



Student Employment Orientation

Student Employment

Human Resources

UNA Box 5043

Bibb Graves, Room 226

What is Student Employment?

- The Federal Work Study (FWS) and University Work Study (UWS) programs are intended to provide financial assistance to students through part-time employment.
- It provides an opportunity for students to earn a monthly check for hours worked to contribute to the cost of their education and additional expenses.
- It also provides skills and development for the job market.

Common misconceptions about FWS eligibility

- **Q.** If a student is eligible for FWS one year, they will have eligibility every year.
- **A.** False. FWS eligibility is determined by the information (including income) that is submitted on the FAFSA
- **Q.** If a student is awarded FWS eligibility, the eligibility will remain constant during the employment period.
- **A.** If a student receives a scholarship or grant after the student accepts his/her award, it can effect his/her FWS eligibility.
- **Q.** Student Financial Services can determine the amount of money remaining in departmental budgets.
- **A.** The Vice Presidents of the university determine what amounts that each department receives.

How to maintain eligibility for FWS and UWS?

- **Federal Work Study** is a need based program. Only students who have filed the FAFSA and have unmet need are eligible for Federal Work Study. To maintain eligibility students must:
 - Maintain a 2.0 GPA
 - Be enrolled at least half-time:
6 hours during Fall and Spring
3 hours during Summer
- **University Work Study**, all students who meet the following criteria are eligible:
 - Maintain a 2.0 GPA
 - Enrolled at least half-time:
6 hours during Fall and Spring
 - Does not have to be enrolled during the summer, provided that the student has pre-registered for the upcoming Fall semester

Federal and Institutional Requirements

- A school must make Federal Work Study (FWS) positions reasonably available to all eligible students at the school.
- To remain compliant with UNA's Equal Employment Opportunity Policy all University Work Study (UWS) positions must be posted for a period of seven calendar days on LionJobs at career.una.edu.
- FWS positions must complement and reinforce student's educational program or career goals.
- All students must apply for the position he/she has been hired for through LionJobs before your "Request To Hire" is approved.

Personnel File

- The supervisor must maintain a personnel file for each Student Employee (FWS or UWS) which should consist of the following records:
 - Copy of the EPAF “Request To Hire”
 - Copy of job description
 - Confidentiality Agreement, if applicable
 - Student’s class schedule
 - Students work schedule
 - Performance Evaluation
 - Discipline Forms

Work Hours

Students cannot be required to work during scheduled class hours, study day or exam periods.

- Students cannot work more than 20 hours per week or 8 hours a day.
- Graduate Assistants may work up to 29 hours per week.
- Students may hold only one work study position at a time. Occasionally, students are approved to work a secondary position. However, only tutoring and seasonal/temporary positions are recommended for secondary positions.
- If you hold a second position, you can not work more than 20 hours between both positions.
- Students should not record more than 85 hours per month.
- Students may work 29 hours per week during interim sessions, if the departmental budget allows. (I.E. August before first day of classes, December after exams, or May after graduation before the first day of summer school.)

Student Payroll

- Students are responsible for entering time worked into Self Service Banner and hard copy timesheet on a WEEKLY basis.
- Timesheets are due at the end of each month by the “Return Date and Time”. Please refer to Payroll schedule for students on the Payroll website: www.una.edu/payroll.
- It is the supervisor’s responsibility to approve timesheets before the payroll deadline.
- If a student’s time card is late, the paycheck can be issued in the next pay period.

How To Enter Hours on Your Timesheet

- Login to your UNA Portal
 - Click Banner Self-Service
 - Click the Student Employee Tab
 - Click Time Sheet
- If you are not able to view the Student Employee Tab
 - Click Academics
 - Click Banner Self Service
 - Click Employee
 - Click Timesheet
- (GA and Stipend Recipients will only indicate
 - 1 unit of pay for the entire month)
 - Once all hours are submitted,
- you MUST CLICK SUBMIT for approval.

Student Payroll

CSL (Off Campus) Students Only

- You will be issued a hardcopy of a timesheet to document your hours.
- Please submit the hardcopy of your timesheet to your supervisor for signature by the 30th of each month.
- Your hours should be entered in Banner no later than 12pm on the 30th of each month.
- You or your supervisor must provide me the original copy of approved hours by email or fax before the 30th of each month.
- Your hours will not be approved in Banner unless I have the approved copy from your supervisor. If your hours are not approved, you will not be paid until the following month.

