

Student Employment

Elizabethtown College

Payroll/ Student Employment Office

Myer Hall, Room 2200



<http://www.etown.edu/StudentEmployment.aspx/>

Payroll/student employment office



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<http://www.etown.edu/offices/student-employment/>

STUDENT PAYROLL PROCEDURES

All students **must** complete the required Employment Forms (W-4, I-9, PA Workers Comp Notification & Direct Deposit Authorization) before they are permitted to work. **Anyone in your department who hires students should ask potential hires if they have completed their Employment Forms.**

Policy change-11/2012: On-campus employment may be obtained by any full-time or part-time traditional student who is **registered for at least 4.0 credits** for that semester. One semester of on-campus employment will be granted to students enrolled for only 4 credits.

On-campus employment may be obtained by any full-time or part-time traditional student who is registered for at least 6.0 credits. Students in CCEDL are not permitted to hold on -campus employment.

Minimum wage is currently \$7.25. Refer to the Student Wage Scale document for further information on determining wages.

Students may not work more than a total of twenty (20) hours per week within one department or a combination of departments while classes are in session.

International students may not work more than 20 hours per week during the academic session within one department or a combination of departments and no more than 40 hours per week during the summer within one department or a combination of departments. **If you are not sure if an International student is authorized to work, please contact us!**

All departments are required to hire students through People Admin (P.A). If a supervisor needs login information for P.A, please contact us. Returning students to a department can be turned in using a log sheet. Any changes in Pay Rates should be sent on a log sheet.

A staff member from your department is required to review student time cards every pay period. Timecards must be reviewed and edited by 2:00pm each Monday. Please notify Israel Carter (Student Employment Coordinator) immediately if you need Supervisor access & training.

Student Payroll Schedule

Summer 2018

Payroll Period	Pay Date
05/13/2018 - 05/26/2018	06/01/2018
05/27/2018 - 06/09/2018	06/15/2018
06/10/2018 - 06/23/2018	06/29/2018
06/24/2018 - 07/07/2018	07/13/2018
07/08/2018 - 07/21/2018	07/27/2018
07/22/2018 - 08/04/2018	08/10/2018
08/05/2018 - 08/18/2018	08/24/2018

Academic Year 2018/2019

Payroll Period	Pay Date
08/19/2018 - 09/01/2018	09/07/2018
09/02/2018 - 09/15/2018	09/21/2018
09/16/2018 - 09/29/2018	10/05/2018
09/30/2018 - 10/13/2018	10/19/2018
10/14/2018 - 10/27/2018	11/02/2018
10/28/2018 - 11/10/2018	11/16/2018
11/11/2018 - 11/24/2018	11/30/2018
11/25/2018 - 12/08/2018	12/14/2018
12/09/2018 - 12/22/2018	12/28/2018
12/23/2018 - 01/05/2019	01/11/2019
01/06/2019 - 01/19/2019	01/25/2019
01/20/2019 - 02/02/2019	02/08/2019
02/03/2019 - 02/16/2019	02/22/2019
02/17/2019 - 03/02/2019	03/08/2019
03/03/2019 - 03/16/2019	03/22/2019
03/17/2019 - 03/30/2019	04/05/2019
03/31/2019 - 04/13/2019	04/19/2019
04/14/2019 - 04/27/2019	05/03/2019
04/28/2019 - 05/11/2019	05/17/2019

Students are not allowed to work more than 20 hours per week during the academic year!

Student Wage Scale

All student positions are non-exempt (HOURLY) positions. The Student Hourly Wage and Job Classification Scale was created as a guideline to help supervisors assign appropriate wages for student employees.

Skill level 1	7.25	7.50	7.75	8.00
Skill level 2	7.50	7.75	8.00	8.25
Skill level 3	7.75	8.00	8.25	8.50
Skill level 4	8.00	8.25	8.50	8.75
Skill level 5	8.25	8.50	8.75	9.00
Skill level 6	8.50	8.75	9.00	9.25
Skill level 7	9.25	9.50	9.75	10.00

Reading the Student Wage Scale Chart

The Student Employment Wage Scale Guideline is arranged in 7 groups or levels of pay. Each group has a pay range commensurate with a description of skills and abilities that characterize the position (see entire Student Hourly Wage Scale document located in PUBLIC FOLDER/hr/machesej).

Job titles and pay rates are based on the nature of the work that is to be performed, as well as the education, skills, training and experience that are required to fill the positions, and whether a position is supervisory in nature. An employer must assign the job title that best applies to the primary purpose of the student's jobs.

