



EASTERN
CONNECTICUT
STATE UNIVERSITY

ANNUAL SUPERVISOR TRAINING 2019



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*)
- Shawn Kutschker (*Assistant to the Director of Financial Aid*)

Client Services Representatives

- Megan Avery
- Morgan Middleton
- Carli Palmer
- Rubaiya Sultana
- Max Turner

TEAM PAYROLL

Staff

- Cyndi Brokaw
- Tina Haiderer
- George Whiting

Student Associates

- Courtney Downer
- Jenna Moreira

BUDGET OFFICE STAFF

Faculty and Staff

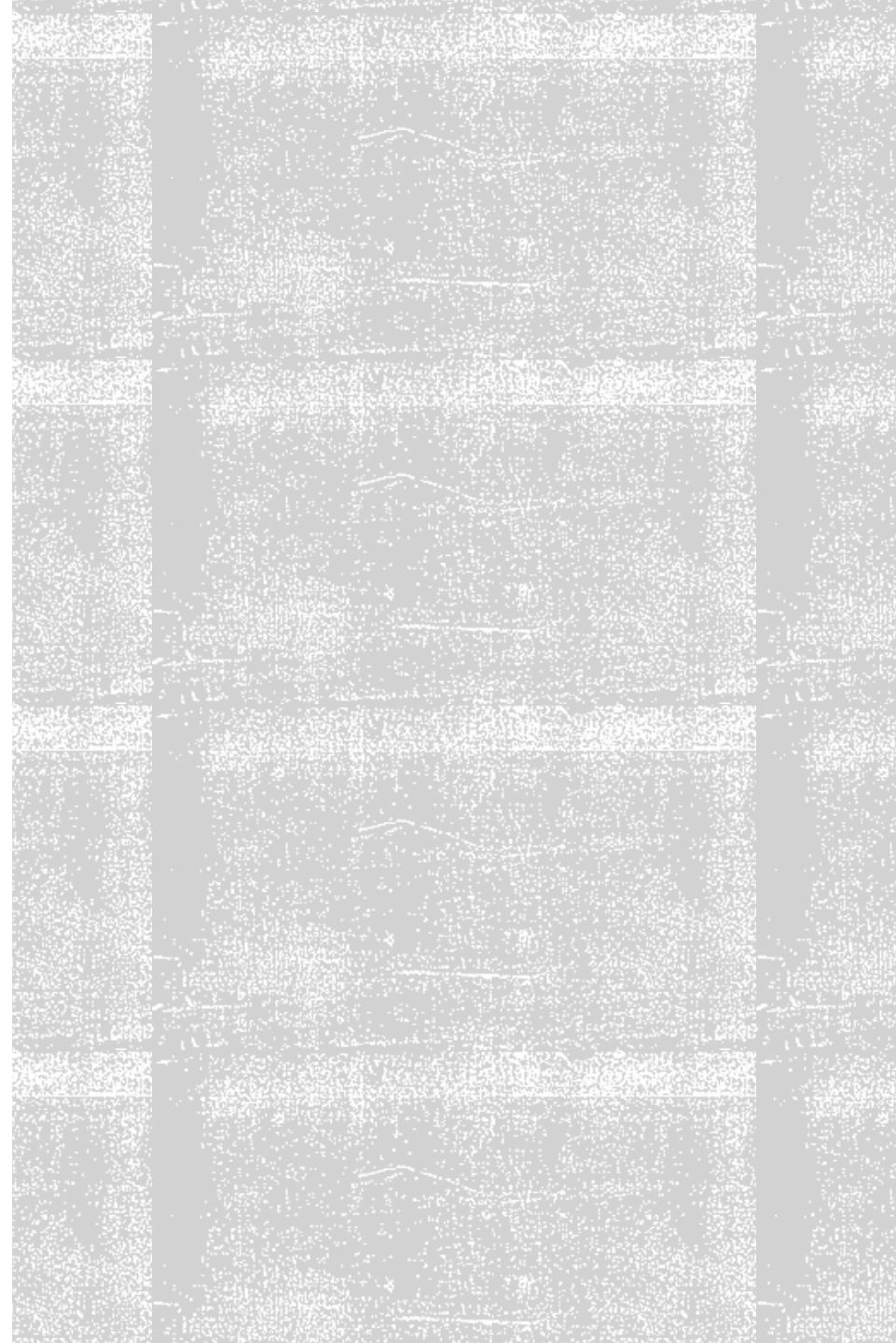
- Karyl Bulmer (*Director of Financial Planning*)

