



PRAIRIE VIEW
A&M UNIVERSITY

Student Employment Success Guide 2015-2016

A guide to being a successful student employee or supervisor



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student employment office
Prairie View A&M University

Student Employment Office
PO Box 519; MS 1337
Harrington Science 111
Prairie View, TX 77446

Welcome to the Student Employment Office at Prairie View A&M University! We are pleased that you have made the decision to join our team.

The Student Employment Office is dedicated to assisting the University with enhancing our students' professional skills in an educational environment. Through the exploration of training opportunities and quality instruction for students, faculty and staff alike, we promote integrity, hard work and impeccable service.

The Student Employment Success Guide is a tool to help our students and supervisors become successful, goal-oriented professionals to impact and lead an ever-changing world. Use this manual as a steering tool. It will help develop you as a leader and provide additional knowledge and understanding the Three "Ps" in the work place – policies, procedures and processes.

A common goal is shared between the Student Employment Office and the University as a whole to prepare a diverse student population to become a force for positive change in a global society. You are now a valuable part of the University family, who values quality instruction and training of students in career preparation.

We believe the skills and training provided through student employment programs will create personal and business relationship experiences that will influence your career decisions.

On behalf of Business Affairs and the Office of Human Resources, we hope this will be the beginning of a major endeavor that yields successful leaders and professionals for the world.

Sincerely,

Mr. Brehon Evans

Manager, Student Employment

1.0 STUDENT EMPLOYMENT CLASSIFICATION

1.1 What is a New Hire?

For student employment purposes, a New Hire is defined as any student who has NOT been processed for employment through SEO within the past two semesters. In accordance with System Policy 33.99.12, all New Hire student employees must complete certain documents as a condition of employment (please see student hiring process for more details).

1.2 What is a Rehire?

For student employment purposes, a Rehire is defined as any student who has worked on campus within the past two semesters. All Rehire student employees must complete certain documents as a condition of employment (please see the student hiring process for more details).

1.3 What is a Graduate Student Employee?

The Student Employment Office will only publish job postings for departments to hire graduate work-study students through the Federal and Texas Work Study Programs. All departments must submit job description and posting via the PV Talent System, prior to hiring a graduate work-study student, and follow the same procedures for new hires and rehires.

The Student Employment Office will only process the employment paperwork for graduate work-study students who are in non-teaching positions. All other graduate positions, including Graduate Assistants, Non-Teaching, who are paid at an hourly rate, will be processed through the Office of Human Resources. Graduate Assistantships are offered at the discretion of the hiring department and will be processed through the Office of Human Resources.

1.4 What is an Intern?

An intern is a student employee who works as an apprentice or trainee in an occupation or profession to gain practical career experience.

1.5 International Students

International students must be advised by the Immigration Services Advisor. For additional information, please contact Immigration Services at immigrationteam@pvamu.edu or 936.261.1730.

1.6 What is Federal Work Study?

The Federal Work-Study (FWS) Program is a government subsidized student employment program designed to assist students in financing their post-secondary education. FWS was created under the Federal Economic Opportunity Act of 1964 to provide part-time employment for college students who qualify through the Federal Financial Aid process. Work-study provides employment positions for undergraduate and graduate students who demonstrate financial need. These earnings assist students with educational expenses. The program encourages work related to their course of study. In order to be eligible for Work-Study, students must document financial need every year by completing the Free Application for Federal Student Aid (FAFSA). A

student may then be awarded work-study based on need as defined by federal regulations. State Work- Study is awarded to the Office of Student Financial Aid.

1.7 What is State Work Study?

The Texas College Work-Study (SCWS) program's purpose is to provide part-time jobs to eligible students with financial need to enable them to attend college. Students must be Texas residents and maintain enrollment of at least six (6) credit hours.

State Work-study is made available as part of the student's Financial Aid Package. Students must complete the Free Application for Federal Student Aid (FAFSA).

The student's Financial Aid Award Letter will indicate that he/she has been awarded federal or state college work-study. Work-study funds are awarded on a first come, first served basis. Students should complete the FAFSA by the priority date to receive consideration for a work-study award for the following Fall/Spring academic year.

Students may not earn funds in excess of their work-study award. Students who earn their work-study award and want to continue working may do so if they have the employer's consent and are paid with non- work-study funds. The awarded student has the responsibility of finding and securing campus employment. Various offices and departments around campus will post their available openings to the Student Employment Job Board.

1.8 What is Student Hourly?

Student Hourly is an alternative method to provide students with a means of meeting their financial needs. Student hourly is available to students who are not awarded work-study funds, or have officially declined a work-study award. Student Hourly enables the student to acquire valuable work experience and like work-study, student hourly reduces the need for student loans. The program is not federally funded or based on financial need. It is funded by the individual hiring departments.

Unlike work-study, student hourly does not have a set limit to how much a student can earn; the hiring department will decide this based on their budget. Various offices and departments will post available employment positions on the Student Employment Job Board.

2.0 FUNCTION/PURPOSE

The Student Employment Office facilitates the following programs:

- Federal Work-Study Program
- Texas Work-Study Program
- Student Hourly Program
- Summer Internship Program

The Student Employment Office is designed to help students pursue their educational goals by providing employment resources and professional development opportunities through various employment programs. It is committed to assisting students to develop as professionals. In doing so, students reap the benefits of professionalism and marketability as they prepare for their careers upon graduation. The Student Employment Office is located in Room 111 of the Harrington Science Building and serves as the personnel office for student employees.

The office provides job placement assistance, employment verification, and policy interpretation for eligible recipients of Federal and State Work-Study awards, student hourly, interns, on-campus and off-campus employers, and designated federal and state agencies governing the programs.

Prairie View A&M University does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities. Ms. Alexia Taylor, Title IX Coordinator, has been designated to handle inquiries regarding the non-discrimination policies. Ms. Taylor can be reached at P.O. Box 519; MS 1100 A.I Thomas Bldg. Suite 102 Prairie View, Texas 77446 or by calling 936.261.2123. For further information on notice of non-discrimination, visit <https://wdcrobcopol1.ed.gov/CFAPPS/OCR/contactus.cfm> for the address and phone number of the office that serves your area, or call 1.800.421.3481.

