
- Other employability skills

Student Evaluation

- Form
- Pilot
- Best Practices

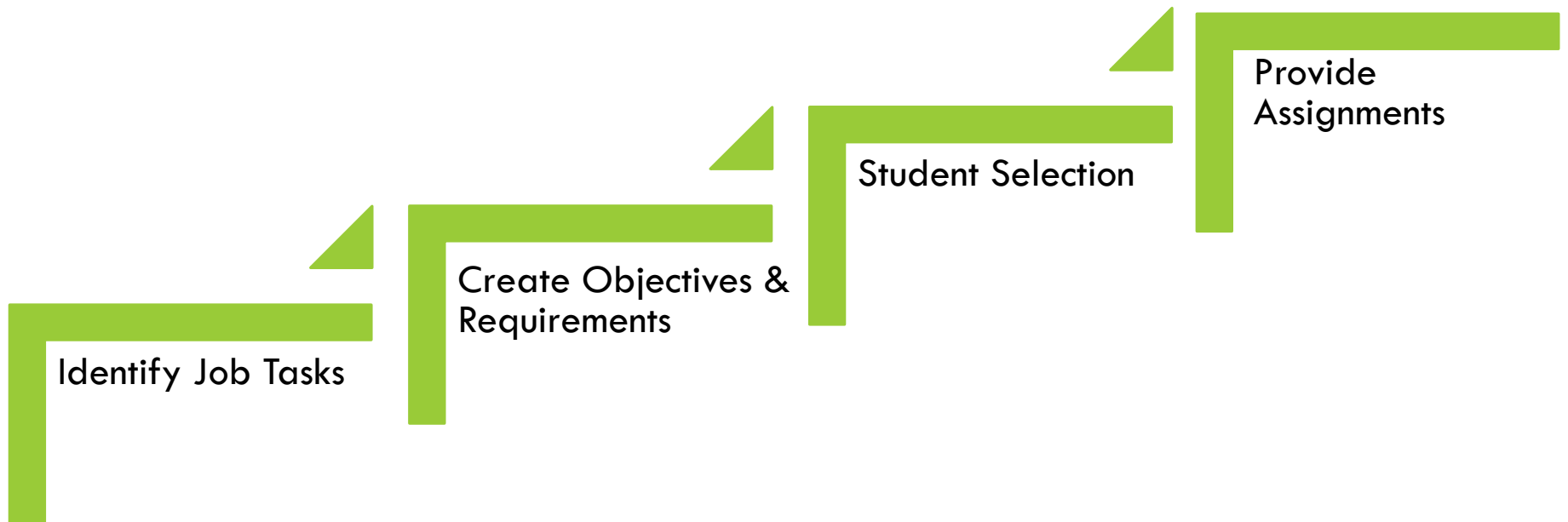
EMPLOYABILITY

1. Definition: Skills, abilities, and attributes that increase the likelihood of a student getting and keeping a job after graduation and into the future

