STUDENT EMPLOYMENT ORIENTATION

STUDENT EMPLOYMENT
HUMAN RESOURCES
UNA BOX 5043
CRAMER WAY, ROOM 226
STUDENTEMPLOYMENT@UNA.EDU
THE NEW STUDENT EMPLOYEE ORIENTATION COVERS:

- Essential Student Employment Guidelines
- Job Expectations
- Accessing Timesheet
- Professional Etiquette
- University Policies

All new student employees are required to complete the New Student Employee Orientation. The module takes approximately 20 minutes.
WHAT IS STUDENT EMPLOYMENT?

• The Federal Work Study (FWS), University Work Study (UWS), and Graduate Assistant (GA) programs are intended to provide financial assistance to students through part-time employment.

• It provides an opportunity for students to earn a biweekly check for hours worked to contribute to the cost of their education and additional expenses.

• Working on campus provides the opportunity to network with faculty, staff, and peers while learning transferrable skills for any environment.
HOW TO MAINTAIN ELIGIBILITY FOR FWS AND UWS?

• **Federal Work Study (FWS)** is a need based program. Only students who have filed the FAFSA and received a FWS offer on your Financial Award Letter from Financial Aid or have unmet need are eligible.

• **University Work Study (UWS)** are positions funded by the institution. All students enrolled in a degree seeking program are eligible for UWS regardless of financial need.

• To maintain eligibility, students must maintain a 2.0 g.p.a. and must be enrolled in at least 6 credit hours during fall and spring semesters. Exceptions to the minimum enrollment hours will only be made when a student is in his/her final semester.

• FWS employees are encouraged to be enrolled in at least one class during the summer semester.
WORK HOURS

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

• Domestic students can work up to 29 hours per week. International Students may work up to 20 hours per week.

• Graduate Assistants may work up to 29 hours per week.

• Students are allowed to work more than one position. However, domestic students are limited to 29 hours between both positions and 20 hours for international students.

• If a student employee has more than one position, he/she must remain within the maximum number of hours allowed.
STUDENT PAYROLL

• Students are responsible for entering time worked into self service banner a **WEEKLY** basis. Electronic timesheets must be submitted for approval biweekly.

• Off Campus CSL students must have submit a signed hard copy timesheet by the site supervisor and an electronic timesheet.

• Timesheets are due at the “return date and time”. Please refer to payroll schedule for students on the payroll website: [www.una.edu/payroll](http://www.una.edu/payroll)

• It is the supervisor’s responsibility to approve timesheets before the payroll deadline.

• If a student’s timesheet is late, the paycheck can be issued in the next pay period.
HOW TO ENTER HOURS ON YOUR TIMESHEET

1. Log in to UNA Portal.
2. First, click on Student Employee Dashboard.
3. Then click ‘Enter Time’ under My Activities.
4. Then you will select ‘start timesheet’.
5. From there, you will click on the date and enter the hours worked for that date. Click save each time you enter hours.
6. Once all hours are entered for the pay period, you must select preview in the bottom right corner, then select submit if all hours are entered correctly.
7. The timesheet must be submitted in order to be approved by your supervisor.
8. The time sheet must be submitted by the deadline indicated on the student payroll check schedule in order to get paid on the correct pay period.

• GA and stipend recipients will only put a 1 as hours worked on each timesheet.
HOW TO ENTER HOURS ON YOUR TIMESHEET

1. In portal, click student employee dashboard.

2. Then click 'Enter Time' under My Activities.

3. Then click 'Start Timesheet' or 'In Progress' if you have already started a timesheet.

4. Then you will click on the date and enter the hours worked for that day. Click save each time you enter hours.

5. Once all hours are entered for the pay period, you must select preview in the bottom right corner and then review the timesheet.

6. Finally, click submit so your supervisor can review and approve the timesheet.
   - The timesheet must be submitted by the deadline in order to get paid on the correct pay period.
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 29 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.
STUDENT PAYROLL
CSL (OFF CAMPUS) STUDENTS ONLY

• You will be issued a hardcopy of a timesheet to document your hours.

• Please submit hardcopy of your timesheet to your supervisor for signature by the deadline as indicated on the student payroll check schedule.

• Your hours should be entered on your electronic timesheet in banner no later than 4:00pm on the Thursday of the end payroll period before the deadline indicated on the student payroll check schedule.

• You or your supervisor must provide the original copy of approved hours by email or fax before the deadline indicated on the student payroll check schedule.

• 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 next pay period.
JOB EXPECTATIONS

WHAT YOU CAN EXPECT FROM YOUR SUPERVISOR:

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

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.

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**

In all cases, neatness, health and safety, appropriateness and good taste shall be observed.