3.0 FAQs- FREQUENTLY ASKED QUESTIONS

1. Why is work-study not counted toward my tuition balance?

Work-study funds are paid out when the student works the contracted hours. Since situations may arise which prevent you from working the contracted hours, we cannot rely on those funds as accounts receivables. However, since the checks will be payable to you, you have the option to use those funds to pay on your account.

2. Now that I know I have been awarded work-study, what should I do next?

Once you have received notification of your work-study award, you must find a work-study position on campus, take the mandatory orientation online, and interview for the position.

3. When do I start working if I choose to work under student hourly?

In the case of student hourly you do not have to wait for an award notification, you can apply as soon as the position is posted.

4. Will I receive benefits?

No. Work- study students are not eligible paid vacation, sick leave, paid holidays, or medical and dental insurance through their work-study job.

5. Does work-study guarantee that I will get a job?

No, it does not ensure that you will gain employment. Assistance will be provided as needed.

6. Where can I work on campus?

You may work in any participating college department on-campus, if a student employee position is available and if you are hired.

7. Can an International student or non- citizen apply for jobs?

Yes, but only student- hourly. You must be one of the following to receive federal student aid:

- US Citizen
- US National
- US Permanent Resident who has a Permanent Resident's card.

8. How much can I earn?

Students may earn up to the amount of their award as listed on their Financial Aid Award. Students may not earn more than the amount of the work-study award. Student hourly maximum earnings are determined by the hiring department. Students are paid bi-weekly (please refer to Biweekly Pay Schedule for exact dates) at hourly rates. Payment in the form of a check can be retrieved from the Cashier's window in the W.R. Banks building. Students can also sign up for direct deposit on the Single Sign-On website.

The Federal Work-Study program reimburses employers 100% of the student's earnings up to the amount on the student's award. Any wages earned after that must be paid 100%

by the employer. It is the students' and employers' responsibility to monitor earnings to be sure the award amounts are not exceeded (please see work-study balance sheet online).

9. What will my schedule be?

The work schedule will be determined by the student and employer, using the following guidelines:

- a. Students cannot work during class time.
- b. Students cannot work more than eight (8) hours per day.
- c. Students cannot work more than twenty (20) hours per week.

10. When does work- study begin?

You can begin working after you have completed and submitted the necessary documents to the Student Employment Office as outlined in the student hiring process.

11. Do I need to bring a resume or anything else?

You will need to bring forms of identification based on the List of Acceptable Documentation for employment verification, an EWR which is provided by your supervisor, signed Offer letter, and Award letter showing your work study award amount (only applicable to Work-study workers).

12. Are taxes taken out if my work-study earning?

Yes, if you earn enough according to IRS tax rules.

4.0 STUDENT ELIGIBILITY, CONDITIONS, RIGHTS & RESPONSIBILITIES

4.1 Employment Eligibility & Conditions

Student workers must meet the minimum employment eligibility requirements established by the University administrative procedures governing Student employment. To receive consideration for the work-study program, students must:

- File a FAFSA (Free Application for Federal student Aid)*
- Have been admitted into an eligible undergraduate or graduate program
- Be enrolled at least half-time (6 credit hours) during Fall and/or Spring Semester
- Receive a work-study award as part of the award package for the applicable year.
- Be making measurable progress toward degree completion and Satisfactory Academic Progress (SAP) as determined by the Registrar's Office
- Have been processed for employment through the Student Employment Office
- Submit documents establishing identity and employment authorization in the United States Under the *Immigration & Reform Act of 1986*
- Successful clearance of a criminal background check, which are conducted on prospective student employees when a break in employment occurs (see System Policy 33.99.14).

*Completing a FAFSA is not a student hourly requirement.

4.2 Dual Employment

Student employees are **prohibited** from simultaneous employment in faculty or staff payroll positions (non-student positions).

4.3 Student Worker Rights & Responsibilities

All student employees have the right to:

1. Be treated fairly and equitably by the University
2. Know what is expected of him/her concerning their work schedule, actual duties, and any other requirements made by the supervisor
3. Be informed about his or her work performance through verbal communication and performance evaluation
4. An explanation if terminated
5. Review his/her employment file including department evaluations
6. Reference their campus jobs for future employment opportunities on- or –off campus

Student employees are required to comply with the work performance standards established by the department for which they are employed. Students who fail to perform in an acceptable manner may be removed from their work assignment and from the student employment work-study and student hourly program at any time.

Student employees must read, understand, and adhere to the list of student responsibilities. Violation of the student responsibilities may subject a student employee to immediate termination of on-campus employment.

Any student who accepts a student worker position also accepts the responsibility of maintaining professional work standards and agrees to:

1. Not work in any assigned position until the employment has been approved by the Student Employment Office.
2. Perform his or her work assignment in a serious and responsible manner. Student workers are required to adhere to the following rules and policies regarding the privacy and confidentiality of student and staff records and/or information:
 - a. Any student worker involved in handling student and/or staff records or confidential information must take the online **FERPA** and **HIPAA** training prior to starting their work assignment, in addition to the (5) five state mandated trainings required by the university.
 - b. Student and/or staff records, in whole or in part, are not to be removed from any university office by student workers unless they are requested to do so by their supervisor in transporting documents from one office to another in a sealed envelope.
 - c. Student workers granted access to student or staff record information are accountable for the protection of the information and its contents while in their possession. The student and/or staff record information shall not reveal any personal sensitive information, such as, name and social security numbers, UINs, student ID and/or, date of birth.
 - d. Student employees shall not discuss personal record information of relatives, friends, or peers.
 - e. Student workers shall not access personal record information of relatives, friends, or peers.
3. Respect the privacy of all students, staff, and faculty and maintain confidentiality of all university records and documents.
4. Shall not make personal use of university equipment or office supplies except as designated by a supervisor.
5. Follow a predetermined work schedule that is acceptable to both the student worker and the supervisor and document the work hours on the Student Work Schedule. Students should not have any work/class schedule conflicts.
6. Notify the supervisor via phone and/or email, as soon as possible, when illness or other circumstances prevent the student from working.
7. Request time off at least two working days in advance, except in the case of an emergency.
8. Dress appropriately according to the "Dress Code Policy;" be dependable and prompt, and conduct him/herself in a businesslike manner.
9. No study or homework assignments should be worked on during working hours.
10. Discuss any work-related problems with the supervisor. If the problem cannot be resolved, the student should contact the Student Employment Office for assistance.
11. Provide the supervisor at least one (1) week notice before terminating a job in the middle of a semester.
12. Stop working immediately upon reaching the maximum earnings awarded the Office of Financial Aid on their Federal or Texas Work-Study award (unless otherwise approved by the hiring department to be switched to a student hourly position). Weekly monitoring of

the student's award is the responsibility of the student. To assist the student in monitoring work study awards, students must log in to the PV place and review their award to keep track of the remaining unearned award for the semester. A Work-Study Balance Sheet is provided on the Student Employment website.

