

# Student Employment Handbook

2019-2020

**Student Employment Handbook  
Whitman College  
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## Statement on Student Employment

Student employees are a valuable part of our campus community and their contributions help the College to achieve its overall mission. Student employment is also an integral part of many individuals' total financial package at Whitman. As such, it is our goal to provide consistent and useful resources that prioritize the employment of students with a need-based work offer.

## Note to all Student Employees

As both a student and employee, you are a valuable member of our campus community. We rely heavily on student employees to help provide fast and efficient service throughout the campus community. We hope you enjoy your experience working at Whitman College and that you have an opportunity to develop work habits, skills, and contacts that will serve you well in your working life.

This handbook is designed to help you understand the terms of your employment and your responsibilities as a temporary employee of Whitman College. Please read it thoroughly, and refer to it often.

### **SPECIAL NOTE TO INTERNATIONAL STUDENTS**

International students may be eligible to participate in the non-Work Study program only because of F-1 visa restrictions. You must apply for a Social Security number and have your I-9 forms completed by the International Student Advisor before you can begin work.

Working on campus is the easiest option for an international student especially during the academic year. Another option is working off campus, for example through internship grants, as stipulated by the US Citizenship and Immigration (USCIS) Services. For more information talk to the International Student Advisor or refer to the US Citizenship and Immigration (USCIS) Services:

<http://www.uscis.gov/eir/visa-guide/f-1-opt-optional-practical-training/f-1-optional-practical-training-opt>

## **SPECIAL NOTE TO STUDENTS ON DEFERRED ACTION FOR CHILDHOOD ARRIVALS (DACA)**

On June 15, 2012, the Secretary of Homeland Security announced that certain people who came to the United States as children and meet several guidelines may request consideration of deferred action for a period of two years, subject to renewal. They are also eligible for work authorization.

For more information refer to US Citizenship and Immigration Services' website: <http://www.uscis.gov/humanitarian/consideration-deferred-action-childhood-arrivals-daca>)

### ***What this means for Whitman***

If Deferred Action is granted, the student is eligible to work. DACA students from Washington can also use State Work Study.

Every person who is granted deferred action will be lawfully permitted to work. The student will receive an Employment Authorization Document (EAD) which will be valid for a period of two years and may be renewed.

## Note to Hiring Supervisors

Whitman College relies heavily on student employees to help provide fast and efficient service to the campus community. As a hiring supervisor on campus, you have the unique opportunity to assist students in gaining professional experience while they work to meet financial obligations.

A 2015 study of on-campus student employment highlighted that 65% of students with Financial Aid that included Work Study offers struggled to meet their financial commitment to the College. In working toward a remedy to this challenge, this handbook was created to assist hiring supervisors on campus to place a priority on these students.

Information in this handbook is designed to help you understand the best-available methods for finding student workers for open positions and the process for hiring on-campus workers. As a hiring supervisor at Whitman College, your responsibilities include training student employees in all job-related tasks, monitoring their attendance and job performance, and approving and submitting their timesheets, as well as helping students develop skills that will aid them in their professional growth. Please read this handbook thoroughly, and refer to it often.

Whitman College is building a diverse academic community of highly qualified students, faculty, and staff. Diversity in all its forms is fundamentally important to the character and mission of Whitman College.

The College provides equal employment opportunities to all employees and applicants for employment without regard to race, color, sex, gender, religion, age, marital status, national origin, disability, veteran's status, sexual orientation, gender identity, or any other basis prohibited by applicable federal, state, or local laws.

# Information from the Human Resources Office

## FOREWORD

The following general information and guidelines address Human Resource policies and practices at Whitman College, as they pertain to student employees. It is not intended to be comprehensive. For that reason, if you have any questions concerning eligibility for a particular benefit or the applicability of a policy or practice to you, you should address your specific questions to your supervisor or the Human Resources department. The procedures, practices, policies and benefits described here may be modified or discontinued from time to time. We will try to inform you of any changes as they occur.

## NON-DISCRIMINATION, DIVERSITY, AND EQUAL OPPORTUNITY EMPLOYMENT

Whitman College is committed to providing a learning and working environment characterized by mutual respect and fair treatment among all its constituents. An essential component of this environment is a strong ethic and practice of equality, acceptance and nondiscriminatory interactions. Harassment and discrimination based on race, color, sex, gender, gender identity, sexual orientation, religion, age, marital status, national origin, disability, veteran's status, or any other basis prohibited by College policy or by state or federal laws is unacceptable and will not be tolerated.

Student employees should familiarize themselves with the Whitman Grievance Policy, which is the guiding framework for ensuring that problems, complaints, or grievances that arise in the daily relationships between faculty, staff, and students are resolved legally and effectively.

<https://www.whitman.edu/Documents/Policies/WC-grievance-policy-2018.pdf>

Whitman College is building a diverse academic community and welcomes nominations of and applications from women, members of historically underrepresented minority groups, persons with disabilities, and others who would bring additional dimensions to the College's learning environment. Whitman College is an Equal Employment Opportunity employer.

## EMPLOYMENT

### ***Student Employee Classification***

All student employees are designated as temporary and nonexempt under state and federal wage and hour laws. Nonexempt employees are covered by the Fair Labor Standards Act (FLSA), entitling them to overtime pay for hours worked in excess of 40 in any given week.