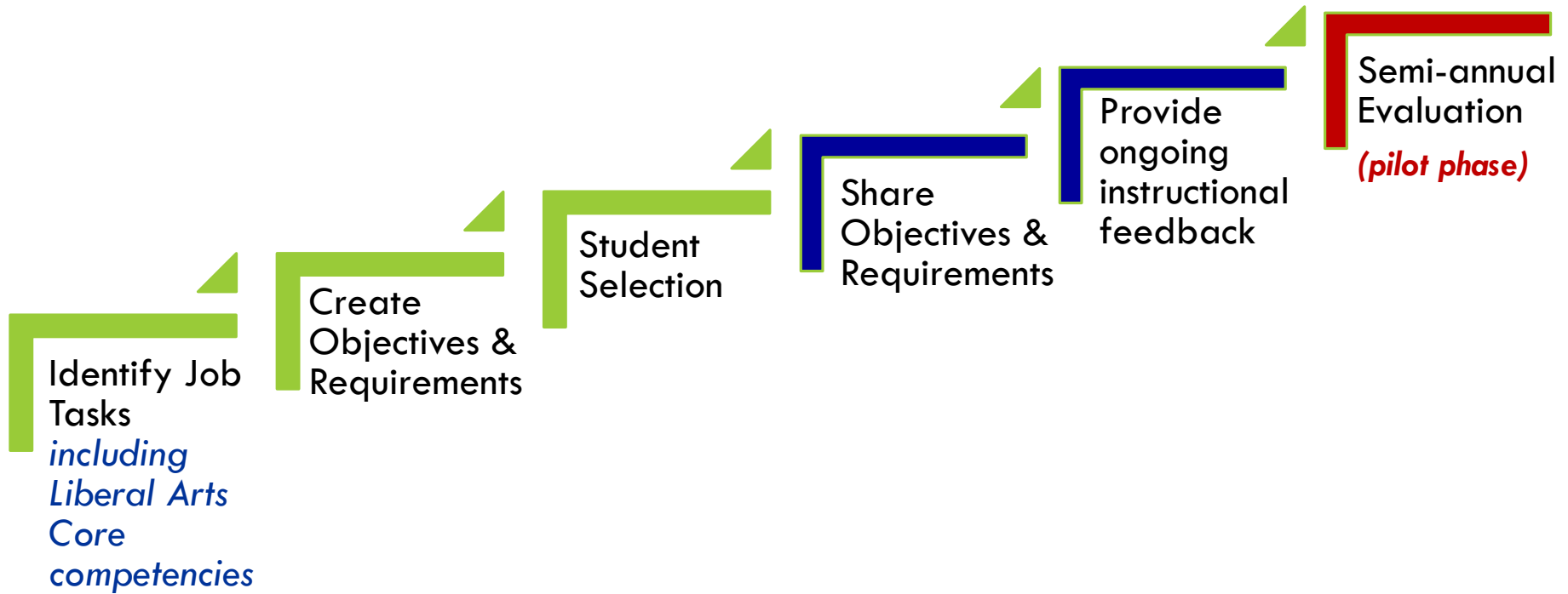
2. Initiative across campus

- Last Year
 - L.A.W.
 - Presentations
 - Career Services, Alumni Services, Student Services
- Upcoming Year
 - All of the above and
 - Employability Committee
 - Departments

EMPLOYABILITY



EMPLOYABILITY



LIBERAL ARTS ACROSS THE CURRICULUM

1. Critical Thinking

Exercise sound reasoning to analyze issues, make decisions, and overcome problems. The individual is able to obtain, interpret, and use knowledge, facts, and data in this process, and may demonstrate originality and inventiveness. (NACE)

LIBERAL ARTS ACROSS THE CURRICULUM

2. Information Literacy

- Develop and implement an effective search strategy appropriate for an information need
- Access the necessary information effectively and efficiently
- Evaluate information and its sources critically and incorporate selected information into one's knowledge base and value system (LAC)

LIBERAL ARTS ACROSS THE CURRICULUM

3. Communication

- Write and speak effectively in their disciplines in both academic and workplace genres
- Conduct effective technology-assisted presentations
- Communicate effectively in small and large groups (LAC)

LIBERAL ARTS ACROSS THE CURRICULUM

4. Ethics

- Apply the principles of ethics to dilemmas encountered in the workplace. (LAC)

- Demonstrate personal accountability and effective work habits
Demonstrates integrity and ethical behavior, acts responsibly with the interests of the larger community in mind (NACE)

LIBERAL ARTS ACROSS THE CURRICULUM

APPLIED TO STUDENT EMPLOYMENT

Using the handout in front of you, see if you can identify one job objective for your student worker(s) that fits one of these four criteria.

Feel free to work in groups!

STUDENT WORKER PERFORMANCE EVALUATION — A DEVELOPMENTAL TOOL

Job Description

8 Competencies (Exceeds, Meets, Development Needed)

Overall Assessment

- Strengths and Achievements
- Goals for upcoming work time
- Student feedback



CORE COMPETENCIES

1. **Communication** – Effectively communicates orally, visually, and in writing
2. **Judgement** – makes smart and educated decisions, referring to supervisor for guidance as appropriate