13. Not accept any access codes from supervisors to complete or access any university systems, to include access codes to unlock offices, and access supervisor's email. Student workers are prohibited from unauthorized access, entry, alteration, falsification, or distribution of any academic, personal, or payroll records. Student workers in violation of this policy will be dismissed immediately for cause, as well as subjected to a judicial review process, which includes the possibility of expulsion from their academic program and the university.
14. Enter worked time into the Time Traq System accurately and on time every payroll period. A schedule of pay periods identifying due dates is provided on the student employment website.
15. Maintain eligibility requirements for working on-campus as demonstrated on the student employment website.
16. Cell phone usage is prohibited in the workplace. The use of telecommunications services (including cell phones) is governed by System Regulation 25.99.08. The University will make every effort to adhere to the requirements of this regulation. The use of cell phones to make personal calls is subject to the above provisions as outlined in the System Regulation.

4.4 Student Employee Dress Code

The dress and appearance principles of this policy are intended to establish minimum standards for the student employees employed at Prairie View A&M University. In addition to these minimum standards, supervisors may authorize more restrictive standards, as deemed appropriate for their office or department.

Student employees are required to wear appropriate clothing as set forth in this policy. Inappropriate clothing and appearance in the workplace are disruptive to the work environment and supervisors shall enforce compliance with this policy by those students within their offices or departments.

Standards of appearance require careful implementation. In all cases, neatness, health and safety, appropriateness, and good taste shall be observed. Student employees who do not follow the standards are subject to termination.

1. The following minimum standards shall be enforced at Prairie View A&M University for student employees:
 - a. Any clothing, makeup, hairstyle or wig which has been demonstrated to contribute to the substantial disruption of the orderly operation of the office or department will be considered inappropriate and unacceptable. Dress should be suitable for the work environment, present a professional image, should be clean, neat and free of patches and tears.

- b. Skirts and shorts shall be worn at an appropriate and acceptable length for sitting, standing and bending so that undergarments shall not show. No undergarments of any kind should be visible.
 - c. The size of the pants shall be appropriate to the student's body size. Pants should not be sagging below the waist at any time while working in an office or department.
 - d. Men shall remove their hats when entering the building of the work office or department. No do-rag, scarf, headgear, head covering or bandanas shall be worn at any time during work.
2. The following items of clothing are considered inappropriate or unacceptable for all student employees:
- a. Strapless, halter tops, tube tops, tank tops, see-through garments, or spaghetti straps (Tank tops may be acceptable in athletic department or a department using student employees to do outside work during the summer months.)
 - b. Bare midriffs
 - c. Short-shorts (no exposing of any portion of the torso)
 - d. Spandex pants or other tight fitting clothing
 - e. Unsafe jewelry or unsafe clothing
 - f. Bathing suits (unless in a swimming related work position)
 - g. Shirts, tops or sweaters unbuttoned below the sternum
 - h. Emblems, lettering or pictures pertaining to drugs, alcohol, sex, profanity, discriminatory or gangs
 - i. Flip-flops, slippers or shower shoes

As representatives of the university, appearance should be business orientated. Exceptions to dress code may be discussed with your supervisor.

5.0 STUDENT EMPLOYEE CONDUCT

5.1 Equal Employment Opportunity (EEO) Policy

Prairie View A&M University provides equal opportunity to all employees, students, applicants for employment, and the public regardless of race, color, religion, sex, national origin, disability, age, genetic information or veteran status. Prairie View A&M University will promptly and thoroughly investigate all complaints of discrimination, sexual harassment, and related retaliation in accordance with applicable federal and state laws, A&M System Policy 08.01 and Regulation 08.01.01, and university rules and/or procedures.

This statement describes the operating policy of the Work-Study Program. The Work-Study Program procedures uphold the principle of equal treatment and opportunity for all persons. It also requires all departments to do the same. All jobs available on campus should be listed with the Student Employment Office and may not contain any discriminatory requirements.

This policy shall be adhered to in accordance with the provisions of all applicable federal, state, and local laws, including, but not limited to Title VII of the Civil Rights Act.

For more information contact Office of Equal Opportunity at (936) 261.2123.

5.2 Sexual Harassment Policy

Prairie View A & M University will absolutely not tolerate sexual harassment of any student, faculty, staff or visitor. Our community must address allegations as they occur without delay. The responsibility for eliminating sexual harassment rests on the shoulders of the entire University community. Faculty, staff and students should be aware that violation of this policy will lead to serious disciplinary action up to and including dismissal.

5.3 Retaliation Policy

A student, faculty or staff member who retaliates in any way against the individual (s) who initiated a sexual harassment complaint or who participated in a sexual harassment investigation is subject to disciplinary action up to and including dismissal.

5.4 Student Worker/Employee Fraud

Prairie View A&M University (PVAMU) recognizes the responsibility to identify and promptly investigate any possibility of fraudulent or related dishonest activities against the University by University employees and student workers and when appropriate, to pursue legal remedies available under the law. PVAMU will take appropriate disciplinary and legal action against employees who commit fraud. Appropriate action includes terminating employment, pursuing restitution, and forwarding information to appropriate authorities for criminal prosecution. This policy is designed to inform Prairie View A&M University employees of their responsibilities for detecting and reporting suspected fraud

5.5 Confidentiality

Student employees employed at Prairie View A&M University play an important role in assisting with the operation of the institution and contributing to the success of students, faculty, and staff. All student employees are required to adhere to the confidentiality procedures which govern information acquired through their employment. This information may include, but is not limited to, student, faculty, and staff personnel, financial or academic records; faculty teaching and research; and, University business information and internal communications, which includes conversations related to office and University operations. In addition, student employees may not reproduce, disseminate, or disclose contents of information in any way.