Student Payroll (cont'd)

- **Supervisors are required to monitor the student's earnings to ensure that your worker does not:**
 - **Earn monies in excess of your departmental budget**
 - **Earn more per semester than the student is eligible for in Federal Work Study**
 - **Work more than 20 hours per week**
 - **Falsify hours worked**
- **Supervisors are prohibited from accepting voluntary services from WS Students. All students employed under Student Employment must be paid for all hours worked.**

Job Expectations

What you can expect from your supervisor:

- 1. Respect**
- 2. Training**
- 3. Freedom to ask questions**
- 4. To be approachable**

Job Expectations continued....

- As a student employee, you make a commitment to your employer that you will perform your job duties assigned to you to the best of your abilities. Student employee positions are real jobs and should be treated as such. Consider your job an opportunity for professional development and an excellent occasion for you to build skills you cannot learn in the classroom.

Job Expectations continued....

The following is what will be expected of you:

1. Maintain satisfactory academic progress.

All students that received Federal Aid i.e. grants, loans, FWS must pass 75% of all work attempted. When a student drops a class or fails a class it goes against their percentage. The first semester a student drops below 75% their Federal Aid is on warning status, if the students percentage is not up to 75% the 2nd semester, the students federal aid is suspended. This includes grants, loans and FWS.

Job Expectations continued....

2. Be consistent - show up when you have been scheduled to work and be on time.

3. Please do not study while on the clock. You are paid to work, not study!

4. Be courteous and friendly to those you serve

Job Expectations continued....

5. Maintain good communication with your supervisor and coworkers.

6. Ask questions when you need clarification.

7. Learn the responsibilities of your job and how to execute them properly.

Job Expectations continued....

- 8. Continually seek ways to improve your work performance.**
- 9. Learn about your office and the services it provides.**
- 10. Be a good representative of the University.**

General Student Employee Guidelines

- Dress appropriately - Wear clothing that is presentable, clean, comfortable and appropriate for your job responsibilities.
- What happens in the office, stays in the office - All information you hear, read, see, etc. is considered confidential and must not leave the office.

General Student Employee Guidelines continued

- Personal phone calls - It is best not to make any personal phone calls without the permission of your supervisor.
- Do not use your cell phone - It is not appropriate to use your cell phone at work. The best policy is to turn your cell phone off and store it in your bag, purse or pocket.

General Student Employee Guidelines continued

- University property is not for personal use.
- Eat food prior to coming to work or after leaving.
- Personal Visits
- Keep the Office Clean
- Treat others with respect - Avoid gossiping about those you serve or those you work with. Treat others the way you would like to be treated.

Termination Procedures

- The Office of Student Employment may terminate a student's work study position, should the following occur:
 - Enrollment status drops below half-time
 - Satisfactory Academic Progress is not maintained
 - Hours worked exceed FWS eligibility
 - Must reduce FWS due to additional resources, which were not known at time of award i.e. scholarships, grants, etc.
- If your position is terminated, your supervisor will be notified in writing.

Termination Procedures continued

- Students are automatically terminated from the work study program at the end of each spring term.
- Students may voluntarily terminate a work study position. However, you should provide your employer with a two-week written notice of their termination.
- A supervisor has the right to dismiss a student for unsatisfactory performance. This includes, but is not limited to:
 - Repeated failure to comply with the agreed work schedule
 - Poor performance
 - Insubordination or lack of cooperation which results in disturbing other workers or work progress

*** Progressive Discipline and Performance Evaluations***

Progressive Discipline

- Work study students should be held responsible for duties, responsibilities, and expectations outlined by the supervisor. If a student fails to meet these criteria, the following procedures should be followed:
 1. A verbal warning for first-time or minor offenses.
 2. A written warning for repeated or more serious offenses. This should be given in a face-to-face meeting, with time for the student to respond.
 3. A written notice of termination for on-going problems. This should be given in a face-to-face meeting, with time for the student to respond.

Each warning or notice should be given in private; a copy should be sent to the *Student Employment Coordinator*. These warnings should be specific, clearly stated, and given in a timely manner.