Most student employees are considered temporary and part time, scheduled to work **no more than 19 hours per week during academic periods**. Some temporary student employees may be temporarily scheduled to work full-time for the College for a limited duration during academic breaks.

Temporary student workers are eligible for certain company benefits as described below.

### ***Background Checks***

Unlike regular staff employees, most student employees are not required to undergo criminal background checks before beginning work. However, Washington State Law (43.43.830-.842) requires criminal background checks and conviction disclosure statements for all staff, faculty, temporary (including student workers), and volunteer hires whose work has the potential for unsupervised access to minors under age 16, developmentally disabled persons, or vulnerable adults. Reports are kept confidential and are only viewed by individuals involved in the hiring process. Depending on the nature of the student job, additional checks, such as driving record or physical examination for positions with significant physical demands, may be required. Contact Human Resources ((509) 527-5172; Mem 104) for further information on background checks.

### ***Hiring Documents Required***

1. I-9 documentation\* (eligibility to work in U.S.), no later than the first day of employment.
2. W-4 form and direct deposit form (for Payroll).
3. Current driver's license (if applicable).
4. Completed Online Harassment Prevention Training.

\*Contact Human Resources ((509) 527-5172; Mem 104) for information on acceptable documents.



## COMPENSATION

### ***Time Reporting***

Student employees are required to report monthly actual time worked in quarter-hour increments (quarter-hour = .25 hour = 15 minutes) on an electronic timesheet, approved by their respective supervisor. To access the timesheet go to [my.whitman.edu](http://my.whitman.edu). Each employee is expected to maintain an accurate daily record of his or her hours worked. For questions, contact the Payroll Coordinator ((509) 527-5985; Mem 110).

Overtime is defined as hours worked by a student nonexempt employee in excess of 40 hours **total** for all college jobs in a workweek (Sunday through Saturday) and is paid at the rate of time and one half. Overtime must be approved in advance by the supervisor(s) to whom the employee reports.

### ***Payment of Wages***

Hours are reported each month through the 8<sup>th</sup>, and payday is the 20th of every month or the business day closest to the 20th. Student employees are paid through direct deposit of funds to either a savings or checking account at the financial institution of their choice. Payment of wages requires a completed timesheet. Timesheets must be signed/authorized by both the student and supervisor to be considered completed. If your time sheet is checked and the hours are not reported properly for each day you will be asked to correct it or create a new time sheet. You must complete a time sheet every month with the hours.

## BENEFITS ELIGIBILITY

- 403(b) Retirement Plan. Eligible to participate in the voluntary contribution plan in the first full month after hire. Not eligible for the College match.
- Medical/Vision Plans. Not eligible.
- Dental/Life Insurance/Long-Term Disability Plans. Not eligible.
- Tuition Remission Plan. Not eligible.
- Vacation Leave and Holiday Pay. Not eligible.

### **Student Employee Paid Sick Leave**

Student employees accrue paid sick leave at a rate of 1 hour of paid sick leave for every 40 hours worked. Student employees can view their sick leave account balance on my.whitman.edu. The record is updated monthly at the completion of the payroll cycle.

Student employees are entitled to use accrued paid sick leave beginning on the 90<sup>th</sup> calendar day after the start of their employment. Paid sick leave will be paid to student employees at their normal hourly pay rate. Rate of pay and total hours available is based on the hourly rate the student employee would have earned for the time they used paid sick leave. If a student employee was assigned an indeterminate number of hours, the amount of paid sick leave time will be determined by either replacement hours or comparator hours. Sick leave will be paid in quarter-hour increments. Sick leave will not be paid in excess of the employee's balance.

Unused paid sick leave of 40 hours or less will be carried over to the following year, which begins each January. Student employees will not be paid out for unused sick leave upon termination of employment. If you are rehired within 12 months of separation, the college will reinstate your unused leave balance up to 40 hours.

### ***Usage***

Paid sick leave is intended to replace lost income, upon certain situations listed below. It is not an entitlement or earned benefit. Student employees may use paid sick leave:

- To care for themselves or their family members (as defined in Washington Paid Sick Leave Rules).
- When the workplace has been closed for any health-related reason
- For absences that qualify for leave under the state's Domestic Violence Leave Act

Paid sick leave is designated on the student timesheet, and approved by the supervisor through the normal payroll review process.

## Notification

Student employees are responsible for notifying their supervisor as soon as possible if they are unable to be present for work and keep them informed of the expected return. Sick leave may not be used for unauthorized leave from work.

## Supervisors

Supervisors of student employees should not require verification of the need for leave, or that the student employee search for or find a replacement to cover hours as a condition of taking sick leave. A supervisor may consult Human Resources should unique circumstances arise requiring further review. Retaliation by the College and/or individual supervisors for the student employee's lawful use of paid sick leave and other rights is prohibited.

## WORKPLACE EXPECTATIONS

Every student employee has the duty and the responsibility to be aware of and abide by the College's rules and policies. Student employees also have the responsibility to perform to the best of their abilities and to the standards as set forth in respective job descriptions and College policies.