All student employees are required to maintain the confidentiality of all information acquired through employment. In addition, some areas of employment may expose student employees to student records or confidential information and as a result the hiring department or office will require the student employee to complete Family Educational Rights and Privacy Act (FERPA) Non-Disclosure Agreement or the Health Insurance Portability and Accountability Act Non-Disclosure Agreement training(s) in Single Sign-On (SSO). The records or confidential information must also be encrypted prior to any handling of a student employee. There should be no identification of full social security numbers, UINs, or any other identifiable information that can cause harm to another individual, if release unauthorized.

The Student Employment Office expects all student employees to respect the confidentiality of work-related and student record information and adhere to this procedure in protecting the information of others. Any failure to do so may result in penalties up to and including the loss of employment.

Positions designated as security sensitive by the University include:

- Positions which handle currency
- Positions which have access to sensitive computerized databases
- Positions employed in one of the following departments:
 - Office of Human Resources & Student Employment
 - Fiscal Affairs Department
 - Information Technology Services Department
 - Office of the President
 - Office of the Provost and Vice President for Academic Affairs
 - Office of the Vice President for Student Affairs
 - Office of the Vice President for Finance and Administration
 - Office of the Vice President for University Operations
 - Office of the Vice President for Research and Development
 - University Police Department

5.6 Acceptance & Usage of Work Study Funds and Statement of Debt

Work-study awards are an estimate of the funds you are eligible to receive. The amount of funds you actually earn will be based upon the rate of pay and the number of hours worked. The work-study check should be used to pay fee installments on or before the deadlines set by the Fiscal Affairs Office. If the entire installment is not paid, the Fiscal Affairs Office may assess a late fee. No pending work-study funds shall be used toward future earnings to pay the balance of any installments. Prairie View A&M University will garnish work-study checks to pay any cost of attendance a student may owe.

At the time of hire, all students must provide their supervisor and the SEO with a copy of their work-study award letter, which must be accessed through the Panther Tracks system. All work study awards are granted through the Office of Student Financial Aid and are subject to be cancelled, reduced, or increased at the discretion of the Office of Student Financial Aid per the work study regulations mandated by the Department of Education and the Texas Higher Education Coordinating Board. To avoid any departmental chargebacks that may result due to a change in award amount made by the Office of Student Financial Aid, all students must re-print out a copy of their award letter at the beginning of each bi-weekly pay period. The student's hiring supervisor must receive an updated award letter each pay period to ensure that work-study funds are available to cover all prospective earnings within that pay period. All bi-weekly award letter printouts must be retained in the student's internal employment file. If a student has found that a change has been made to his/her original award amount, the student must notify their hiring supervisor and the SEO immediately.

5.7 Employment Conditions for all Federal & Texas Work Study Students

All students receiving work-study awards from the Office of Student Financial Aid may work no more than twenty (20) hours in one week and may continue their employment under a work-study title code until the student's total work-study award has been exhausted. Once the student has earned his/her total work-study award, the student must immediately stop working and is no longer eligible for employment through the work-study program. In addition, the hiring supervisor must ensure that an Employee Wage Request (EWR) has been created to terminate the student's employment from the work study account effective as of the day that the student will have exhausted his/her total work study award allocation.

It is the responsibility of both the student and employer to monitor all earnings made through the work-study program in order to prevent the student from exceeding his/her award allocation. The Time Traq system does not prevent students from entering time once the students' entire award amount has been earned; therefore it is imperative that all work study students and their supervisors use the Work Study Balance Sheet, provided on the SEO website, each pay period to monitor the student's award allocation. Failure to monitor the student's work-study award amount, may lead to costly chargeback's made directly to the hiring department.

5.8 Departmental Chargeback

Hiring departments are responsible for paying 100% of all funds that their work-study students earn in excess of their award amounts. If for any reason, a work study student's hiring department approves time through the Time Traq system which results in an overpayment being

made to the student in excess of the total award amount, SEO will notify the student's hiring supervisor and the department head in writing detailing the amount of the total payment that must be returned to the work study account. The department will have a total of five (5) business days to ensure that an EWR is routing for the purpose of retroactively transferring the student to the Student Hourly title code effective as of the date that student exhausted his/her work study award.

Unearned Work Study Funds: Un-used funds are returned to the federal or state work-study accounts.

5.9 HIV/AIDS in the Workplace Learning Environment Policy

This regulation establishes workplace guidelines for The Texas A&M University System (TAMUS) concerning individuals with HIV/AIDS as required by Texas Health and Safety Code, Chapter 85.

2.1 Employers, employees and students will not engage in discrimination against individuals with HIV/AIDS. Employees and students with HIV/AIDS are entitled to the same rights and opportunities as individuals with other communicable diseases and/or other disabilities.

3.2 System members must make available to students; on request, one or more educational pamphlets on HIV infection developed by the DSHS or similar educational materials and must include in the student handbook a statement that pamphlets are available from the system member.

6.6 Employees who want assistance in dealing with their own or a coworker's HIV infection may contact the member employee assistance program, if available, for counseling and referral to community services. In addition, member human resources offices can counsel employees on benefit coverage and leave availability. Employees and students may also be referred to the Texas HIV/STD Info Line for more information on HIV/AIDS and services such as testing and treatment providers.

7.1 Based on the Federal Privacy Act, the Americans with Disabilities Act, as amended, the Texas Commission on Human Rights Act and the Texas Communicable Disease Prevention and Control Act, any medical documentation or information provided by an HIV-infected employee or student to medical or management personnel must be considered confidential and private information. As such, employers are forbidden by law to disclose this information without the employee's knowledge and written consent, except as provided by law.

5.10 Alcohol & Drug Abuse and Rehabilitation

The provisions of this regulation are based on requirements of federal and state law. Administrators should exercise caution in all matters relating to this regulation, ensuring that procedures are carefully followed and that substantial evidence from reliable sources supports a decision to counsel or test a student or an employee for drug use. The TAMUS Office of General Counsel (OGC) must be informed by the appropriate administrator of possible violations of this regulation and advice of an OGC attorney must be secured before testing anyone due to reasonable suspicion of drug or alcohol use or abuse. Advice of the OGC is not needed for required testing as described in Section 6, and the general counsel may waive the requirement to seek OGC's advice for reasonable suspicion testing when a System component shows

documented evidence of training for administrators and supervisors in alcohol and drug awareness.