LAW
COMMITTEE
MEMBERS

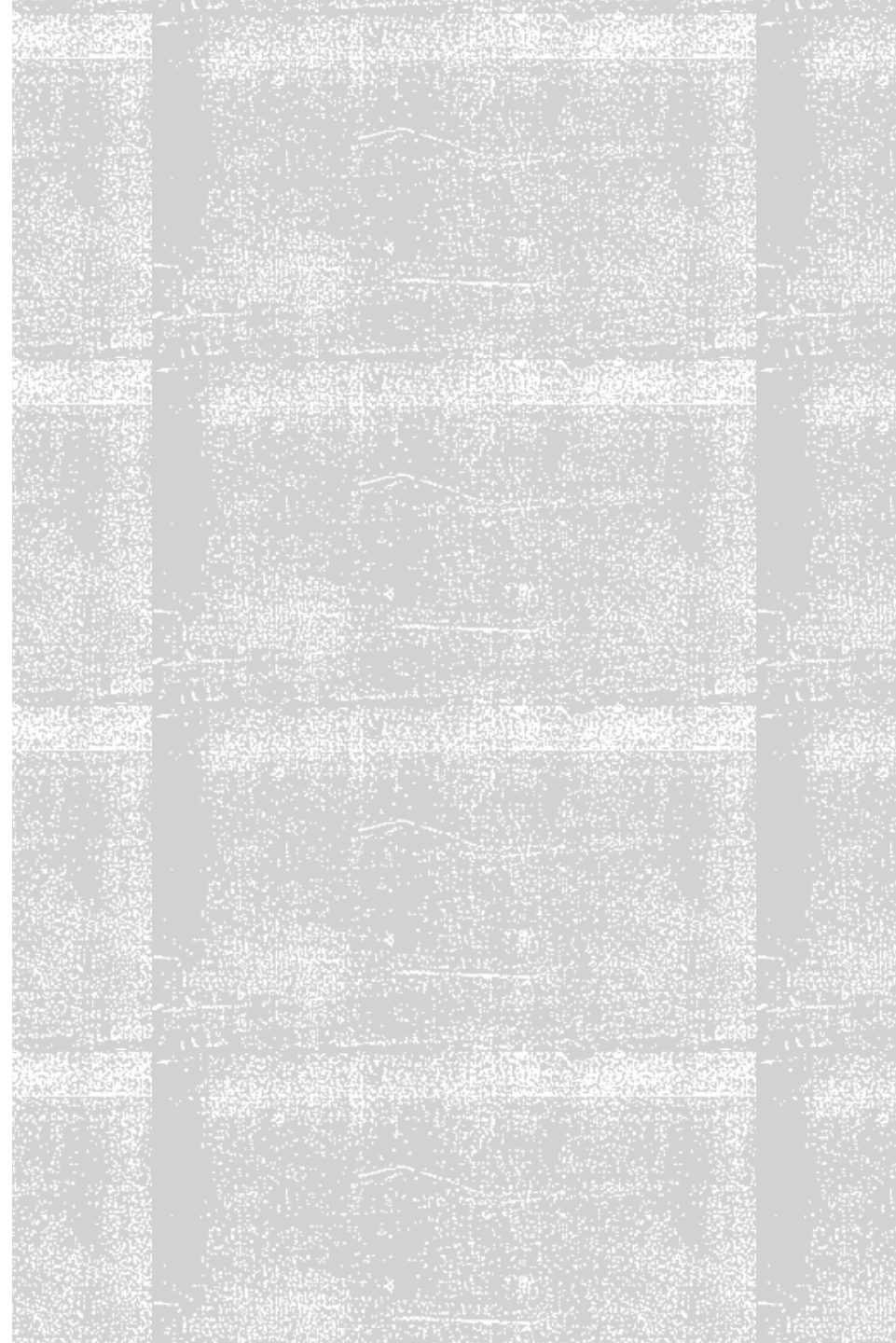
Bryan Oakley (Outgoing chair)

John Bazin
Maggie Gibeault
Lora Lee
Cliff Marrett
Tanya Moorehead
Fatma Pakdil
Indira Petoskey
William Salka
Michael Stenko
Vijay Veerappan