- **Attendance and Punctuality.** Excessive absenteeism or tardiness may result in discipline, up to and including termination. Not reporting to work and not calling to report the absence is considered a no-call/no-show and is a serious matter.
- **Attire and Grooming.** We trust that student employees will use their best judgment regarding appropriate attire and appearance in the workplace. While casual dress is customary on campus, student employees are expected to be neat and clean while on the job. Clothing should be appropriate to the type of work being performed.
- **Confidentiality.** Some student jobs will bring the student into contact with information considered confidential. It is the College's policy that all information considered confidential will not be disclosed to external parties or to employees without a "need to know." Consult your immediate supervisor to determine if certain information is considered confidential.

- **Workplace Bullying.** Repeated inappropriate behavior, either direct or indirect, whether verbal, nonverbal, or physical, directed against others in the workplace is prohibited. This includes the intentional isolation or exclusion of others. The College will not tolerate bullying behavior. Employees found in violation of this policy will be disciplined up to and including termination.
- **Non-Discrimination.** As noted above, the College is committed to maintaining an environment free of discrimination and harassment. Employees found in violation of this policy will be disciplined up to and including termination.
- **Work Performance.** As with all employees of the College, student workers are expected to devote their full attention to performing their work tasks to the best of their ability. Poor performance will result in coaching and, if not improved, progressive discipline. Unnecessary distractions, including repeated excessive socializing or excessive personal use of the Internet or phone will result in discipline up to and including termination.
- **Violence in the Workplace.** All faculty, staff, students, and visitors must be treated with courtesy and respect at all times. Employees are expected to refrain from conduct that may be dangerous to others. Conduct that threatens, intimidates or coerces another individual will not be tolerated. Indirect or direct threats of violence, incidents of actual violence and suspicious individuals or activities should be reported as soon as possible to your immediate supervisor, Security ((509) 527-5777; Mem 137), or Human Resources ((509) 527-5172; Mem 104).
- **Workplace Safety.** Every person in the Whitman workplace assumes the responsibility of individual and organizational safety. This means each employee is committed to conducting all tasks in a safe and efficient manner, in compliance with all local, state, and federal safety and health regulations and standards.

It is the responsibility of the employee to complete an Accident and Incident Report for each safety and health incident that occurs by an employee or that the employee witnesses (Environmental Health and Safety, (509) 527-5966; North Hall 103). The College is covered under

statutory workers' compensation laws. Employees who sustain work-related injuries must immediately notify their department supervisor.

- ***Drug-Free Workplace.*** Alcohol and drug abuse pose adverse health and safety consequences to all employees of the College. It is the policy of Whitman College that the workplace is to be free from the unlawful use, possession, distribution, or sale of alcohol and other controlled substances and associated paraphernalia. Working while under the influence of any controlled substance not medically authorized is strictly prohibited and will result in discipline, up to and including termination. Employees are expected to report to work fit for duty and free of any adverse effects of illegal drugs or alcohol.
- ***Smoke-Free Workplace.*** It is the policy of Whitman College that students, faculty, staff, and visitors to the campus are entitled to live, study, and work in areas that are free of smoke. In accordance with this policy and Washington State Law, smoking in any form, including tobacco or electronic cigarettes, is prohibited inside any building on the Whitman College campus and is prohibited within 25 feet of any entrance, exit, window, or ventilation intake of any Whitman College campus building.
- ***Cell Phone Use.*** Cell phones in the workplace can be distracting and can impede productivity, so it is best to avoid using them while working. Unless they hear otherwise from their supervisors, students should put their cell phones away during the duration of their shift.
- ***Electronic Communication and Internet Use.*** Internet, College-provided equipment (e.g., cell phone, laptops, and computers) and services may not be used for transmitting, retrieving or storing any communications of a defamatory, discriminatory, harassing or pornographic nature. Inappropriate or illegal use or communications, such as using disparaging, abusive, profane or offensive language; creating, viewing or displaying materials that might adversely or negatively reflect upon the College or be contrary to the College's best interests; and engaging in any illegal activities, including piracy, hacking, or copyright infringement, will result in disciplinary action up to and including termination of employment.
- ***Meal Period.*** Washington State Law requires that non-exempt employees be given a minimum 30 minute meal period if the employee works more than five (5) consecutive hours. It is to be given not less than two (2) hours

nor more than five (5) hours from the beginning of the shift. The meal period will not be included in the total hours of work per day and is not compensable. Nonexempt employees are to be completely relieved of all job duties while on meal breaks. Departments may stagger staff lunch breaks to provide office coverage during this time.

- **Rest Breaks.** By Federal labor law, nonexempt staff members are entitled to a rest period of ten minutes for each four hours of working time. This time is not accrued as compensatory time if not taken. Neither the lunch period nor the rest break(s) may be used to account for an employee's late arrival or early departure or to cover time off for other purposes—for example, rest breaks may not be accumulated to extend a meal period, and rest breaks may not be combined to allow one half-hour long break.

## What is Work Study?

Work Study is a need-based Financial Aid award. It is not a grant (*you must work to earn it*), and it is not a loan (*you don't have to repay it*). Students must qualify for need-based Financial Aid to receive Work Study. Funds are limited, so not all qualifying students will receive an award. The standard value of the work expectation is usually \$3,000.