6.0 VIOLENCE AGAINST WOMEN'S ACT & CLERY ACT

Prairie View A&M University prohibits the offenses of domestic violence, dating violence, sexual assault and stalking (as defined by the Clery Act) and reaffirms its commitment to maintaining a campus environment that emphasizes the dignity and worth of all members of the university community.

The Clery Act defines the crimes of domestic violence, dating violence, sexual assault and stalking as follows:

- **Domestic Violence:**
 - i. A Felony or misdemeanor crime of violence committed—
 - A) By a current or former spouse or intimate partner of the victim;
 - B) By a person with whom the victim shares a child in common;
 - C) By a person who is cohabitating with, or has cohabitated with, the victim as a spouse or intimate partner;
 - D) By a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred; or
 - E) By any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred.
 - ii. For the purposes of complying with the requirements of this section and §668.41, any incident meeting this definition is considered a crime for the purposes of Clery Act reporting.

- **Dating Violence:** Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim.
 - i. The existence of such a relationship shall be based on the reporting party's statement and with consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship.
 - ii. For the purposes of this definition—
 - A) Dating Violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse.
 - B) Dating violence does not include acts covered under the definition of domestic violence.
 - iii. For the purposes of complying with the requirements of this section and §668.41, any incident meeting this definition is considered a crime for the purposes of Clery Act reporting.

- **Sexual Assault** An offense that meets the definition of rape, fondling, incest, or statutory rape as used in the FBI's Uniform Crime Reporting (UCR) program. Per the National Incident-Based Reporting System User Manual from the FBI UCR Program, a sex offense is "any sexual act directed against another person, without the consent of the victim, including instances where the victim if incapable of giving consent."

- **Rape** is defined as the penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim.
 - **Fondling** is defined as the touching of the private parts of another person for the purposes of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental incapacity.
 - **Incest** is defined as sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.
 - **Statutory Rape** is defined as sexual intercourse with a person who is under the statutory age of consent.
- **Stalking:**
 - i. Engaging in a course of conduct directed at a specific person that would cause a reasonable person to—
 - A) Fear for the person's safety or the safety of others; or
 - B) Suffer substantial emotional distress.
 - ii. For the purposes of this definition—
 - A) *Course of conduct* means two or more acts, including, but not limited to, acts which the stalker directly, indirectly, or through third parties, by any action, method, device, or means follows, monitors, observes, surveils, threatens, or communicates to or about, a person, or interferes with a person's property.
 - B) *Reasonable person* means a reasonable person under similar circumstances and with similar identities to the victim.
 - C) *Substantial emotional distress* means significant mental suffering or anguish that may, but does not necessarily, require medical or other professional treatment or counseling.
 - iii. For the purposes of complying with the requirements of this section and section 668.41, any incident meeting this definition is considered a crime for the purposes of Clery Act reporting.

Jurisdictional Definitions of Domestic Violence, Dating Violence, Sexual Assault and Stalking

- **Domestic Violence:** The state of Texas does not use the term "domestic violence" in the Family Code. However, in Section 71.004 of the Texas Family Code, the term "family violence" is used in lieu of domestic violence, and is defined as follows:
 Sec. 71.004. FAMILY VIOLENCE. "Family violence" means:
 - (1) an act by a member of a family or household against another member of the family or household that is intended to result in physical harm, bodily injury, assault, or sexual assault or that is a threat that reasonably places the member in fear of imminent physical harm, bodily injury, assault, or sexual assault, but does not include defensive measures to protect oneself;
 - (2) abuse, as that term is defined by Sections [261.001](#) (1)(C), (E), and (G), by a member of a family or household toward a child of the family or household.

Sec. 71.005. HOUSEHOLD. "Household" means a unit composed of persons living together in the same dwelling, without regard to whether they are related to each other.

Sec. 71.006. MEMBER OF A HOUSEHOLD. "Member of a household" includes a person who previously lived in a household.

- **Dating Violence:** The state of Texas defines dating violence as follows in Section 71.0021 of the Texas Family Code:

Sec. 71.0021. DATING VIOLENCE.

(a) "Dating violence" means an act, other than a defensive measure to protect oneself, by an actor that:

(1) is committed against a victim:

(A) with whom the actor has or has had a dating relationship; or

(B) because of the victim's marriage to or dating relationship with an individual with whom the actor is or has been in a dating relationship or marriage; and

(2) is intended to result in physical harm, bodily injury, assault, or sexual assault or that is a threat that reasonably places the victim in fear of imminent physical harm, bodily injury, assault, or sexual assault.

(b) For purposes of this title, "dating relationship" means a relationship between individuals who have or have had a continuing relationship of a romantic or intimate nature. The existence of such a relationship shall be determined based on consideration of:

(1) the length of the relationship;

(2) the nature of the relationship; and

(3) the frequency and type of interaction between the persons involved in the relationship.

(c) A casual acquaintanceship or ordinary fraternization in a business or social context does not constitute a "dating relationship" under Subsection (b).

- **Sexual Assault:** The state of Texas defines sexual assault as follows in Section 22.011 of the Texas Penal Code:

Sec. 22.011. SEXUAL ASSAULT.