EMPLOYABILITY



BUDGET



BUDGET INFORMATION

- Departments receive an annual budget for the fiscal year.
- Budgets have been loaded into the Banner system.
- Fiscal year 2019-20 includes payroll expenses that began 6/7/19 thru 6/4/20.
- On Oct. 1, 2019, the minimum wage increases to \$11.00



01

Staying within your budget

02

Reviewing your monthly report

03

Submitting corrections in writing to Student Employment and/or Payroll

DEPARTMENT RESPONSIBILITIES



BUDGET REPORTS

Monthly 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					
<small>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.</small>					
Bedini, Kenneth		Del Buono, Elizabeth			
SLP001 - Student Leadership		Pay Period Ending	Date	Hours	Payroll Amount
PAYROLL MODULE		09/01/16	\$10.96	17.00	\$179.52
Total paid thru pay period ending 09/25/17 per payroll detail below: \$3,124.49		09/28/16	\$10.96	40.00	\$422.40
Total hours worked: 209.25		10/12/16	\$10.96	20.00	\$211.20
FINANCE MODULE		10/27/16	\$10.96	20.00	\$211.20
Fiscal Year Budget: \$3,852.00		11/10/16	\$10.96	20.00	\$211.20
YTD Actuals: 3,124.49		11/24/16	\$10.96	18.00	\$197.28
Available Balance: \$727.51		12/08/16	\$10.96	16.00	\$165.36
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.		12/22/16	\$10.96	11.00	\$116.16
Journal Entries Processed in Banner Finance		01/18/17	\$11.11	6.50	\$72.22
Date Date Description Amount		02/02/17	\$11.11	20.00	\$222.20
		02/16/17	\$11.11	20.25	\$224.86
		02/02/17	\$11.11	16.50	\$182.32
		02/16/17	\$11.11	10.00	\$111.10
		02/20/17	\$11.11	10.50	\$116.86
		04/13/17	\$11.11	14.00	\$155.54
		04/27/17	\$11.11	17.50	\$194.42
		05/11/17	\$11.11	12.00	\$133.32
			209.25		\$3,124.49

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



BUDGET INFORMATION

- Use your monthly report as a guide for staying within your budget.
- Review the student names, hours worked, pay rate, available balance
- If you catch any errors, make us aware ASAP as this prevents more severe issues going forward.
- Direct questions to Student Employment, Payroll, or Budget as appropriate

PAYROLL

TIMESHEETS

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



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



PART TIME SICK PAY



PUBLIC ACT 11-52



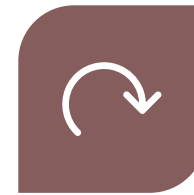
HOURS ACCRUE
1:40 HOURS
WORKED



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

- Students can have access to their Core CT accounts to:
 - View Paystubs
 - View W-2