Supervision

It is the responsibility of all supervisors to provide adequate supervision and training to student employees. Many of our students may have had little or no formal work experience; therefore, the positions that they hold while attending Elizabethtown College very often will have a large impact in determining their success in finding employment after graduation. It is in the students' best interest that they be provided with a realistic view of life in the working world. Students should be made aware that as supervisors, you will enforce all employment guidelines. Supervisors are asked to work closely with their student employees, taking into consideration the student's class schedule when arranging their work schedule. A regular work schedule should be established and adhered to. All expectations regarding performance, job and work schedule should be discussed thoroughly with your student workers prior to the start of employment. A student and supervisors first order of business is to discuss the work schedule, job duties, responsibilities, and the supervisors' expectations. Expectations and policies will vary from one work site to another. Make sure your student employees are aware of what is required of them. There are certain policies that are expected of all student employees:

- If a student is scheduled to work, he/she must be present or is responsible for finding replacement
- Students should not be working during scheduled class time
- The student must be punctual for all scheduled work hours
- Complete confidentiality must be exercised, especially if the student is working in any administrative office or academic departments
- Students must dress appropriately according to dress code and adhere to any/ all safety equipment (such as non-skid shoes)
- The student must be thorough and efficient in the performance of their assigned job
- If a student is ill, he/ she is required to call in and inform the supervisor before the scheduled start time and/ or find a replacement/ sub
- Students must represent the college appropriately
- If injured on the job, they must notify their supervisor who will report to Human Resources and file reports as necessary
- Student workers will be held to the same standards of conduct as it applies to ALL Elizabethtown College employees
- Sexual harassment is against the law, will not be tolerated and will be disciplined according to college policy

Summer employment policy

Elizabethtown Colleges Summer Employment policy does not allow for graduating students to be hired for “summer employment.” Students who will be graduating in May cannot be hired for summer campus employment, either under the student employment program or as a temporary staff employee through Human Resources. Do not send Staff Position Requisitions for Hiring Review Consideration They will be denied. Students must be registered for summer classes OR planning to return and registered for a minimum of 4 credits in the fall. The student employment and Human Resources staff will verify this with Registration and Records to ensure that the student qualifies for on campus summer employment. For summer employment, departments are encouraged to hire current students who will be returning to campus in the fall.

While we know it can be attractive for departments to hire experienced student workers, we have many current undergraduate students who are looking for on campus employment for the summer. When you hire a grad, you take the position away from a current student who needs a job. Also, moving graduating students to temporary staff positions before the end of the fiscal year (6/30) affects federal reporting and payroll processing, resulting in errors in totals. Finally, we want to encourage our graduating students to pursue their careers outside of campus.

Many departments that hire summer student employee’s offer summer housing and meals. **It is the hiring department’s responsibility to set up the housing contract with Resident Life (see Res Life website for summer housing form) and to set up the meal contract with the business office.** If a student ceases to be employed at any time throughout the summer for any reason, it is the hiring department’s responsibility to alert residence life and business office to cancel the housing and meal contract.

Time and Attendance Reporting (E- Clock)

It is both the student and the supervisors’ responsibility to accurately report hours worked on E- Clock (the Colleges Time and Attendance System). Supervisor review and approval is REQUIRED for each student time card.

Time cards not posted correctly by 10:00am on Tuesday of the student pay week will not be processed until the next pay week and could result in nonpayment if never resolved.

Performance Evaluations

The student Employment/ Payroll office encourages supervisors to administer Student Employee Performance Evaluations to all student workers. The Performance Evaluation is an integral part of every employment position. When thoughtful time is invested in the process, the evaluation is a valuable tool in developing the student employee’s skills and work habits; it provides the supervisor with feedback; and generally assists in strengthening the employment environment. Not only is an evaluation important to a student’s current employment position, but also for future career positions. Every position in the job market today has some form of Performance Evaluation. Employers have performance expectations that need to be met by their employees. It is crucial that an understanding of this process is started early in a student employment career. By utilizing performance evaluations at the college level, students gain an understanding and exposure to what will be expected in the work place after college. Sample Performance Evaluations forms are located in Israel Carter Public Folder. Employment forms should be retained by the employing department and **not** sent to the Student Employment/ Payroll Office.

Warnings and/ or Terminations

As an employee, students should be aware that not performing as expected (including improper behavior and/ or inappropriate actions) may result in their employment being terminated. Immediate termination is possible.

As supervisors, your responsibility is to enforce all guidelines and take appropriate action when your employees are not performing as expected. This includes terminating employees. The policy for terminating student employees is as follows:

- The student should be verbally warned and the supervisor should make note of this for his/ her records
- If the problem persists, the student may be given a written warning by the supervisor. A copy should also be sent to the Student Employment/ Human Resources Office.
- If the student continues to perform unsatisfactory after the warnings have been issued, the supervisor may end the employment arrangement. A copy of the dismissal letter should also be sent to the student employment office.