Work study earnings go directly to the student, as opposed to scholarship, grant and loan funds which get applied to the student account and off-set charges like tuition, fees, room and board.

Since students have to make sure their accounts are paid off each semester without any work study being included, whether or not they choose to work is up to them. This all applies to international students as well. However, some students work it out with their families so that they will use their earnings to help pay for books that they charge to their account, or in the case of international students, use their earnings to help pay for the tax that is assessed on their scholarship.

Money a student earns through work study can be saved up and allow the student to reduce or cancel loan in subsequent semesters.

### **FEDERAL WORK STUDY (FWS)**

The Federal Work Study Program is a federally funded Financial Aid program administered by Whitman College, and is designed to assist students in meeting the cost of higher education by promoting access to meaningful work experiences. Students earn money in different jobs, and their wages are subsidized by the federal government.

### **STATE WORK STUDY (SWS)**

The State Work Study program provides opportunities for undergraduate students to pay part of their college costs now rather than deferring those costs in the form of added loan debt. Washington State will reimburse the wages of student employees who are residents of Washington State.

By reimbursing a portion of student wages, the state incentivizes employers to participate while leveraging taxpayer resources. Nearly 1,000 employers gain

access to cost-effective, part-time help from motivated students eager to utilize their classroom learning in real world work situations.

### ***The Benefits of Work Study***

- You earn money to help you keep your expenses under control.
- You gain work experience and new skills, which improves your marketability when applying for future internships and jobs after graduation.
- You expand your network of contacts and acquire references, both of which you will use for future job opportunities.
- You are a more appealing job applicant to many employers – Work Study eligibility gives you an edge in a competitive job market.
- You can apply for summer Work Study to be used either on campus or off campus with pre-approved employers. It is highly advantageous to have summer FWS eligibility because most colleges in the United States do not award summer FWS.

### **NON-WORK STUDY (NWS)**

Any employment that is not from Federal or State programs is considered Non-Work Study, and is funded totally through the individual department. These are generally hourly positions, but some may be paid through a stipend. These students can acquire regular student employment as long as they are enrolled at least half-time at the school. Student earnings for the non-Work Study program come directly from departmental budgets.

International students are NWS even if they receive Financial Aid. They are however awarded a Work Study amount by the school that they also have to contribute as part of their Financial Aid. International students must be enrolled in at least half time with an F-1 Visa status. Their visas only allow them to work on campus and they cannot obtain off-campus jobs, therefore, it is important to help them find jobs on campus. International Students are allowed to work as regular non-Work Study student employees on campus. It is important that their I-20 is valid and current to maintain or seek on-campus student employment.

### **HOW DO I APPLY FOR WORK STUDY?**

For more information and questions on eligibility and application procedures contact the Financial Aid office.



# Information for Students

## HOW DO I FIND AN ON-CAMPUS JOB?

There are many methods that you can use to find a job on campus or off campus. [Handshake](#) is the online job portal used for job searches. The community and student listservs often announce temporary and semester-long positions through email advertisements. Talking to department heads, faculty members, and administrative departments can help you understand the types of positions available. The Student Engagement Center can help you with your search, creating your resume and cover letter, and helping you prepare for interviews.

## WHAT IS HANDSHAKE?

Handshake is an online job-search portal with part-time, full-time and internship positions listed for students. On- and off-campus jobs are posted through the system, with customizable Search Settings that can send students email updates based on their selected search preferences. **Note:** The purpose of Handshake is to centralize all the job postings for easy access to all students.

### ***Instructions for using Handshake:***

1. If you haven't activated your Whitman account yet follow instructions that were sent to you to activate it.
2. Once you have activated your Whitman account, you can sign in to Handshake - <https://app.joinhandshake.com/login> - and complete your Profile. Add work experience, write a short bio of yourself, share unique skills, and even link your profile to your social media accounts.
3. Once you have logged in and edited your Profile, feel free to check out the other resources, like the Jobs & Internships tab or search for employers on the left-hand side of the screen.
4. Work on your resume, and upload it to Handshake under *Documents*.
5. For additional questions, contact the Student Engagement Center for assistance.

## ***Helpful tips for your job search***

- Keep your resume updated
- Dress professionally for your interview; act professionally at all times
- Pay attention to job announcements on the community, announcements, and student listservs
- Remember to emphasize skills you have used that fit the needs of the job you are applying to
- Be as flexible as you can about the hours and days you are available

## **I FOUND AN ON-CAMPUS JOB, NOW WHAT?**

### ***Required Documents***

1. **BEFORE** beginning any paid work at Whitman College, all student employees **MUST** complete a Federal Employment Eligibility form (**Form I-9**) and an Employee Withholding Allowance form for Federal Taxes (**W-4 Form**). Both of these forms **MUST** be completed prior to the first day of work. Any additional instructions for student employment procedures will be available from the Human Resources and Financial Aid websites.