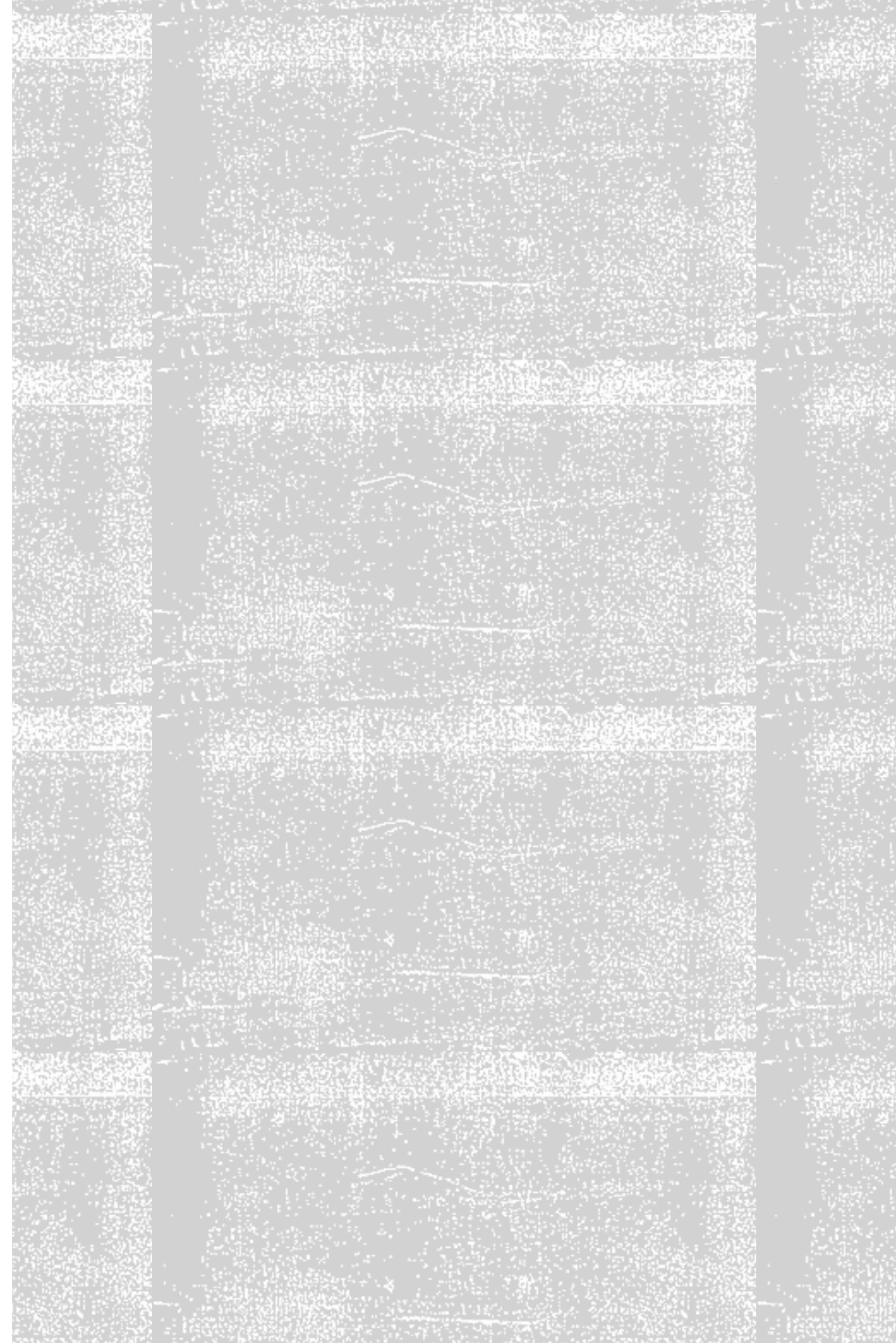
Trouble logging in? Contact Team Payroll!

Payroll@easternct.edu

Or call us (860) 465-5746



STUDENT EMPLOYMENT



IMPORTANT DATES

Fall Approval Begins	8 / 1 / 19
Academic Year	8 / 17 / 19 to 5 / 15 / 20
Fall Evaluation	11 / 6 / 2019
Spring Evaluation	4 / 08 / 2020



WHAT'S NEW?



Academic Year start date is earlier than in previous years



Student Employee Evaluations are now mandatory for the Fall and Spring Semesters



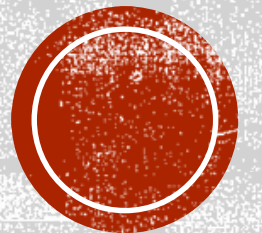
Minimum Wage Increase



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

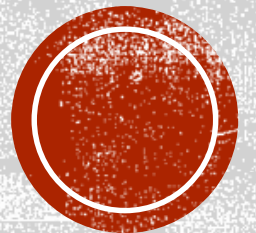
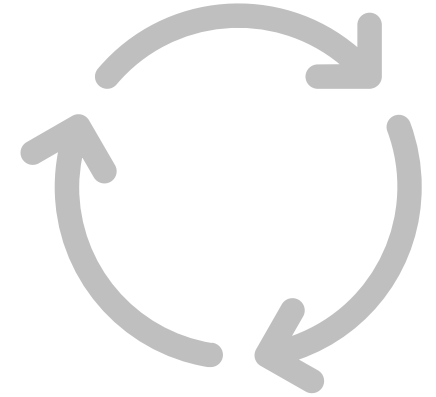
It is your responsibility to stay within your approved budget



HIRING PROCESS

- 1) Fill out a Department Participation Agreement Form.
- 2) Hire the student through ecsujobs.org.
- 3) Once you and the student receive the approval email, complete the Supervisor portion of the Work Authorization Contract.
- 4) 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 WORKER 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:



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



New Student Employees	Returning Student Employees
Work Contract	Work Contract
I-9 Form* with Original IDs	
Federal and State W-4 Forms	