Student employees should wear garments that are appropriate in length and coverage. The following items of clothing are considered inappropriate/unacceptable while performing work for the University:

• Strapless, halter tops, tube tops, tank tops or spaghetti straps
• Bare midriffs
• Short-shorts
• Undergarments showing
• Bathing suits
• Pajamas/loungewear
• Slippers/flip flops
• Tight, loose, sagging, baggy or revealing clothing

Student employees who violate the dress code will have the option of correcting the violation. Student employees who violate the dress code repeatedly will be disciplined with a written warning up to a final warning including termination. Student employees who have a question about the appropriateness of an item should discuss the specific issue with his/her supervisor before wearing the item.
GENERAL STUDENT EMPLOYEE GUIDELINES

• **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.

• **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.
• 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.

• University property is not for personal use.

• Personal visits from friends are not appropriate. If you are at work/on duty you should be working.

• Keep the office clean
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PROFESSIONAL ETIQUETTE: MAKING POSITIVE IMPRESSIONS

• Be dependable and punctual. If you are unable to come to work or will be late, let your supervisor know before your shift.

• Dress appropriately. Ask your supervisor beforehand or office casual works as well!

• Have a positive attitude. Smile and be polite.

• Stay on task and be able to work independently when your supervisor is not available.

• Refrain from doing schoolwork instead of work duties when on your shift unless approved.
PROFESSIONAL ETIQUETTE: COMMUNICATION

• Return phone calls and emails within 24 hours even if only to say that you will provide requested information later.

• Be respectful on the phone. Greet the caller and be willing to assist them with whatever they need.

• Ensure the emails you are sending are grammatically correct and free of spelling errors. They should not be treated like personal emails.

• When emailing, use the subject box. Make sure it directly relates to what you are writing. This makes it easier to find later and to potentially receive a faster response.

• Never say in an email anything you wouldn’t say to someone’s face.

• Underlining, italicizing, bolding, coloring, and changing font size can make a mild email message seem overly strong or aggressive.
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 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 Student Employment. These warnings should be specific, clearly stated, and given in a timely manner.
PERFORMANCE EVALUATION FORM

**PERFORMANCE EVALUATION**

**FEDERAL AND UNIVERSITY WORK-STUDY**

<table>
<thead>
<tr>
<th>Student Name</th>
<th>Student ID</th>
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**Position Type:** please circle one  
FWS  UWS  GA

<table>
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<tr>
<th>Type of Evaluation:</th>
<th>Annual</th>
<th>90-day</th>
<th>Other</th>
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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

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.

• Supervisors may perform a performance evaluation at 30 days, 90 days or annually.
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 TREATED 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
HARASSMENT

• SEXUAL HARASSMENT IS DEFINED AS
  UNWELCOMED BEHAVIOR OF A SEXUAL NATURE THAT OCCUR
  WITHIN SPECIFIC CONTEXTS SUCH AS:
  1. SEXUALADVANCES
  2. REQUESTS FOR SEXUAL FAVORS
  3. OTHER VERBAL AND PHYSICAL CONDUCT OF A SEXUAL NATURE

THERE IS ZERO TOLERANCE FOR HARASSMENT.
IF YOU OR SOMEONE YOU KNOW IS BEING HARASSED,
PLEASE REPORT IT TO YOU SUPERVISOR AND REPORTS CAN BE
SUBMITTED ELECTRONICALLY ONLINE BY CLICKING HERE.
THE COMPLAINT WILL BE INVESTIGATED AND
ANY WITNESSES WILL REMAIN ANONYMOUS.
LISTEN --> SUPPORT --> REPORT

ALL UNA EMPLOYEES ARE CONSIDERED "MANDATED REPORTERS." THAT MEANS THAT ANY EMPLOYEE (THAT IS NOT OTHERWISE DESIGNATED AS A CONFIDENTIAL REPORTING OPTION) WHO RECEIVES NOTICE OF SEXUAL HARASSMENT, SEXUAL VIOLENCE, DATING/DOMESTIC PARTNER VIOLENCE, OR STALKING IS OBLIGATED TO REPORT THE INFORMATION TO THE TITLE IX COORDINATOR.

AS AN EMPLOYEE, IT IS NOT YOUR JOB TO INVESTIGATE OR ADJUDICATE AN ALLEGATION OF SEX OR GENDER-BASED HARASSMENT OR DISCRIMINATION; HOWEVER, IT IS YOUR JOB TO LISTEN. SUPPORT. REPORT. FOR MORE INFORMATION ABOUT YOUR OBLIGATIONS, CHECK OUT THE UNA EMPLOYEE RESPONSE GUIDE FOR INCIDENTS OF SEXUAL MISCONDUCT AND OUR SEXUAL MISCONDUCT RESOURCE AND RESPONSE CARDS.