(a) A person commits an offense if the person:

(1) intentionally or knowingly:

(A) causes the penetration of the anus or sexual organ of another person by any means, without that person's consent;

(B) causes the penetration of the mouth of another person by the sexual organ of the actor, without that person's consent; or

(C) causes the sexual organ of another person, without that person's consent, to contact or penetrate the mouth, anus, or sexual organ of another person, including the actor; or

(2) intentionally or knowingly:

(A) causes the penetration of the anus or sexual organ of a child by any means;

(B) causes the penetration of the mouth of a child by the sexual organ of the actor;

(C) causes the sexual organ of a child to contact or penetrate the mouth, anus, or sexual organ of another person, including the actor;

(D) causes the anus of a child to contact the mouth, anus, or sexual organ of another person, including the actor; or

- (E) causes the mouth of a child to contact the anus or sexual organ of another person, including the actor.
- (b) A sexual assault under Subsection (a)(1) is without the consent of the other person if:
- (1) the actor compels the other person to submit or participate by the use of physical force or violence;
 - (2) the actor compels the other person to submit or participate by threatening to use force or violence against the other person, and the other person believes that the actor has the present ability to execute the threat;
 - (3) the other person has not consented and the actor knows the other person is unconscious or physically unable to resist;
 - (4) the actor knows that as a result of mental disease or defect the other person is at the time of the sexual assault incapable either of appraising the nature of the act or of resisting it;
 - (5) the other person has not consented and the actor knows the other person is unaware that the sexual assault is occurring;
 - (6) the actor has intentionally impaired the other person's power to appraise or control the other person's conduct by administering any substance without the other person's knowledge;
 - (7) the actor compels the other person to submit or participate by threatening to use force or violence against any person, and the other person believes that the actor has the ability to execute the threat;
 - (8) the actor is a public servant who coerces the other person to submit or participate;
 - (9) the actor is a mental health services provider or a health care services provider who causes the other person, who is a patient or former patient of the actor, to submit or participate by exploiting the other person's emotional dependency on the actor;
 - (10) the actor is a clergyman who causes the other person to submit or participate by exploiting the other person's emotional dependency on the clergyman in the clergyman's professional character as spiritual adviser; or
 - (11) the actor is an employee of a facility where the other person is a resident, unless the employee and resident are formally or informally married to each other under Chapter 2, Family Code.

(c) In this section:

- (1) "Child" means a person younger than 17 years of age.
- (2) "Spouse" means a person who is legally married to another.
- (3) "Health care services provider" means:
 - (A) a physician licensed under Subtitle B, Title 3, Occupations Code;
 - (B) a chiropractor licensed under Chapter 201, Occupations Code;
 - (C) a physical therapist licensed under Chapter 453, Occupations Code;
 - (D) a physician assistant licensed under Chapter 204, Occupations Code;or
 - (E) a registered nurse, a vocational nurse, or an advanced practice nurse licensed under Chapter 301, Occupations Code.
- (4) "Mental health services provider" means an individual, licensed or unlicensed,

who performs or purports to perform mental health services, including a:

Code;

(A) licensed social worker as defined by Section 505.002, Occupations

Code;

(B) chemical dependency counselor as defined by Section 504.001, Occupations Code;

(C) licensed professional counselor as defined by Section 503.002, Occupations Code;

(D) licensed marriage and family therapist as defined by Section 502.002, Occupations Code;

(E) member of the clergy;

(F) psychologist offering psychological services as defined by Section 501.003, Occupations Code; or

(G) special officer for mental health assignment certified under Section 1701.404, Occupations Code.

(5) "Employee of a facility" means a person who is an employee of a facility defined by Section 250.001, Health and Safety Code, or any other person who provides services for a facility for compensation, including a contract laborer.

(d) It is a defense to prosecution under Subsection (a)(2) that the conduct consisted of medical care for the child and did not include any contact between the anus or sexual organ of the child and the mouth, anus, or sexual organ of the actor or a third party.

(e) It is an affirmative defense to prosecution under Subsection (a)(2):

(1) that the actor was the spouse of the child at the time of the offense; or

(2) that:

(A) the actor was not more than three years older than the victim and at the time of the offense:

(i) was not required under Chapter 62, Code of Criminal Procedure, to register for life as a sex offender; or

(ii) was not a person who under Chapter 62, Code of Criminal Procedure, had a reportable conviction or adjudication for an offense under this section; and

(B) the victim:

(i) was a child of 14 years of age or older; and

(ii) was not a person whom the actor was prohibited from marrying or purporting to marry or with whom the actor was prohibited from living under the appearance of being married

under Section 25.01.

(f) An offense under this section is a felony of the second degree, except that an offense under this section is a felony of the first degree if the victim was a person whom the actor was prohibited from marrying or purporting to marry or with whom the actor was prohibited from living under the appearance of being married under Section 25.01.

Sec. 22.021. AGGRAVATED SEXUAL ASSAULT. (a) A person commits an offense:

(1) if the person:

(A) intentionally or knowingly:

- (i) causes the penetration of the anus or sexual organ of another person by any means, without that person's consent;
- (ii) causes the penetration of the mouth of another person by the sexual organ of the actor, without that person's consent; or
- (iii) causes the sexual organ of another person, without that person's consent, to contact or penetrate the mouth, anus, or sexual organ of another person, including the actor; or

(B) intentionally or knowingly:

- (i) causes the penetration of the anus or sexual organ of a child by any means;
- (ii) causes the penetration of the mouth of a child by the sexual organ of the actor;
- (iii) causes the sexual organ of a child to contact or penetrate the mouth, anus, or sexual organ of another person, including the actor;
- (iv) causes the anus of a child to contact the mouth, anus, or sexual organ of another person, including the actor; or
- (v) causes the mouth of a child to contact the anus or sexual organ of another person, including the actor; and

(2) if:

(A) the person:

- (i) causes serious bodily injury or attempts to cause the death of the victim or another person in the course of the same criminal episode;
- (ii) by acts or words places the victim in fear that any person will become the victim of an offense under Section 20A.02(a)(3), (4), (7), or (8) or that death, serious bodily injury, or kidnapping will be imminently inflicted on any person;
- (iii) by acts or words occurring in the presence of the victim threatens to cause any person to become the victim of an offense

under Section 20A.02(a)(3), (4), (7), or (8) or to cause the death, serious bodily injury, or kidnapping of any person;

(iv) uses or exhibits a deadly weapon in the course of the same criminal episode;

(v) acts in concert with another who engages in conduct described by Subdivision (1) directed toward the same victim and occurring during the course of the same criminal episode; or

(vi) administers or provides flunitrazepam, otherwise known as rohypnol, gamma hydroxybutyrate, or ketamine to the victim of the offense with the intent of facilitating the commission of the offense;

(B) the victim is younger than 14 years of age; or

(C) the victim is an elderly individual or a disabled individual.

Sec. 25.02. PROHIBITED SEXUAL CONDUCT.