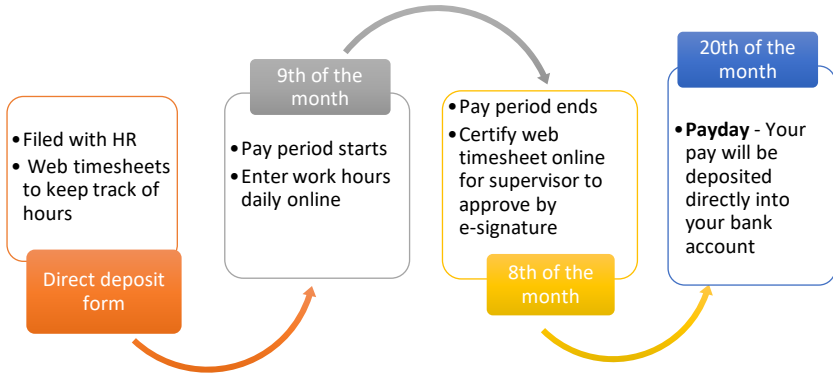
Below is the list of ORIGINAL documents required in order to complete these two forms. Please refer to the Whitman Human Resources website for other options and more information:

**ONE** of any from the list below

- US Passport or Passport Card
  - Birth Certificate + Photo ID or Photo ID + Social Security
2. Whitman College has instituted mandatory direct deposit for all students. You will need to complete a direct deposit form and attach a voided check or bring a statement or letter from your bank that includes both the routing number and account number for your account. You will find the direct deposit form on the Human Resources website.
  3. Additionally, you must complete **Online Harassment Prevention Training** which is also found on the Human Resources website.

## HOW AND WHEN DO I GET PAID?

Please refer to the section *Important Information from the Human Resources Office*. Below is a graphic to help you understand **payroll timelines**.



## HOW MANY HOURS CAN I WORK? CAN I WORK MORE THAN ONE JOB?

Your work hours will be determined by you and your supervisor. Normally, work hours can be arranged around your class schedule. Some jobs may require specific hours which cannot change to fit your class schedule during a future semester. Discuss the flexibility of work hours with your supervisor before you accept the position to avoid future problems

Domestic students on Work Study can work up to **19 hours per week during the school year** (fall and spring semesters).

Non-Work Study domestic students can work up to **19 hours per week during the school year** (fall and spring semesters).

International students can work up to 19 hours per week during the academic year. They cannot work out of the school, or receive pay from an employer that is not the college, unless it is by the stipulations mentioned on page 9 of this handbook. During spring, winter, and summer breaks, international students can work up to 40 hours, while following immigration regulations mentioned earlier.

During the fall and spring semesters, you may work in more than one job as long as it fits within the hourly limitations.

**Note:** All students regardless of their Work Study status can get an additional job up to 40 hours per week during the breaks (spring, fall, and summer).

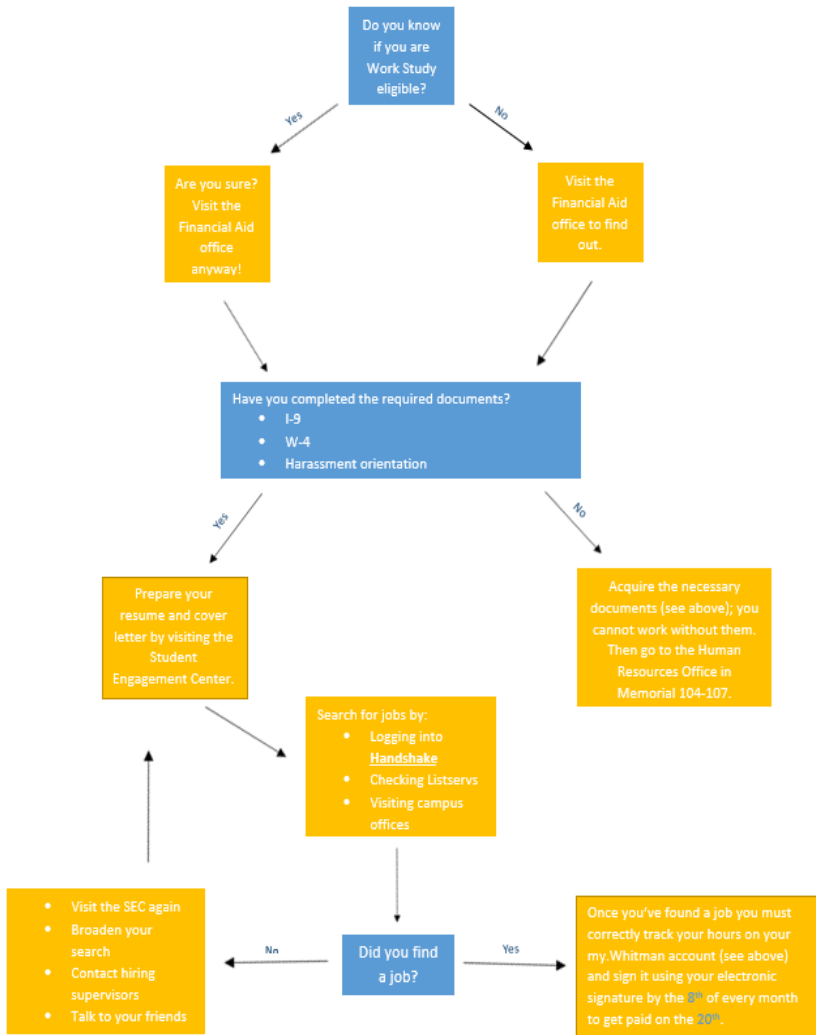
| <b>Work hours</b>                | Fall/Spring semesters                 | Summer/winter/fall breaks              | Overtime   |
|----------------------------------|---------------------------------------|--|--|
| Domestic students on Work Study  | Up to 19 hrs./wk. of Work Study hours | Up to 40 hours/ per week of Work Study | -Any hours over the stipulated limitations<br>- All students are responsible for managing overtime with supervisors and Financial Aid awards |
| Non-Work Study domestic students | Up to 19 hrs./wk.                     |  |  |
| International students           | -Up to 19 hrs./wk. on campus          |  |  |

