TOPICS COVERED IN THIS PRESENTATION

- Hiring process
- Posting positions in Handshake
- Conducting interviews
- Submitting hire forms
- Student Employment policies
- Time/Leave approvals
- Resources
TYPES OF STUDENT EMPLOYMENT

- **Non-Work Study (NWS)**
  - 100% paid by institutional funds (your budget or index #)

- **Federal Work-Study (FWS)**
  - Awarded to undergrad, degree-seeking students w/ financial need
  - 75% paid by federal funding, 25% paid by institution
  - Student must apply and be awarded; Financial Aid manages awards

- **Graduate Assistantships**
  - Graduate students only; initiated through the Graduate School
POLICIES IN STUDENT EMPLOYMENT
(LOCATED ON HR POLICY WEBSITE)

- E-Verify requires verification of identity to work in US
- Non-Discrimination and Non-Harassment Workplace (Title IX)
- FERPA – Family Educational Rights and Privacy Act
- Affordable Care Act Acknowledgement
- Workers Compensation
- FLSA – Fair Labor Standard Act
- Working with Minors*

*Required for employees working with Minors
NEW STUDENT EMPLOYEE ORIENTATION (NSEO)

- Collect required new hire paperwork
- Verify original IDs for Form I-9 and Everify
- Watch presentation covering:
  - Policies
  - Rights and responsibilities
  - Conduct and conflict resolution
  - Timesheet procedures
  - Next steps
CofC is an E-Verify employer

Policy violation to allow employees to work without proper documentation and approval

Student must possess a U.S. Social Security Number
IMPLICATIONS OF DISREGARDING POLICY

Risks to the College
- Fines
- Security breaches
- Litigation: Workers Compensation

Implications for Student
- Paper time sheet
- Delayed pay
HIRE FORMS: BEST PRACTICES FOR DATES

- Input on a semester or annual basis; save copy of your hire forms
- Submit hire forms 10 or more days before desired Start Date
- End dates should not go beyond when exams end*
- Complete Update/Change/Termination form prior to original End Date

* Exceptions: if will be working over break or summer.
Federal Work-Study employees may work: Sept 1, 2020- April 30, 2021

The last day Fall graduates may work is: Dec 17, 2020*

The last day Spring graduates may work is: May 5, 2021*

Student may not work beyond graduation as they are no longer considered student employees. They may be hired as temporary hires through HR.

*Exceptions: If a student takes a class after graduation, they may continue until class ends.
HIRING PROCESS

1. Advertise opening-Handshake
2. Conduct interviews and Hire
3. Submit Hire Form
4. Student Employment will email if New Hire
5. Student begins working
WHAT IS HANDSHAKE?

- CofC’s jobs & events board
- On and off-campus jobs and internships; career events
- 11,000+ students & alumni
- 9,000+ employers (533 targeting CofC students)
- 76 on-campus employing departments
JOIN HANDSHAKE & ADVERTISE JOB

1. Create employer account.
2. Join your dept. or create your dept.
3. Connect with the College of Charleston
4. Post your job and receive applications
CONDUCT INTERVIEWS & MAKE OFFER

- Review applicants to determine who meets qualifications
- Contact applicants to schedule interviews
- Evaluate fairly and equally (ask the same questions)
- Contact selected candidate and make offer
- Contact other candidates after offer has been accepted
- Keep candidate and interview information on file for three years
INTERVIEWING LEGALLY

It is illegal to ask a candidate about their:

- Race, Color or National Origin
- Religion
- Sex, Gender Identity, or Sexual Orientation
- Pregnancy status
- Disability
- Age or Genetic Information
- Citizenship
- Marital Status or Number of Children
SUBMIT HIRE FORM –SEAF
UNDERGRADUATE HIRE FORMS

SEAF forms are located and submitted on MyCharleston/Forms

My Accounts | Help & Training | My Forms | Employee | My Workflow

- Course Access
- Employee Access
- Faculty Access
- Finance Access
- Financial Aid Access
- Student Access

Human Resources
- Teaching Effort (Now Accepting Spring 2018 Appointments)
- Teaching Effort - North Campus (Now Accepting Spring 2018 Appointments)
- Teaching Effort - Summer School

Student Employment
- Student Employment Change/Extension/Termination
- Student Employment Hire
SEAF: REQUIRED INFORMATION

- Student’s full name and ID #
- Students email address
- Preferred Name
- Contract Type: NWS or FWS
- 6 digit Banner Index number *
- Desired begin and end dates
- Hourly rate of pay
- Approximate hours per week

* This will be applied in Banner and will ENCUMBER the budget # provided
SUBMIT THE HIRE FORM – GAEAF
GRADUATE ASSISTANTSHIPS

- Graduate, Teaching, and Research Assistantships
  - 100% paid by institutional funds or grants
  - Submit GAEAF located on the Graduate School’s website (gradschool.cofc.edu) to the Graduate School for approval.
  - Graduate School will approve and send to Student Employment

Graduate School Website for Forms
ALLOW TIME FOR PROCESSING AND APPROVAL

- Upon receipt of hire form, we check enrollment and prior work history.
- If not registered, we will contact you.
- If no prior work history, we will contact the student with required new hire paperwork and orientation information, and send a copy of email to YOU, i.e. the hiring manager.

Important: You must wait to allow the student to work. We will notify the student and copy you within 48 hours (two business days) if the student is NOT authorized to work yet.
WHEN STUDENT BEGINS WORKING TIME/LEAVE APPROVAL

- Timesheets are due to supervisors immediately after pay end date: 1st and 16th of the month.
- Timesheets are located under Time/Leave Approval on the Employee tab in MyCharleston
  - Student must start timesheet for it to appear in supervisor timesheet approval queue. It will show “in progress” until they submit
- Supervisors must approve or return timesheet for corrections
  - Notify student if returning for corrections
- If not submitted or approved timely, student must request manual timesheet from the Budget Office.
OVERTIME

- If student exceeds 40 hours in one week even if more than one job, overtime (1.5) will apply.
- If student has more than 1 position, Payroll determines which department is charged.
- Supervisors should look at your Department Labor Reports for charges.
SUPERVISOR RESPONSIBILITIES

- Complete & submit SEAF hire form as soon as student accepts the job.
- Ensure student has completed orientation and is approved for work before allowing to begin.
- Set expectations, policies and procedures for student employee.
- Monitor student’s performance and provide timely, frequent feedback.
- Approve timesheets after each pay in timely manner.
- Terminate all accesses and collect keys, etc. when student terminates.
- Complete SEAF Change Form to extend position, terminate early, or change pay or index.
ON-CAMPUS EMPLOYER RESOURCES AND IMPORTANT DATES

Careercenter.cofc.edu

On-Campus Employment

Students

Faculty/Staff Hiring Students

Information for faculty/staff hiring students

Steps to Hire a Student

Dates Impacting Hiring

Making Changes to Existing Assignments

Terminations

Additional Resources

Student Employee Recognition

Developing Student Employess

If you have questions, please contact us at 843.953.5692 or studentemployment@cofc.edu.

For more information:

Careercenter@CofC.edu

843-953-5692

Lightsey Bldg., 2nd Floor