1. REPORTS CAN BE SUBMITTED ELECTRONICALLY ONLINE BY CLICKING HERE. THIS IS THE PREFERRED REPORTING OPTION.

2. REPORTS CAN BE EMAILED TO OUR TITLE IX COORDINATOR, AT TITLEIX@UNA.EDU.

3. REPORTS CAN BE MADE VIA PHONE, BY CALLING THE OFFICE OF TITLE IX AT 256-765-4223.

4. REPORTS CAN BE MADE IN-PERSON, BY STOPPING BY THE OFFICE OF TITLE IX INSIDE GUC 202.
UNA EMPPLOYEE RESPONSE GUIDE FOR INCIDENTS OF SEXUAL MISCONDUCT

UNA requires all employees to immediately report allegations of sex- or gender-based harassment or discrimination to the Title IX Coordinator by calling (256) 765-4223 or stop by Suite 202 in the GUC. Sharing this information connects people to safety resources and empowers the University to take appropriate action to address any hostile environment that may exist. Report behavior that you observe directly or are notified about verbally, in writing or through electronic communication. UNA’s response is guided by the Sexual Misconduct Policy. Reports can be made online at una.edu/titleix.

What happens after the report?
Title IX will contact the person through email and ask to meet. If the person doesn’t want to meet, the case will be evaluated to determine if action is needed.

If the person decides to meet, they may bring a support person and/or an advisor. The Title IX Coordinator will review safety measures and available resources and discuss which option is best for the situation, such as an informal resolution or a formal resolution with an investigation.

During an investigation, trained investigators will collect and review evidence and conduct individual meetings with each person associated with the incident. If a student is found responsible for violating the Policy, sanctions may be administered up to suspension and expulsion. If a faculty or staff member is found responsible for violating the Policy, disciplinary action may be administered up to termination. If a crime is involved, Title IX will recommend filing a police report and will discuss options for pursuing a separate criminal case.
## SEXUAL MISCONDUCT RESOURCE AND RESPONSE CARDS

### Prohibited Conduct
- Dating Violence
- Domestic Violence
- Stalking
- Sexual Assault
- Gender-Based Harassment
- Sexual Harassment
- Sexual Exploitation
- Discrimination based on sex, sexual orientation, gender identity, gender expression and/or related retaliation

### WHAT TO DO:
1. If someone tells you they have experienced a form of prohibited conduct, first, offer them support. Listen to them and encourage them to seek help and counseling as soon as possible.
2. If the individual’s safety is in immediate concern, call 911 or contact the UNA Police Department at 256-756-4887.
3. Explain that the Office of Title IX is a place on campus that can help the person in various ways. Let the person know that you will make a report to Title IX, but that you can also help them to contact Title IX right away.
4. Tell the person the information. Keep this brief, help the person make the call, and provide the other half of the reporting card.
5. Report the incident to the Title IX Coordinator by using the online reporting form at uma.edu/titleix.
6. Remember, it is not your job to investigate or find out exactly what happened.ALLOW the Office of Title IX to conduct an investigation. If one is requested.

### WHAT TO KNOW:
- You are in control.
- You have the right to choose whom you will talk to, what resources you will use, what you will say and when you will say it.
- If you choose to share your experience, your disclosures will be taken seriously and you will be treated with dignity and respect.
- The University will respond promptly and effectively to reports of Prohibited Conduct and will take appropriate action to prevent its recurrence, correct and address its effects, provide supportive measures regardless of any investigations and, when warranted, impose discipline for violations of the Sexual Misconduct Policy.
- A report to Title IX, in most cases, does not automatically initiate a Title IX investigation.
- Anything you share with the Office of Title IX will be kept private and shared only with those who need to know.
- You will be protected from retaliation. UNA does not tolerate acts of retaliation against anyone filing a complaint or participating in an investigation.

### ACTIONS TO CONSIDER:
- Go somewhere you feel safe.
- Speak confidentially to a counselor or other confidential resource.
- Seek supportive measures and discuss your options, including filing a formal complaint, with the Office of Title IX.
- Supportive measures are available even without filing a formal complaint.
- Report to Law Enforcement.
- Seek medical attention.
- Seek a sexual assault forensic exam within 72 hours.

### OPTIONS:
- You may have many resources available to you at UNA and in the community.
- You have the right to report to the University to initiate a University Investigation. Contact the Title IX Coordinator at 256-756-2273 or titleix@una.edu.
- You have the right to report to local law enforcement to initiate a criminal process.

### RESOURCE CARD
- **CAMPUS RESOURCES:**
  - Office of Title IX: 256-756-5433, uma.edu/TitleIX
  - University Police Department: 256-756-4557, uma.police@una.edu
  - Student Counseling Services: 256-756-5433, uma.edu/counseling
  - University Health Services: 256-766-4328, uma.edu/healthservices
  - Mitchell-West Center for Social Inclusion: 256-756-5158, uma.edu/socialinclusion
  - Center for Women’s Studies: 256-756-6198, uma.edu/womensstudies

- **COMMUNITY RESOURCES:**
  - In an emergency, dial 911.
  - One Place of the Shoals: 256-764-7600 or 256-764-7650 (hotline)
  - Safe Place Domestic Violence Help: 256-764-6210 or 1-800-556-9215 (hotline)
  - Crisis Services of North Alabama: 256-750-1000
  - North Alabama Medical Center: 256-625-1000

### RESPONSE CARD
- **WHAT SHOULD I SAY?**
  - "Thank you for sharing with me. Please know you are not at fault. UNA has a Title IX Office that specializes in responding to what you’ve experienced and they are here to help. As a mandated reporter, I am required to report that to our Title IX Coordinator so that they can provide you with the best resources, on and off campus. If you feel comforted, I can try to contact their office right now with you. Even though I am making a report, you can decide what happens next. You can choose to talk with Title IX or not and may have the option to file a formal complaint with the office. You also have the right to make a report to the police department. If you choose to make a report, retaliation for reporting is prohibited at UNA. We also have confidential resources on campus, like the Student Counseling Services. What can I do to support you right now?"

### HOW DO I MAKE A REPORT?
- Any person may report an incident of prohibited conduct to the Title IX Coordinator. The reporting party will be met with the same due process provided to any other person filing a complaint or report. The Title IX Coordinator will provide information and support to the person reporting an incident and take reasonable steps to ensure the safety of all parties involved. The Title IX Coordinator will take reasonable steps to maintain the confidentiality of the incident to the extent possible while ensuring that the person making the report is not retaliated against. The Title IX Coordinator will communicate with the person making the report and provide assistance and support.

### WHO NEEDS TO REPORT?
- All UNA employees that are not considered confidential resources are considered Mandated Reporters. This means that all UNA employees are required to report potential incidents of sexual misconduct or other prohibited conduct to the Title IX Coordinator as soon as practical.

### WHY DO I NEED TO REPORT?
- To ensure that the reporting party has access to all available resources on- and off-campus.
- To ensure that the reporting party is aware of all of their reporting options and rights that are available to them.
- To identify and address and trends or systemic problems across campus.
- To help identify misconduct occurring in our community.
- To keep our campus safe.

### WHAT HAPPENS NEXT?
- After a report is submitted, the Office of Title IX will reach out to the parties to inform them of their rights, resources, and option to request supportive measures.
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.
STUDENT EMPLOYMENT EXPECTATIONS SUMMARY

• This job is a serious obligation and your performance, attitude, and conduct should reflect this commitment. Holding a campus position means you are holding a position of trust; this is a real job! Respect the position you hold as it could lead to glowing recommendations for future positions.

• At-Will employment applies to Student Employees. This is an employment relationship of indefinite duration that may be terminated by either party, at any time, without cause or for any reason except one that is unlawful.

• As a student employee, you must be enrolled in at least 6 credit hours for the fall and spring and least 3 credit hours for summer is recommended. International students must maintain a full course of study (12 hours undergrad). You are required to notify your supervisor if your schedule changes.

• Domestic students are allowed to work up to 29 hours per week. International students are allowed to work 20 hours per week while classes are in session and 29 during interim periods as long as the student is enrolled in the upcoming semester.

• Good attendance and punctuality are important and basic to success in your new job. If you are chronically absent or tardy you cannot fulfill the job for which you were hired. Report to work on time. Call your supervisor if you are not able to report for work. Failure to report for a scheduled shift is considered job abandonment and may result in disciplinary action up to and including dismissal.

• A very important aspect of your job responsibility will be properly completing your timesheet. As such, it is a good practice to accurately report the hours you work on your timesheet daily. Please submit your timesheet for approval prior to the deadline which will assist with any troubleshooting issues.
YOU HAVE COMPLETED NEW HIRE ORIENTATION.

Please [CLICK HERE](studentemployment@una.edu) to complete the Student Employment Orientation.
Once you complete the fields, you will receive an email to sign the orientation acknowledgement form.

If you have any questions or comments, please email Student Employment at studentemployment@una.edu or visit the Office of Human Resources located in Cramer Way Room 226.