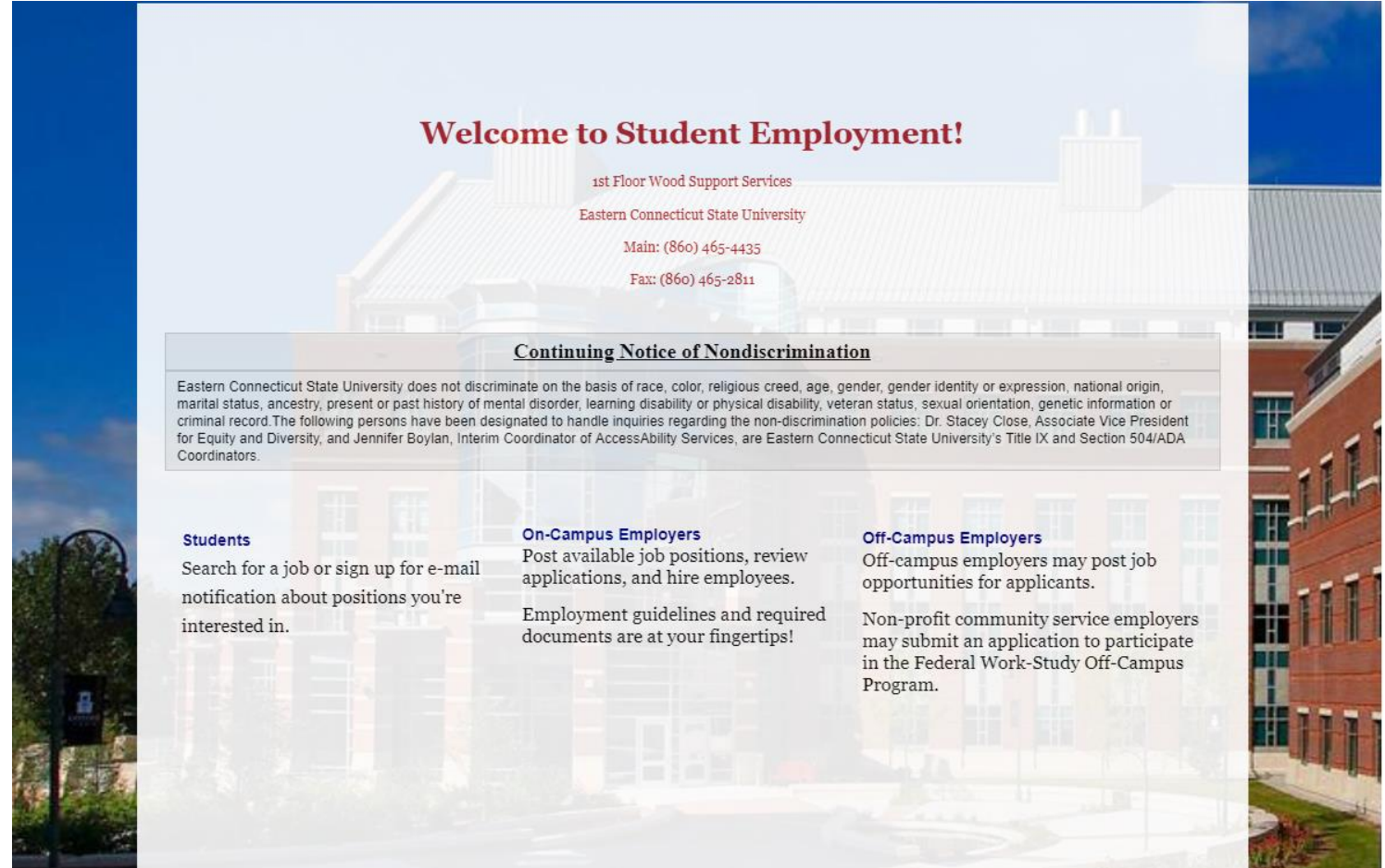
STUDENT EMPLOYMENT PAPERWORK



STUDENT EMPLOYMENT WEBSITE

- Supervisor Reminders:
- Send Greetings & Rejections
- File Separations

- Other Resources:
- Employer Handbook
- Forms & Information
- Website Manual



JOB MODES



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



STEPS 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.





All paperwork **MUST** have the student's full legal name



Students may **NOT** work from home.



Students may **NOT** work on holidays in which the University is closed.



Students may **NOT** work without a contract.

IMPORTANT REMINDERS



QUESTIONS?

Feel free to contact us

860-465-4435

stuemp@easternct.edu