(a) A person commits an offense if the person engages in sexual intercourse or deviate sexual intercourse with another person the actor knows to be, without regard to legitimacy:

(1) the actor's ancestor or descendant by blood or adoption;

(2) the actor's current or former stepchild or stepparent;

(3) the actor's parent's brother or sister of the whole or half blood;

(4) the actor's brother or sister of the whole or half blood or by adoption;

(5) the children of the actor's brother or sister of the whole or half blood or by adoption; or

(6) the son or daughter of the actor's aunt or uncle of the whole or half blood or by adoption.

- **Stalking:** The state of Texas defines stalking as follows in Section 42.072 of the Texas Penal Code:

Sec. 42.072. STALKING.

(a) A person commits an offense if the person, on more than one occasion and pursuant to the same scheme or course of conduct that is directed specifically at another person, knowingly engages in conduct that:

(1) constitutes an offense under Section [42.07](#), or that the actor knows or reasonably should know the other person will regard as threatening:

(A) bodily injury or death for the other person;

(B) bodily injury or death for a member of the other person's family or household or for an individual with whom the other person has a dating relationship; or

(C) that an offense will be committed against the other person's property;

(2) causes the other person, a member of the other person's family or household, or an individual with whom the other person has a dating relationship to be placed in fear of bodily injury or death or in fear that an offense will be committed against the other person's property, or to feel harassed, annoyed, alarmed, abused, tormented, embarrassed, or offended; and

(3) would cause a reasonable person to:

(A) fear bodily injury or death for himself or herself;

(B) fear bodily injury or death for a member of the person's family or household or for an individual with whom the person has a dating relationship;

(C) fear that an offense will be committed against the person's property;
or

(D) feel harassed, annoyed, alarmed, abused, tormented, embarrassed, or offended.

- **Consent:** The state of Texas does not have a definition of consent, per se, in relation to sexual activity. However, under [Texas Penal Code section 22.011\(b\)](#), sexual activity is without the consent of the other person if:
 - (1) the actor compels the other person to submit or participate by the use of physical force or violence;
 - (2) the actor compels the other person to submit or participate by threatening to use force or violence against the other person, and the other person believes that the actor has the present ability to execute the threat;
 - (3) the other person has not consented and the actor knows the other person is unconscious or physically unable to resist;
 - (4) the actor knows that as a result of mental disease or defect the other person is at the time of the sexual assault incapable either of appraising the nature of the act or of resisting it;
 - (5) the other person has not consented and the actor knows the other person is unaware that the sexual assault is occurring;
 - (6) the actor has intentionally impaired the other person's power to appraise or control the other person's conduct by administering any substance without the other person's knowledge;
 - (7) the actor compels the other person to submit or participate by threatening to use force or violence against any person, and the other person believes that the actor has the ability to execute the threat;
 - (8) the actor is a public servant who coerces the other person to submit or participate;
 - (9) the actor is a mental health services provider or a health care services provider who causes the other person, who is a patient or former patient of the actor, to submit or participate by exploiting the other person's emotional dependency on the actor;
 - (10) the actor is a clergyman who causes the other person to submit or participate by exploiting the other person's emotional dependency on the clergyman in the clergyman's professional character as spiritual adviser; or

(11) the actor is an employee of a facility where the other person is a resident, unless the employee and resident are formally or informally married to each other under Chapter 2, Family Code.

How to Be an Active Bystander

Bystanders play a critical role in the prevention of sexual and relationship violence. They are “individuals who observe violence or witness the conditions that perpetuate violence. They are not directly involved but have the choice to intervene, speak up, or do something about it.”¹ We want to promote a culture of community accountability where bystanders are actively engaged in the prevention of violence without causing further harm. We may not always know what to do even if we want to help. Below is a list² of some ways to be an active bystander. Further information regarding bystander intervention may be found. If you or someone else is in immediate danger, dial 911. This could be when a person is yelling at or being physically abusive towards another and it is not safe for you to interrupt.

1. Watch out for your friends and fellow students/employees. If you see someone who looks like they could be in trouble or need help, ask if they are ok.
2. Confront people who seclude, hit on, try to make out with, or have sex with people who are incapacitated.
3. Speak up when someone discusses plans to take sexual advantage of another person.
4. Believe someone who discloses sexual assault, abusive behavior, or experience with stalking.
5. Refer people to on or off campus resources listed in this document for support in health, counseling, or with legal assistance.

Risk Reduction

With no intent to victim blame and recognizing that only abusers are responsible for their abuse, the following are some strategies to reduce one's risk of sexual assault or harassment (taken from Rape, Abuse, & Incest National Network, www.rainn.org)

1. **Be aware** of your surroundings. Knowing where you are and who is around you may help you to find a way to get out of a bad situation.
2. Try to **avoid isolated areas**. It is more difficult to get help if no one is around.
3. **Walk with purpose**. Even if you don't know where you are going, act like you do.
4. **Trust your instincts**. If a situation or location feels unsafe or uncomfortable, it probably isn't the best place to be.
5. **Try not to load yourself down** with packages or bags as this can make you appear more vulnerable.
6. **Make sure your cell phone is with you** and charged and that you have cash money.
7. **Don't allow yourself to be isolated** with someone you don't trust or someone you

¹ Burn, S.M. (2009). A situational model of sexual assault prevention through bystander intervention. *Sex Roles*, 60, 779-792.

² Bystander intervention strategies adapted from Stanford University's Office of Sexual Assault & Relationship Abuse