OTHER EMPLOYABILITY COMPETENCIES

1. **Productivity and Work Quality** (*Delivers high quality work in a timely manner*)
2. **Teamwork** (*Contributes to the success of the team. Uses active listening skills and responds to suggestions and feedback*)
3. **Initiative** (*Takes initiative to complete projects, reaching out for assistance as needed. Proactively seeks out work as time permits. Independent, critical thinker who pursues opportunities for professional growth.*)
4. **Dependability** (*is trustworthy, punctual, reliable, and responsible*)
5. **Job Skills / Technical Skills** (*Demonstrates the knowledge and skills necessary to perform the job effectively.*)



EMPLOYEE EVALUATION BEST PRACTICES

Clear expectations

Ongoing discussion and feedback

Developmental focus (including what is going right)

Praise in public, correct in private

No surprises during the evaluation

Other?



Budget

BUDGET INFORMATION

❖ *NEW INDEX CODES*

- ❖ New chart of accounts began July 1
- ❖ June 20 email to department chairs and budget authorities
- ❖ Payroll purposes start using June 8

❖ *NEW ACCOUNT CODE*

- ❖ 612410 => 601400 Salaries & Wages Student
- ❖ 612420 => 601401 Salaries & Wages Student Summer w/SS



BUDGET INFORMATION

- ❖ Use monthly report as a guide for staying within your budget
- ❖ Review the report each month
 - ❖ Student names, hours worked, pay rate, available balance
 - ❖ If you catch such errors, make us aware ASAP as this prevents more severe payment issues going forward and we can get it handled quickly.
 - ❖ Direct questions to Student Employment, Payroll, or Budget as appropriate

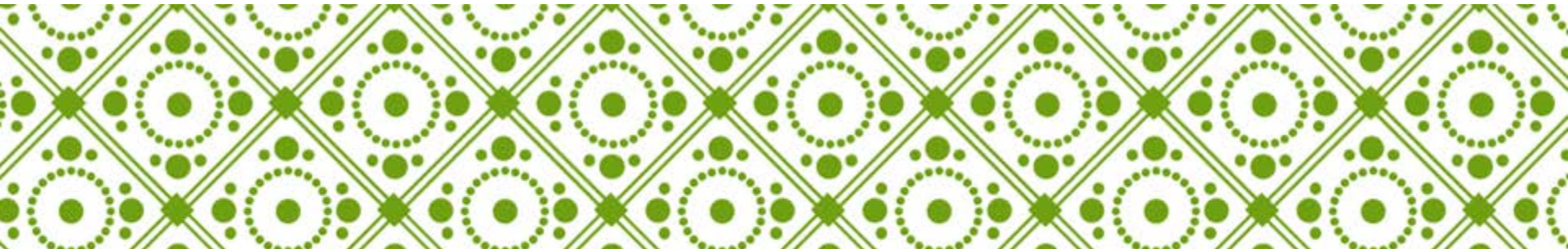
BUDGET INFORMATION

- ❖ Depts. Receive an Annual Budget for the Fiscal Year
 - ❖ Department chairs were notified by email June 20
 - ❖ Fiscal year 2018-19 includes payroll expenses that began 6/8/18 thru 6/6/19
 - ❖ No increases in minimum wage for this fiscal year



BUDGET INFORMATION

- ❖ Department Responsibilities Include
 - ❖ Staying within your budget
 - ❖ Reviewing your monthly report
 - ❖ Submitting corrections in writing to Student Employment and/or Payroll



BUDGET INFORMATION

❖ Report includes:

- ❖ Summary of Core-CT Payroll Module
- ❖ Summary of Banner Finance Module
- ❖ Journal Entries Processed in Banner Finance
- ❖ Payroll detail by student