**STUDENT RESPONSIBILITIES**

- Complete the I-9 and W-4 forms.
- Report to work on time.
- Contact your supervisor if you are going to be absent from work.
- Dress appropriately for the job location. Individual departments may have a dress code for health or safety reasons or in situations where they are highly visible to the community. Please review any specific dress requirements with the student.
- Act in a professional manner concerning confidentiality of the College and student records. Student employees may be required to sign a statement of confidentiality during the hiring process in some departments.

Ensure you are completing your web timesheet in accordance with the timeframe detailed in this document.

## The On-Campus Job Search



## Information for Hiring Supervisors

### WHY SHOULD I PRIORITIZE STUDENTS ON WORKSTUDY AND FINANCIAL AID?

In addition to the college's stated priority to hire students with expressed financial need, an incentive to hire Work Study students is the hourly-wage subsidy provided by Federal and State Work Study Programs.

#### ***The Value of Work Study***

- *Support our students.* Whitman students with Work Study offers have a specified financial contribution they must meet-ideally, by working on campus. When you hire qualified Work Study students, you help students to meet their commitments and reduce their personal loan rate.
- *Save money and get more work done.* Partial wage reimbursements of typically 20% of student wages up to allowed maximums. This means more work gets done at a lower cost.
- *Shape the workforce.* Train and mentor college students, ensuring graduates have the experience employers need.

### FEDERAL WORK STUDY (FWS)

The Federal Work Study Program is a federally funded Financial Aid program administered by Whitman, and is designed to assist students in meeting the cost of higher education by promoting access to meaningful work experiences. Students earn money in different jobs, and their wages are subsidized by the federal government. For eligible employers, the Federal Work Study subsidy may subsidize up to 70 percent of the wages paid to eligible student workers.

### STATE WORK STUDY (SWS)

The State Work Study provides opportunities for undergraduate students to pay part of their college costs now rather than deferring those costs in the form of added loan debt. Washington State will reimburse the wages of student employees on the state Work Study.

By reimbursing a portion of student wages, the state incents employers to participate while leveraging taxpayer resources by 40 percent. Nearly 1,000 employers gain access to cost-effective, part-time help from motivated students eager to utilize their classroom learning in real world work situations.

## **HOW DO I PARTICIPATE?**

Whitman College departments need to be registered within the Whitman Work Study system. Contact the Financial Aid office for more information.

## **NON-WORK STUDY (NWS)**

Any employment that is not from Federal or State programs is considered Non-Work Study, and is funded totally through the individual department. These are generally hourly positions, but some may be paid through a stipend. These students can acquire regular student employment as long as they are enrolled at least half-time at the school. Student earnings for the non-Work Study program come directly from departmental budgets.

International students are NWS even if they receive Financial Aid and it is important to help them find jobs on campus. They are, however, awarded a Work Study amount by the school that they also have to contribute as part of their Financial Aid package. International Students are allowed to work as regular non-Work Study student employees on campus. Their visas only allow them to work on campus and they cannot obtain off-campus jobs.

## **FACT SHEET ON WORK STUDY**

### ***1. Who is eligible to become a Work Study employer?***

All Whitman College departments, nonprofit and government organizations, and for-profit businesses.

### ***2. Who is not eligible to become a Work Study employer?***

Private Citizens and employers requiring the student to work outside the United States.

### ***3. Are there any restrictions to the use of Federal Work Study funds to pay student workers?***

Yes, there are some restrictions to the use of Federal Work Study funds. Federal Work Study funds cannot be used to pay students whose job:

- Replaces a full-time employee's position, regardless of when or why that position was eliminated or otherwise became vacant, including replacing workers on strike.
- Involves any partisan or nonpartisan political activity associated with a candidate or with a contending faction or group in an election for public or party office.
- Involves any lobbying on the federal level.
- Involves the construction, operation, or maintenance of so much of any facility as is used or is to be used for sectarian instruction or as a place for religious worship.

### **HOW DO I KNOW IF A STUDENT APPLICANT IS ON WORK STUDY?**

This information will be available on [my.whitman.edu](http://my.whitman.edu). To check a student's work eligibility, you will need to log into your account and search the student's name. For more information contact the Financial Aid Office.

### **WHAT ARE MY RESPONSIBILITIES AS A HIRING SUPERVISOR?**

- Post and remove open jobs from Handshake
- Provide student employees with complete written job descriptions.
- Provide training and orientation to the office or department on a student's first day.
- Ensure you are familiar with web timesheet instructions and timelines available from the Payroll Office.
- Assume responsibility for hiring student employees, and terminating them, should the situation require such action.
- If you are also the supervisor, perform tasks such as approving student time sheets, and supervising the department's student employees.

