



# Northwestern State University Student Employee Supervisor Training

Presented by:

Office of Student Employment



# Types of Student Employment

- Federal College Work-Study
- NSU Employment
  - Scholarship
  - General
- General Employment for departments with self-generated revenue
- All students must be enrolled in a minimum of 6 hours



# Federal College Work-Study

- Students apply each year by completing the FAFSA and all other required Financial Aid paperwork (May 1<sup>st</sup> priority deadline)
- Students must have financial need to be awarded
- Students must maintain academic progress
- Awarded on first come and first served basis



# NSU Employment - Scholarship

- Students apply by completing a scholarship application as an incoming freshman
- Minimum Requirements
  - 2.5 high school GPA, 20 ACT, and prior work history
- Limited number of scholarships available
- Students must maintain academic progress



# NSU Employment - General

- Awarded on a case by case basis
- Awarded to areas that require specialized job skills such as tutoring, computer programming, website design, etc.



# Self-Generated General Labor

- Awarded through various departments who have self-generated funds
- Departments supply the Employment Office with a list of students and all employment paperwork before employment begins
- Departments and students must follow all Student Employment guidelines and policies

# Requesting Student Employees

- Complete and submit “Department Request Form” by June 15 of each year
- Requests for returning students will be reviewed to determine eligibility
- Departments will receive the approved list of assigned students in August
- The Student Employment Office will make additional assignments as needed
- Do **NOT** allow students to begin work until you have received notification of their assignment
- You must check each student’s class schedule and verify they are currently enrolled in at least 6 hours before arranging a work schedule



# Documenting Hours Worked

- Students must record time worked daily on the Sign In/Out sheet (required)
- Supervisors must verify time worked daily
- Students are not allowed to work over assigned hours (for pay period) without prior written approval from Student Employment Office





# Documenting Hours Worked

- STUDENTS MAY NOT WORK MORE THAN 29 HOURS PER WEEK. Exception to this policy is that International students can only work a maximum of 20 hours per week.
- Students are NOT permitted to record time until they have actually worked (projecting hours is in violation of University Policy)
- Students are not permitted to work during scheduled class times – even if a class gets out early or is cancelled

# Consequences of working over assigned hours or over 29/week

- 1<sup>st</sup> offense
  - Written Warning
- 2<sup>nd</sup> offense
  - Student will be removed from your department and assigned to another
- Self-Generated Revenue Departments
  - 2<sup>nd</sup> offense: Student's job assignment will be cancelled



# Completing Time Entry

- Students must submit their signed Sign In/Out sheet on or before 8:00 a.m. the day of time entry.
- All In/Out sheets must be signed by both students and supervisors.
- Do NOT use white out – line through and initial changes



# Completing Student Time Entry

- Students should not have access to their In/Out sheets once they are approved by supervisor.
- Supervisors must submit In/Out sheets to department Time Keepers by the appropriate deadline



# Non-submitted In/Out sheets

- If a student does not work during the pay period then no time should be entered. (do not enter 0 hours)
- If a student did work but is unavailable to complete their In/Out sheet the department should hold the In/Out sheet until the next pay period

# Ensuring Payment

- In/Out sheets must be submitted by deadline on due date to the Department Supervisor.
- DO NOT submit Sign In/Out sheets to the Financial Aid Office. These need to be kept for departmental records.
- In/Out sheets must be signed by student and supervisor in INK.
- Time Entry must be completed and submitted on designated day by time indicated on student payroll calendar.
- Checks will be mailed to students who have not signed up for direct deposit
- Students may view their payroll history online through the NSU Web For Employees



# Disciplinary Action

- Inform the students about office conduct policy
- If student employee's actions violate office or university policy, speak to the student immediately and document action on the "Corrective Disciplinary Action" form
- Always keep a written log of disciplinary actions and/or discussions with students concerning job misbehavior



# Termination

- Students should be disciplined first and given an opportunity to take corrective action
- If termination is necessary, use the “Termination of Student Employee” form
- Forward a copy of the termination to the Student Employment Office
- Student can appeal termination using the “Application to Appeal Employment Termination” form, so be sure all documentation is maintained, dated, etc.





# Important Reminders

- Students can only have one on-campus job at a time
- Students may NOT work during scheduled class time
- Students may NOT work over their assigned hours for pay period
- Students may NOT work more than 29 hours per week (International students no more than 20 hours per week)
- Students MUST sign in/out each day worked
- Student must be enrolled in at least 6 hours
- Students must complete their own In/Out sheet



# Important Reminders (Cont.)

- Each department is required to conduct a new employee orientation
- Supervisors MUST document discipline and corrective actions (dates, times, parties involved, etc.)
- Supervisors MUST maintain copies of sign in/out sheets for a period of 3 years after a student's job assignment has ended
- No nepotism in the workplace – it is a violation of State of LA Code of Governmental Ethics



# Other Forms and Information

All forms and other information can be found  
on the Student Employment Website:

<http://studentemployment.nsula.edu>