Eastern Ct State University Student Workers Fiscal Year 2016 - 17			
<p>Please note: The information in this report is obtained from the Payroll database. Any corrections made via journal entry after the payroll is posted in Banner Finance, will not be reflected in the student data below. Any journal entries that may have been processed against your index are listed in the index summary box at the top of the report.</p>			
Bedini, Kenneth			
SLP001 - Student Leadership			
PAYROLL MODULE			
Total paid thru pay period ending 05/25/17 per payroll detail below: \$3,124.49			
Total hours worked: 289.25			
FINANCE MODULE			
Fiscal Year Budget: \$3,852.00			
YTD Actuals: 3,124.49			
Available Balance: \$727.51			
<p>Any difference between the Total Paid in the Payroll Module and the YTD Actuals in the Finance Module, is the result of a journal entry listed below.</p>			
Journal Entries Processed in Banner Finance			
Doc#	Date	Description	Amount
			289.25
			\$3,124.49
SLP001 - Student Leadership			
Pay Period Ending	Rate	Hours	Payroll Earnings
09/01/16	\$10.56	17.00	\$179.52
09/29/16	\$10.56	40.00	\$422.40
10/13/16	\$10.56	20.00	\$211.20
10/27/16	\$10.56	20.00	\$211.20
11/10/16	\$10.56	20.00	\$211.20
11/24/16	\$10.56	18.00	\$190.08
12/08/16	\$10.56	16.00	\$168.96
12/22/16	\$10.56	11.00	\$116.16
01/19/17	\$11.11	6.50	\$72.22
02/02/17	\$11.11	20.00	\$222.20
02/16/17	\$11.11	20.25	\$224.98
03/02/17	\$11.11	16.50	\$183.32
03/16/17	\$11.11	10.00	\$111.10
03/30/17	\$11.11	10.50	\$116.66
04/13/17	\$11.11	14.00	\$155.54
04/27/17	\$11.11	17.50	\$194.43
05/11/17	\$11.11	12.00	\$133.32
			\$3,124.49

For questions regarding a student's rate of pay or coding, please contact the Student Employment Office at stemp@easternct.edu. For questions about a student's hours or earnings, please contact the Payroll Office.



Payroll

TIMESHEETS

❖ Timesheet
 Templates are
 available on
 Payroll's
 Website
 under the
 "Forms" tab

Employee Name: _____
last name first name

Pay Period: 5/16-5/29/2014 ▼

State Employee ID: _____

Check Date: 6/13/2014

Record # _____

Department/Grant _____

	FRI 5/16	SAT 5/17	SUN 5/18	MON 5/19	TUES 5/20	WED 5/21	THUR 5/22	Week #1
Hours Worked								0.00

	FRI 5/23	SAT 5/24	SUN 5/25	MON 5/26	TUES 5/27	WED 5/28	THUR 5/29	Week #2
Hours Worked								0.00

Bi-Weekly total 0.00

Student Signature _____

Supervisor's Signature _____

Supervisor's Name (printed) _____

! Record # to be verified with Student Employment!

! Do not sign timesheet prior to last day worked

! Handwrite "SICK" in hours box if applicable

"I certify that I have first-hand knowledge of (or have suitable means of verifying) work performed by this individual and the salary distribution for the period covered is reasonable in relation to work performed"

TIMESHEET GUIDELINES

❖ *Academic Year*

- ❖ Freshmen - **10 hours**/week
- ❖ Upperclassmen - **12 hours**/week

❖ *Summer/Winter sessions*

- ❖ **40 hours** a week
- ❖ No longer than **8 hour** days with **30 minute** break
- ❖ No more than **80 hours**/pay period

❖ *When Recording Hours*

- ❖ .25 .50 .75
- ❖ Only in quarter hours



DIRECT DEPOSIT

- ❖ Encourage students to apply for direct deposit!!!!
- ❖ Inform students that it takes about a month to process after turning in the form.
- ❖ **All forms and information can be found on the payroll website**

DIRECT DEPOSIT AUTHORIZATION *Eastern Connecticut State University
Payroll Office: 860.465.5746*

TYPE OF EMPLOYEE
 FACULTY / STAFF STUDENT

EMPLOYEE NUMBER OR EASTSON I.D. NUMBER	EMPLOYEE NAME

ACCOUNT # 1 ACCOUNT # 2

ADD DELETE CHANGE NO CHANGE ADD CHANGE DELETE

Bank Name	Bank Name
Account Number	Account Number
Trans/BA Routing number	Trans/BA Routing number
<input type="checkbox"/> NET <input type="checkbox"/> PERCENTAGE	<input type="checkbox"/> AMOUNT <input type="checkbox"/> PERCENTAGE