- don't know.
8. **Avoid putting music headphones in both ears** so that you can be more aware of your surroundings, especially if you are walking alone.
 9. **When you go to a social gathering, go with a group of friends.** Arrive together, check in with each other throughout the evening, and leave together. Knowing where you are and who is around you may help you to find a way out of a bad situation.
 10. **Trust your instincts.** If you feel unsafe in any situation, go with your gut. If you see something suspicious, contact law enforcement immediately (local authorities can be reached by calling 911 in most areas of the U.S.).
 11. **Don't leave your drink unattended** while talking, dancing, using the restroom, or making a phone call. If you've left your drink alone, just get a new one.
 12. **Don't accept drinks from people you don't know or trust.** If you choose to accept a drink, go with the person to the bar to order it, watch it being poured, and carry it yourself. At parties, don't drink from the punch bowls or other large, common open containers.
 13. **Watch out for your friends, and vice versa.** If a friend seems out of it, is way too intoxicated for the amount of alcohol they've had, or is acting out of character, get him or her to a safe place immediately.
 14. **If you suspect you or a friend has been drugged, contact law enforcement immediately (local authorities can be reached by calling 911 in most areas of the U.S.).** Be explicit with doctors so they can give you the correct tests (you will need a urine test and possibly others).
 15. If you need to get out of an uncomfortable or scary situation here are some things that you can try:
 - a. **Remember that being in this situation is not your fault.** You did not do anything wrong, it is the person who is making you uncomfortable that is to blame.
 - b. **Be true to yourself.** Don't feel obligated to do anything you don't want to do. "I don't want to" is always a good enough reason. Do what feels right to you and what you are comfortable with.
 - c. **Have a code word with your friends or family** so that if you don't feel comfortable you can call them and communicate your discomfort without the person you are with knowing. Your friends or family can then come to get you or make up an excuse for you to leave.
 - d. **Lie.** If you don't want to hurt the person's feelings it is better to lie and make up a reason to leave than to stay and be uncomfortable, scared, or worse. Some excuses you could use are: needing to take care of a friend or family member, not feeling well, having somewhere else that you need to be, etc.
 16. **Try to think of an escape route.** How would you try to get out of the room? Where are the doors? Windows? Are there people around who might be able to help you? Is there an emergency phone nearby?
If you and/or the other person have been drinking, you can say that you would rather wait until you both have your full judgment before doing anything you may regret later.

7.0 HOUSE BILL 2504 (HB-2504)

On October 29, 2009, the 81st Texas Legislature passed House Bill 2504 that mandates that all public institutions of higher learning in the State of Texas make available certain information on the internet (Texas Education Code 51.9740).

Each institution of higher education shall establish and maintain an online list of work-study employment opportunities, sorted by department as appropriate, available to students on the institution's campus; and ensure that the list is easily accessible to the public through a clearly identifiable link that appears in a prominent place on the financial aid page of the institution's internet website.

The website provides information and demonstrates the university's commitment to the accountability, transparency and open communication with students, parents, legislators, the public and all stakeholders.

The University's website is www.pvamu.edu

8.0 JOB SEARCH

1. All students are responsible for securing their own employment.
2. Student employment positions are advertised on the Student Employment web page via PV Talent. Job listings will be posted throughout the semester. The link is: <https://jobs.pvamu.edu>.
3. Each job listing will contain a detailed job description, hiring supervisor's name and phone number or email address for contact purposes.
4. Students must contact the hiring department to secure employment and ask questions regarding the position; students should be prepared to interview with the hiring department.
5. Once a department agrees to hire a student, the department and student collaboratively, will complete the Hiring Proposal and submit the documents to the Student Employment Office.

9.0 SUPERVISOR RIGHTS & RESPONSIBILITIES

9.1 Supervisor Rights & Responsibilities

The supervisor has the right to:

1. Expect quality work from your student employee.
2. Inform the student employee of any unsatisfactory work performance in clear terms.
3. Provide constructive feedback with clear expectations for improvement of work performance.
4. Read all email and paper notifications of any special requirements for students who will be paid under federal program (work-study) and abide by the information contained therein.
5. Expect your student employee to follow the work schedule you both agreed upon.

6. Expect confidentiality from your student employee.
7. Expect your student employee to follow the requirements for employment in your office.

The responsibilities of each supervisor include:

1. Communicate the duties and requirements of the job per the job description.
2. Inform the student worker if his or her work performance is satisfactory or unsatisfactory.
3. Provide the student worker with the tools necessary for performing the work assigned (training, materials, etc.).
4. Submit all documents or paperwork needed in order for the student to be paid correctly and on time.
5. Adhere to the student employment policies, procedures and processes for monitoring the student's wages earned and submitting time earned by established deadlines.

10.0 INTERVIEWING

10.1 Interview Questions: Questions About You

1. What is your greatest weakness?
2. What is your greatest strength?
3. How would you describe yourself?
4. Describe a typical work week.
5. Describe your work style.
6. How would you describe the pace at which you work?
7. How do you handle stress and pressure?
8. What motivates you?
9. Are you a self-motivator?
10. What do you find are the most difficult decisions to make?
11. Tell me about yourself.
12. What has been the greatest disappointment in your life?
13. What are you passionate about?
14. What are your pet peeves?
15. What do people most often criticize about you?
16. When was the last time you were angry? What happened?
17. If you could relive the last ten (10) years of your life, what would you do differently?
18. If the people who know you were asked why you should be hired, what would they say?
19. Do you prefer to work independently or on a team?
20. Give some examples of teamwork.
21. What type of work environment do you prefer?
22. How do you evaluate your success?
23. If you know your boss is 100% wrong about something, how would you handle it?
24. Describe a difficult work situation/ project and how you overcame it.
25. Describe a time when your workload was heavy and how you handled it.

10.2 Interview Questions: Questions About the Job

1. What interest you about this job?

2. Why do you want this job?
3. What applicable attributes/experience do you have?
4. Are you overqualified for this job?
5. What can you do for this department/company?
6. Why do you want to work here?
7. What challenges are you looking for in a position?
8. What can you contribute to this department/company?
9. Are you willing to travel?
10. What is good customer service?
11. How long do you expect to remain employed with this department/company?
12. Is there anything I have not told you about the job or company that you like to know?

10.3 Interview Questions: The Future

1. What are you looking for in your next job? What is important to you?
2. What are your goals for the next five years/ ten years?
3. How do you plan to achieve those goals?
4. Questions about your career goals.
5. What will you do if you don't get this position?

10.4 Questions Most Often Asked in Interviews

1. Tell me about yourself. (Be prepared, but don't tell so much personal stuff that would send up **RED FLAGS**).
2. What did you like/dislike about your previous job?
3. What would former employees or employers say you need to work on?
4. What are your goals in life? (Keep it relevant to the job).
5. Why are you leaving or why did you leave your last job?
6. Why should I consider you a strong applicant for this job? (This is your chance to sell yourself. You may not have all the skills they are looking for, but you will make up for it with your hard work and dedication. Skills can be taught. Work ethic can't!)

10.5 Interview Tips

1. **DRESS APPROPRIATELY...** