

SUPERVISOR STUDENT EMPLOYMENT HANDBOOK

A Guide for Supervisors

Franklin Pierce University

Student Employment Vision Statement

Franklin Pierce University, as an academic institution, is a place where all members of the community are involved in the learning process, and the concept of service to others is taught as well as lived. The student employment program at Franklin Pierce assists students in the development of intellect and character by linking foundational expectations and goals with both the vision and mission of the University. Recognizing that the paramount charge of the University is to develop citizens of conscience for the next century, the student employment program is supportive of this noble effort in several key ways.

Through an educational and work environment of clear standards and high expectations, students are given opportunities to develop or further refine good work habits, to gain leadership skills and to form habits of thought and conduct which promote intellectual and personal growth. The student employment program at Franklin Pierce provides a supportive and mentoring professional environment through which students are challenged to succeed. With the financial assistance offered in the student employment program, students are afforded opportunities to earn funds for educational expenses and to develop positive money management skills. Students learn the value of community through work in on-campus positions as well as through the Community Service program.

Student Employment at Franklin Pierce University

The Office of Student Financial Services serves as a clearinghouse for all types of on-campus student employment. The student employment program at Franklin Pierce University offers the student an opportunity to earn funds through meaningful work experiences. The student employment program employs approximately 600 students each year. Students may receive an award of "Federal Work-Study" as part of their financial aid package. Federal Work-Study means that the Federal government contributes part of the hourly wage. Federal Work-Study awards are reserved for students with the highest demonstrated financial need.

Federal Work-Study is awarded as part of a financial aid package and a student is awarded a specific dollar amount. This amount is the maximum that may be earned Federal Work-Study in the academic year. The average student employment award is \$1500 per year, which enables a student to work approximately 7 hours each week that classes are in session. Unlike scholarships, grants and loans, which are credited directly to the student's account, student employment is not. Upon arriving on campus, a student with an Employment award begins looking for a job by consulting the job bulletin board (in the Campus Center or online on eRaven <http://eraven.fpc.edu/> and applying directly to the on-campus employer. Minimum wage starts at \$7.25. Students are paid every two weeks by direct deposit in the student's personal Bank Account.

There are a limited number of jobs available on campus to students who have not been awarded Work-Study or Student Employment as part of a financial aid award. Preference in hiring is given to students with Employment awards. Interested students should check with the Office of Student Financial Services for details. An award of student employment indicates eligibility to apply for a campus job, but is not a guarantee of employment.

Students locate jobs by consulting the "Jobs Board", online on [eRaven](#). Jobs are located in virtually every office and department across campus.

Questions about the student employment program may be addressed to the Office of Student Financial Services at 1-877-372-7347 or 603-899-4180. Email inquiries may be addressed to: Cindy Freda, Assistant Director of SFS, fredac@franklinpierce.edu.

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INTRODUCTION

The purpose of the Student Employment program at Franklin Pierce University is to provide its students with employment opportunities on-campus and a meaningful work experience. It also serves as a supplemental work force to the University. It is our hope that the information contained in this guide will assist supervisors with understanding the importance of the program and the process that needs to be followed to ensure timely payment of earnings to our students.

RESPONSIBILITIES OF THE SUPERVISOR

The primary responsibilities of the supervisor are to:

- Advertise open jobs in your department
- Interview and hire
- To complete the **Authorization for Student Employment** on behalf of the student
- To establish and provide adequate supervision, training and support to the student employee

Some students may have a great deal of potential but very little prior work experience. Their job becomes part of the educational process and may complement their academic work. Patience and support on the part of the supervisor can help the student develop that potential and at the same time become a valuable asset to the operation of the department.

More specifically, supervisors are asked to assume the following responsibilities:

1. Establish regular work schedules. Supervisors are asked to work with the students, taking into consideration the student's class and vacation schedule, to establish a regular work schedule and to thoroughly discuss expectations in regard to adherence to the schedule with each student employee. Supervisors are asked to keep in mind that the student's schedule may need to be adjusted each semester to conform to their new class schedules. The supervisor should inform potential student employees if adjustments to the work schedule are not possible.

2. Federal Work-Study is awarded as part of a financial aid package and a student is awarded a specific dollar amount. This amount is the maximum that may be earned in the academic year. The average student employment award is \$1500 per year, which enables a student to work approximately 10 hours each week that classes are in session.

3. All students' earnings will be limited to a specified allocation for the academic year. This amount is listed on the Authorization for Student Employment. After students have earned their maximum allocation, they are not eligible for further earnings until the next academic year, or unless they have specific circumstances justifying an increase of their Maximum Earnings. **Any increases must be approved through the Office of Student Financial Services.** It will be the responsibility of each employer to establish controls, which will insure that the awarded amount is not exceeded.

4. **Supervisors have the responsibility to sign all student time cards and verify their accuracy**

EMPLOYMENT PROGRAMS

1. Fall / Spring
2. Summer
3. Summer workers for Free Housing Scholarship (student must commit to 12 weeks / 30 hours per week)
4. Grad Assistant

ADVERTISING JOBS

In order to assist departments in filling open jobs, it is important that each different position be defined on a **Job Opening – Request form** [eRaven](#) and sent to the Student Financial Services for posting on the **JOB BOARDS** located on-line [eRaven](#).

For most employers, the advertising of jobs is usually done at the beginning of the Fall and Spring semesters. However, new openings may develop over the course of the academic year and that means that a Requisition for Student Employment can, and should, be sent to Office of Student Financial Services for advertising. This process is the same during the summer.

If a new position is created in your department a **Job Description – Employer** form must be created and submitted to the Office of Student Financial Services.

Departments are required to inform the Office of Student Financial Services when their job openings are filled by either contacting Cindy Freda, Assistant Director of SFS, at ext 4183 or email fredac@franklinpierce.edu.

HIRING STUDENTS

You can hire any student that presents you with their Authorization for Student Employment, more commonly referred to as a “Work paper”. We do ask to give first consideration to those students with A Federal Work Study allocation as those students have a higher demonstrated need level. Most students have received a Federal Work Study award or you can contact the SFS office to confirm.

INTERNATIONAL STUDENTS

There may be an occasion where a supervisor would like to consider hiring an international student. Due to immigration and IRS requirements, these students who wish to work on campus must first obtain a Social Security number, and with the student visa documentation, bring that information to the Payroll Department to complete an I-9 (Employment Eligibility Verification). There is likely to be at least a two-week delay before they can begin work. Most international students here are receiving full athletic scholarship. International Students must meet with Kathleen Mahoney ext.4246 located at the Accounting Office in DiGregorio

AUTHORIZATION FOR STUDENT EMPLOYMENT (WORK-PAPER)

Students must obtain this form from the Office of Student Financial Services; this will ensure completion of certain documentation first before the student can obtain this work paper. The forms we ask the student to complete are as follows:

I-9 (Employment Eligibility Verification)

Direct Deposit

W-4

Supervisors will be required to complete the bottom portion of the Work-Paper. Before completing the work paper, it is important for the supervisor to ask the student if he or she is working more than one job on-campus. Most students are awarded \$1500 maximum for the academic year. In working out a schedule with the student, please do not exceed that total allocation that we have indicated on the form.

1. The Starting and Termination Dates must be exact dates or specify Fall/Spring.
 2. The Department Account Number is essential. If you are not certain what your account number is, then please check with your division director or whoever handles budgets within your department.
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3. In summary, please fill out this section completely. After completing the necessary information on this form, please instruct the student to return it promptly to the Office of Student Financial Services. A copy of the work-paper will be forwarded to the supervisor after completion.

Under NO circumstance should an employer allow students to work without a work-paper or beyond the termination date on the work paper. If you need to continue a student's employment beyond this date, please be sure to notify the Office of Student Financial Services immediately so that a revision may be made and forwarded to the Payroll Office, thus avoiding interruptions in the student receiving his or her earnings.

PAYING STUDENTS (Time cards)

As well as completing the Authorization for Student Employment, students will also be required to keep track of time worked by filling out a time card. The Payroll Office issues time cards. You may need a small supply of blank cards to get you through the first or second payrolls (until student information is keyed on the computer system). Please contact Kerry Bergeron ext 4247 in the Payroll Office for these cards. The student and the supervisor should verify the time worked before each signs the card.

There are deadlines associated with the Authorization for Student Employment and time card. **In order to ensure that students are getting paid on-time, the work paper must be turned into the Office of Student Financial Services by 12:00 noon on the Friday prior to a payroll week.**

Time cards are required to be turned into the Payroll Office by 9:00 a.m. (there is no exception to this time frame) on the Monday of the payroll week. Schedules of payroll periods will be available prior to the start of school. Your assistance in informing students about these deadlines and the need to adhere to them will avoid payroll delays.

STUDENT JOB PERFORMANCE AND EVALUATIONS

We encourage all supervisors to complete a Student Employment Program Performance Evaluation for each student employed. This should be done once per year regardless of the student's performance, and a copy of the evaluation forwarded to the Financial Aid Office for the student's file. You may substitute a form of your choice.

It is important for supervisors to know that they can terminate students under the Student Employment Program. Some reasons for termination are:

1. Unsatisfactory work
2. Lack of funds
3. Conflict of class and work schedule
4. Failure to report to work without calling in
5. Student is irresponsible
6. Student falsifies time worked

Before you terminate a student, you should first counsel the student in an effort to correct the situation. Supervisors should document action taken.

Conclusion

A successful Student Employment program can be a significant asset to the operation of the University. Your cooperation and collaboration in this effort is greatly appreciated. Suggestions for improvements and enhancements to the Student Employment program may be directed to Kenneth Ferreira, Executive Director of Student Financial Services.

**Franklin Pierce University
Student Employment Program
Job Opening**

Date _____

Department: _____

Position: _____

Number of Openings: _____

Days per week (Indicate Specific days to be worked):

___ Mon ___ Tues ___ Wed ___ Thurs ___ Fri ___ Sat ___ Sun

Hours Per Week: _____ / _____ Fixed _____ Flex

Job duration: _____ Fall _____ Spring

_____ Summer _____ Fall

Supervisor Signature: _____

Minimum Wage starting 9/1/08 \$7.25

Return the original copy of this form to the Student Financial Services Office, Rindge Hall. Retain a copy for your records.

Please Note; Before a job can be posted, with the Student Financial Services Office a job description must be on file for the positions.

Franklin Pierce University

Student Employment Job Description

Date _____

Department _____

Job Title _____ Supervisor _____

Duties and Responsibilities

Supervision Exercised (Indicate which, if any, position are supervised by this position)

Minimum Qualifications / Skills Required

Skills, Abilities and Knowledge that might be gained in this position

Please indicate if students working in this position can be promoted to another position with greater responsibility within your office. If so, please name the new position.

If this position involves management of an office, function, or process, please describe.

Please indicate any training required to be obtained by the employee and any cost borne by the employee or department.

Notes:

Please return this form to the Student Financial Services Office, Rindge Hall. One job description must be on file for each position (several students may fill one position). Please contact Cindy Freda at ext. 4183 or Kenneth Ferreira ext 4186 with any questions.

Please be as complete and thorough in completing the Duties and Responsibilities section as possible.

Please indicate any special skills or minimum qualifications required for this specific job. For example, if a special skill or qualification is required to work in a lab, please indicate in the Minimum Qualifications/Skills required sections.