PLEASE READ THE FOLLOWING CAREFULLY

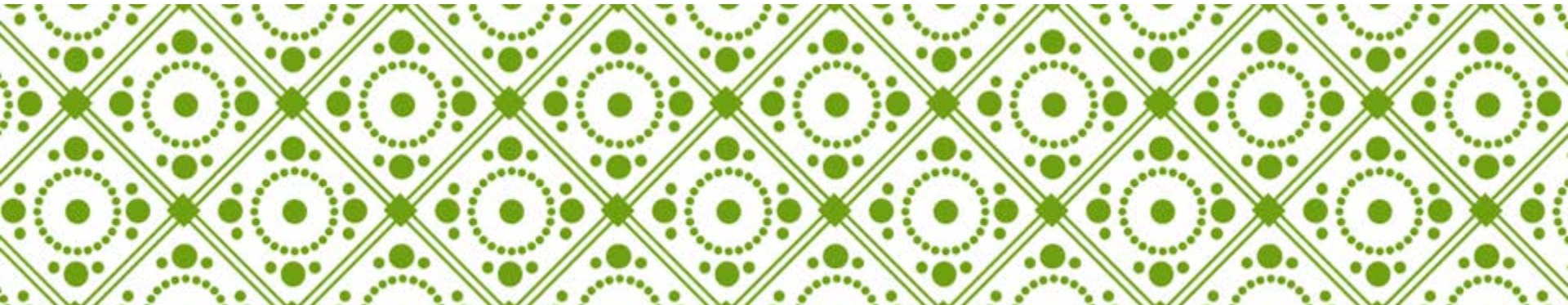
I HEREBY AUTHORIZE THE STATE OF CONNECTICUT (STATE) TO ELECTRONICALLY DEPOSIT ALL COLLECTIONS OWED TO ME TO THE BANK NAMED ABOVE. THIS AUTHORIZATION IS FULLY IN FORCE UNTIL THE STATE HAS BEEN ADVISED IN WRITING OF ITS TERMINATION. SUCH TERMINATION SHALL BE MADE TO THE STATE AND THE BANK NAMED ABOVE. A 30-DAY NOTICE PERIOD IS REQUIRED. IN THE EVENT THAT THE STATE OVERDRAWS THE BANK, THE FUNDS MAY BE DEPOSITED TO MY ACCOUNT IN CASH. I HEREBY AUTHORIZE AND DIRECT THE BANK TO RETURN ANY FUNDS TO THE STATE AS SOON AS POSSIBLE. IN THE EVENT SUCH FUNDS ARE DEPOSITED FROM THAT ACCOUNT TO MY RETURN OF FUNDS BY THE BANK TO THE STATE IN ANY FORM, I HEREBY AUTHORIZE THE STATE TO RECEIVE THESE FUNDS FOR MY BENEFIT TO THE AMOUNT OF SAID FUNDS FROM ANY FUTURE PAYMENTS FROM THE STATE TO THE AMOUNT OF THE CREDITED DEPOSIT HAS BEEN ACCRUED IN FULL. I FURTHER AGREE THAT IF I DO NOT IMMEDIATELY REPLY AN EXPRESS CREDIT, I WILL BE PERSONALLY LIABLE FOR ALL COSTS OF COLLECTION, INCLUDING REASONABLE ATTORNEY'S FEES INCURRED BY THE STATE IN THE COLLECTION OF SUCH CREDITED DEPOSIT, TOGETHER WITH THE PENALTIES IMPOSED BY LAW.

I HAVE READ, UNDERSTAND, AND AGREE TO THE ABOVE AGREEMENT.

SIGNATURE _____ DATE _____

PART-TIME SICK PAY

- ❖ Public Act 11-52
- ❖ Hours Accrue 1:40 hours worked
- ❖ Eligibility= 680 cumulative hours
- ❖ Max usage= 40 hrs/calendar year
- ❖ Max Carry over= 40 hours year to year
- ❖ Must only be used in **whole hours**



CORE-CT

Core-CT

Students can have access to their Core CT accounts to:

- ❖ View Paystubs
- ❖ View W-2

Trouble logging in? Contact Team Payroll!