Performance Evaluation Form

PERFORMANCE EVALUATION

FEDERAL AND UNIVERSITY WORK-STUDY

Student Name _____ Student ID _____

Position Type: please circle one **FWS** **UWS** **GA**

Type of Evaluation: _____ Annual _____ 90-day _____ Other _____

Please evaluate each student employee for each criterion shown below. The immediate supervisor should evaluate the student objectively comparing him or her with students of the same academic level and/or with other personnel assigned to identical or similar jobs. If criterion does not apply or if you do not have sufficient information, please indicate N for no evaluation.

E- Excellent **VG-** Very Good **G-** Good **F-** Fair **P-** Poor **N-** No Evaluation

- () **Dependability/ Reliability** - Meets work schedule and fulfills job responsibilities. Consistently delivers what is required within deadline and instructions
- () **Initiative**- Starts assignments without prompting and independently contributes ideas/projects. Sees and acts upon new opportunities
- () **Attitude**- Displays a positive attitude towards goals and objectives of department
Works well with others to accomplish goals
- () **Interpersonal Skills**- Ability to establish and maintain good working relationships with others
- () **Overall Performance**- Works with minimal supervision, manages own time
Effectively, maintains control of all projects and responsibilities.

Would you recommend this student for rehire? () Yes () No

Comments: _____

I allow my "Work Record" information to be released to on or off campus employers, if requested. Student Signature _____ Date _____

My supervisor has discussed the above work record evaluation with me. I have been given an opportunity to express any concerns regarding my work-study position.

Student Signature _____ Date _____

Supervisor's Signature _____ Date _____

Career Planning and Development _____ Date _____

Performance Evaluation Form

- This is a tool to address areas where improvements must be made and to encourage students in areas where they excel.
- When searching for on-campus or off-campus positions, students may request a copy of their evaluation from the Student Employment Coordinator to present to potential employers.

Student Employee of the Year

- National Student Employee Week will be recognized the second full week in April.
- One student will be recognized as SEOTY during the UNA Awards Gala in April. The UNA SEOTY will have an opportunity to compete for the Regional and National SEOTY award.
- Supervisors will nominate students December through January.

UNA Policies

- Equal Employment Opportunity Policy
- Harassment of Employees Policy
- Tobacco Use Policy
- University Drug and Alcohol Abuse Policy

Employment Discrimination

- Students will not be treatment unfairly because of race, color, religion, sex including pregnancy, national origin, age (40 years or older), disability or genetic information. All students are given fair consideration during employment :
 - Selection Promotions
 - Termination Access to training
 - Job assignments Fringe benefits

Harassment

- **Sexual Harassment is defined as**
unwelcomed behavior of a sexual nature that
occur within specific contexts such as:
 1. Sexual advances
 2. Requests for sexual favors
 3. Other verbal and physical conduct of a sexual
nature

Harassment continued

Quid pro quo is defined as follows:

- When an employee must give into sexual demands as a condition of employment or receive favorable treatment

Hostile environment is defined as

- When Sexual conduct unreasonably interferes with an individual's work performance or creates a threatening or abusive work environment

Harassment continued

There is zero tolerance for harassment. If you or someone you know is being harassed, please report it to your supervisor or Career Planning and Development.

The complaint will be investigated and any witnesses will remain anonymous.

Tobacco Policy

- It is the policy of the University of North Alabama to provide a tobacco-free environment for students, faculty, staff and visitors. The use of tobacco products will be prohibited within all university facilities.
- The use of tobacco products within thirty feet of entrances, exits, open windows, and interconnected breezeways is prohibited.

University Drug and Alcohol Abuse Policy

- The purpose of the University's Drug and Alcohol Policy is not to restrict the rights of anyone, but to protect the rights and increase the safety of all, to create a harmonious environment for work and study, and to enhance the employment or academic performance of all.

University Drug and Alcohol Abuse Policy continued

- It is the policy of the University of North Alabama that the unlawful possession, use, or distribution of illicit drugs and alcohol by students and employees on its property, or as a part of any of the University's activities, is prohibited.

**You have completed
New Hire Orientation.**

**You may view and print a copy of the
Student Employment Handbook
from www.una.edu/humanresources
under the
Student Employment Link**

**If you have any questions or suggestions,
please contact Stephanie Smith at
srsmith3@una.edu or 256-765-4590**