### **POSTING A JOB AND HIRING A STUDENT**

There are a few simple steps to filling a student position in your office. Below are details about the resources available to help you.



## WHAT IS HANDSHAKE?

Handshake is an online job-search network for students. On- and off-campus jobs are posted through the system, with customizable Search Agents that can send students email updates based on their selected search preferences. **Note:** The purpose of Handshake is to centralize all job postings for easy access to all students. *If you choose to advertise differently contact the Student Engagement Center to link your advertising to Handshake.*

### ***Instructions for using Handshake***

1. Go to the Student Engagement Center website where you will find the link to Handshake. Sign in or sign up if you do not already have an account. You will enter information on the sort of work you do and your basic contact information. Within 1-2 days your account will be approved and you can start posting jobs to Handshake. If you need to post a position right away please call the Student Engagement Center, and we can speed up the account approval process.
2. Now click on "Post a Job" and enter information about the job. Once done with that you must (at a minimum) enter information into the fields denoted with a red asterisk. We use it to help target students who might be interested in your position so include only relevant fields.
3. Once you hit submit the position will be sent to the SEC for approval. If you need the position to be posted more rapidly than 1-2 days please let us know and we will approve it more quickly.

## I AM HAVING TROUBLE FINDING A CANDIDATE, NOW WHAT?

Additional advertising on your website, through social media, targeted emails, or listserv announcements is advisable. Contact the Student Engagement Center for additional help with advertising.

## I FOUND A QUALIFIED STUDENT, NOW WHAT?

1. All student employees **MUST** have a completed Federal Employment Eligibility Form (**Form I-9**) on file **on or prior to their 1st day of employment**. You can check this by searching the name of the student on [my.whitman.edu](http://my.whitman.edu). Please refer your students to the Human Resources office if they do not have employment forms turned in.
2. Complete the **Student Employment Hiring Form** which can be found on the Human Resources website. This form can be used to add, delete, or change wages for student employees.
3. Have a great experience working with your student employee.

# Supervisor Web Timesheet Instructions

Supervisors are responsible for reviewing and approving student hours worked at the end of the pay period. You should always keep the hours your students work logged somewhere else so that you have a backup. The pay period is from the 9<sup>th</sup> of the month through the 8<sup>th</sup> of the following month. All supervisors and students will have one and a half working days after the 8<sup>th</sup> to approve the timesheets. The student deadline is at noon that day and the supervisor cutoff is at 2:00 pm. The due date may change due to holidays or weekends. Due dates are shown in the top right corner of the approval screen.

You can set an earlier due date for your student workers to have their time submitted to you to allow ample time for you to review and for the student to make changes, if necessary.

## To Log-In to Web Timesheets:

☞ Log into my.Whitman.edu

☞ Click on the Staff tab

☞ Click on Student Worker Time Approval in the menu on the left side

myWHITMAN

The screenshot shows the myWhitman website interface. At the top, there is a dark blue navigation bar with tabs for 'Welcome', 'Staff', 'CLEo', 'WhitMail', 'Support', and 'My Profile'. The 'Staff' tab is selected. Below the navigation bar, there are two main sections. On the left, under the heading 'Staff Tools', there is a list of menu items: 'Payroll Summary', 'Position Summary', 'My Stipends', 'Budgets', 'Midterm Deficiency Reports', 'Super Advisor Clearance', 'Student Worker Time History', 'Student Worker Time Approval', 'Course Search: Student View', 'Course Search', and 'My Trainings'. A red arrow points to the 'Student Worker Time Approval' item. On the right, under the heading 'My Employees', there is a list of employees with their names and titles: 'Chaoyi Lou Student', 'Sunita Nepal Student', and 'Ruilong Zhuang Student'. A red arrow also points to the 'Staff' tab in the navigation bar.

Select the student that you would like to review/approve from the list of students. To find a student, Click CTRL F and a search bar will appear in the bottom left hand side of your screen.

### Student Worker Time Approval

Employee Time Entries

Please select a row to review a time sheet; from there you can approve them.

| Approved | Period Start | End      | Approve By         | Name               | Position Title                  |
|----------|--------------|----------|--------------------|--------------------|---------------------------------|
|          | 06/09/18     | 07/08/18 | Tuesday, July 10th | Chaoyi Lou         | Business Office Annex Assistant |
|          | 06/09/18     | 07/08/18 | Tuesday, July 10th | Sunita Nepal       | Business Office Annex Assistant |
|          | 06/09/18     | 07/08/18 | Tuesday, July 10th | Ms. Bingxin Zhu    | Business Office Annex Assistant |
|          | 06/09/18     | 07/08/18 | Tuesday, July 10th | Mr. Rullong Zhuang | Business Office Annex Assistant |

Security Access Messages  
None

Approve time entries on behalf of

Confirm that these are the students currently working for you. If you can see the student’s name on this screen, they can enter hours for the position listed. If there are students listed that are no longer working for you, complete and submit a Student Employment End-Date Form available on the Business Office website <https://www.whitman.edu/business-office/forms>. Likewise, if a student is missing from the list, complete and submit a Student New Employment Form to add them to the position. The completed forms should be submitted to [payroll@whitman.edu](mailto:payroll@whitman.edu).