Payroll@easternct.edu

Or call us (860) 465-5746

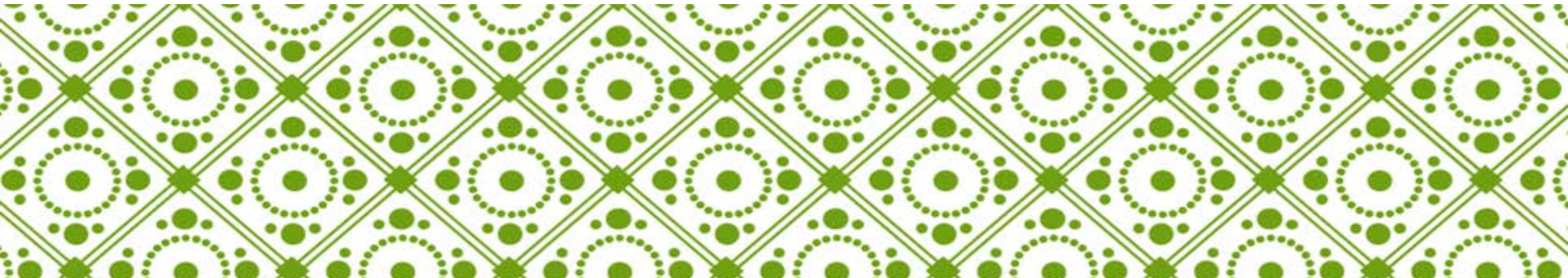


STUDENT EMPLOYMENT

2018/2019 EMPLOYMENT DATES

Academic Year	8/25/ 2018-5/19/2019
Will begin approving jobs August 1 st	
Fall	8/25/18-12/16/18
Winter	12/17/2018-1/17/2019
Spring	1/18/2019-5/19/2019

- ❖ Make sure to rehire students when their contract ends.



FUNDING TYPES



- ❖ **Federal Work Study:** granted to select students in their financial aid package
- ❖ **Operating Fund:** open to all students, coming from department's budget
- ❖ **Grants:** given to departments for research projects
- ❖ *It is your responsibility to stay within your approved budget.*



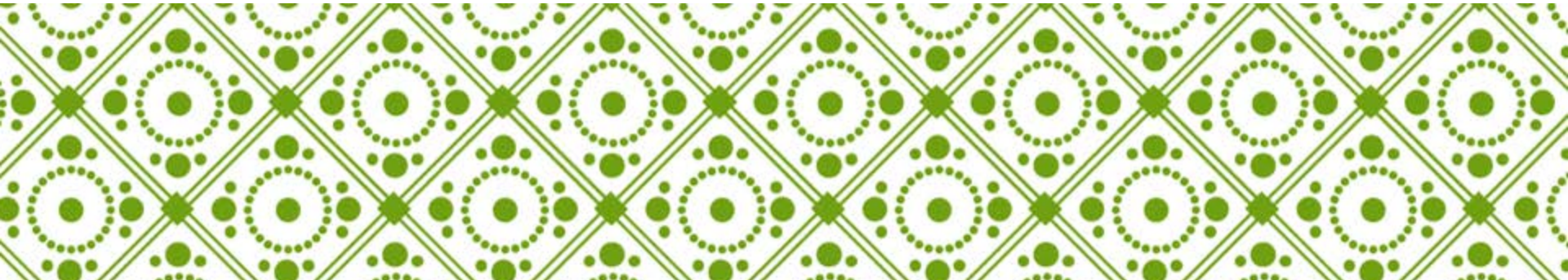
HIRING PROCESS

- 1) Hire the student through ecsujobs.org.
- 2) Once you and the student receive the approval email, complete the Supervisor portion of the Work Authorization Contract.
- 3) When we receive the required paperwork, the student will get a signed copy of the Work Contract.

Important: Students may NOT begin working until you receive the signed Work Authorization Contract

STUDENT EMPLOYEE WORK ELIGIBILITY

- ❖ Must be clear of holds.
- ❖ Must be registered for at least one class.
- ❖ Must be matriculated.
- ❖ Must not have another on campus job or work at another state agency.



IMPORTANCE OF BACKGROUND CHECK

- ❖ We **CANNOT** process paperwork if this section of the contract is blank:

Job Responsibilities Checklist

Please check all boxes that apply to the student at any point during their employment. These responsibilities will require the student to undergo a pre-employment background investigation. Please check "not applicable" if none apply.

<input type="checkbox"/> Access to Social Security #	<input type="checkbox"/> Primary responsibility related to finance or budget	<input type="checkbox"/> Resident Assistant
<input type="checkbox"/> Access to bank account or debit/credit card information	<input type="checkbox"/> Fiduciary Responsibility	<input type="checkbox"/> Driving as part of the job
<input type="checkbox"/> Access to Student Loan Data	<input type="checkbox"/> Handling of cash or credit transactions	<input type="checkbox"/> Working with Minors
		<input type="checkbox"/> Not Applicable

- ❖ Pre-Employment Verification Packets must be dropped off at our office **prior** to turning in a Work Authorization Contract.
- ❖ Students and supervisors will receive an e-mail once HR has completed the Background Check.
- ❖ Usually takes 2-3 business days to clear

EMPLOYMENT PAPERWORK

New Student Employees	Returning Student Employees
Work Authorization Contract	Work Authorization Contract
I-9 with ORIGINAL IDs	
W-4 (State and Federal)	

Please note: All necessary paperwork must be completed prior to the student's first day

STUDENT EMPLOYMENT WEBSITE

EASTERN
Connecticut's Public Liberal Arts University

My control panel

- Stuemp Daily Tasks
- Hiring archive
- View Student Resumes
- FAQ's for On-Campus Employers
- Forms & Information
- Employer Handbook
- Go to Site Administration
- Log Out
- On Campus Employers
- Student Home
- Off Campus Employers

[\[Edit this Nav Bar \]](#)

Welcome : Friday, June 3, 2016

Employer Filter: [\[show/hide \]](#)

Employer Type **Filter Employers:**

Employer
 Only show "my" jobs
 Show all jobs within selected employer(s)

To add a job, please select an employer.

Job Status Filter: [\[show/hide \]](#)

- View Listed Jobs (20)
- View Jobs Pending Approval (0)
- View Jobs in Review Mode (1199)
- View Jobs in Storage Mode (474)

Job Actions: [\[show/hide \]](#)



1 to 0 of 0 | << < > >> |

:: Jobs Pending Application

Warning: These jobs are NOT listed because an application has not been approved for them. Environmental Earth Science (Grants)Ref# 3264Summer Undergraduate Research Scientist - NathanDelete JobEdit application and finish postingHealth & Physical EducationRef# 3233Focus Group LeaderDelete JobEdit application and finish postingHousingRef# 3271University Events Student Worker Delete JobEdit application and finish posting

❖ Supervisor Reminders:

- ❖ Send Greetings & Rejections
- ❖ File Separations

❖ Other Resources:

- ❖ Employer Handbook
- ❖ Forms & Information
- ❖ Website Manual



JOB MODES ON THE WEBSITE

❖ Listed Jobs

- ❖ You **CAN** hire students
- ❖ All students can view job posting

❖ Pending Approval

- ❖ You **CANNOT** hire students
- ❖ Waiting for approval from our office





❖ Review Mode

- ❖ You **CAN** hire students
- ❖ Only you can view the job posting

❖ Storage Mode

- ❖ You **CANNOT** hire students

Job Filters

My Jobs:	+
Job Status:	-
 <input type="checkbox"/> Listed Jobs (0)	
 <input type="checkbox"/> Pending Approval (0)	
 <input type="checkbox"/> Review Mode (10)	
 <input type="checkbox"/> Storage Mode (1)	

IMPORTANT POLICIES

- ❖ Students may NOT work from home.
- ❖ Students may NOT work on holidays in which the University is closed.
- ❖ Students may NOT work without contract.



PROPER PROCESS FOR TERMINATING STUDENT WORKERS

- ❖ Step 1: Verbal warning
- ❖ Step 2: Official Written warning
 - ❖ Must include what is expected and a minimum of 10 days to correct behavior
- ❖ Step 3: Referral to our office to speak of possible termination or relocation of student worker.



HAVE FURTHER QUESTIONS OR
CONCERNS?

FEEL FREE TO CONTACT US!

stuemp@easternct.edu

Or call us!

860-465-4435