On the top of the approval page, you will see each student’s sick leave balance. This is how much they are able to use and they will not be able to put in more sick hours than they have accrued. Students can only enter Regular Hours and Sick Hours, they do not have an Overtime column as you do below. (More information on sick leave below).

### Student Worker Time Approval

Employee Time Entries Employee Time Entries Reviewing Time for Ms. One R. Dikeledi

| Employee | Position Title                  | Period End | Pay Cycle       |
|----------|---------------------------------|------------|-----------------|
|          | Business Office Annex Assistant | 09/08/18   | Student Payroll |

Leave Type  
Sick

| Date     | Day      | Regular Hours        | Overtime             | Sick Hours           |
|----------|----------|----------------------|----------------------|----------------------|
| 08/09/18 | Thursday | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| 08/10/18 | Friday   | <input type="text"/> | <input type="text"/> | <input type="text"/> |

After you review the student's hours, go to the Supervisor Decision portion on the bottom of the form (see below). If it says **NO** by **"Employee has electronically signed the time entry as complete"**, that means this student has not completed and submitted their time to you. **If you approve this timesheet now, you will lock the student out of the web timesheet system and we will have to track them down to come and sign a physical timesheet.** This is very timely and it slows down the entire payroll process. This should be avoided if possible.

**For Time Approval:**

After you review the student's hours, go to the Supervisor Decision portion on the bottom of the form. Use the drop down box to **Approve** or **Reject** the student timesheet. Only enter the E-mail Subject and Supervisor Comments if you are rejecting the timesheet. When you are done, click on Save Changes in the bottom right hand corner of the screen.

The screenshot shows a web form for timesheet approval. At the top, there are date and day selection boxes for 09/07/18 (Friday) and 09/08/18 (Saturday). Below these is a section titled "Employee has electronically signed the time entry as complete" with a dropdown menu currently set to "No". To the right of this section, red text reads "This should be marked red when you review". Below the signature section is a "Supervisor Decision" section with a dropdown menu. Further down are input fields for "Enter E-mail Subject" and "Supervisor Comments". At the bottom, there is an "Employee Email Address" field with the value "manasher@whitman.edu" and a "Save Changes" button in the bottom right corner. Red boxes highlight the "No" dropdown, the "Supervisor Decision" dropdown, the "Enter E-mail Subject" field, the "Supervisor Comments" field, and the "Save Changes" button.

Once the timesheet is approved or rejected, the student will receive an email stating that you approved or rejected it. If you reject the timesheet, the supervisor comments you entered will be included in the e-mail. So it is

important to remember to include enough information to let the student know what to correct. After the students approve their timesheets, they will no longer have access to them. If they need to change a timesheet, you must reject it to allow them access.

Students will only have access to make changes until the due date listed at the top of their screen. We recommend that you have your student workers complete and submit their timesheets prior to the cutoff date to allow you time to review & reject if needed. Supervisors are not to change student timesheets; they must be rejected for the students to make the changes.



01/09/19

02/08/19

Tuesday, February 12th

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A green check mark will appear next to all students that have been approved. Note: If a timesheet is not approved by both the student AND the supervisor, it will not be paid. An e-mail will be generated by the payroll office after each payroll's due date, and students and supervisors will be notified via email of missing approvals. Arrangements will have to be made with the Business Office to approve the hours and arrange for payment.

If you have any questions, please contact Mindy Neissl, Accounting Coordinator at 509-527-5130 or [neisslmm@whitman.edu](mailto:neisslmm@whitman.edu).

## List of Resources

### HUMAN RESOURCES CONTACT INFORMATION

Located in: Memorial Building 104-107

Email: [hr.students@whitman.edu](mailto:hr.students@whitman.edu)

Phone (509) 527-5172

Fax (509) 527-4960

#### ***Important Forms:***

- ✓ Form I-9 (Federal Eligibility Verification)
- ✓ W-4
- ✓ Online Harassment Prevention Training
- ✓ Electronic Direct Deposit Form
- ✓ Departmental Student Employment Change Form
- ✓ Student web time entry instructions
- ✓ Student Timesheet (Excel)
- ✓ Supervisor web timesheet instructions

### FINANCIAL AID OFFICE CONTACT INFORMATION

Located in: Memorial Building 123

Email: [finaid@whitman.edu](mailto:finaid@whitman.edu)

Phone: (509) 527-5178

Fax: (509) 524-2098

### STUDENT ENGAGEMENT CENTER CONTACT INFORMATION

Located in: Reid Campus Center 219

Email: [sec\\_info@whitman.edu](mailto:sec_info@whitman.edu)

Phone: (509) 527-5183

Fax: (509) 527-5299

#### ***Important link:***

- ✓ Handshake

### BUSINESS OFFICE CONTACT INFORMATION

Located in: Memorial Building 110

Email: [payroll@whitman.edu](mailto:payroll@whitman.edu)

Phone: (509) 527-5985



WHITMAN COLLEGE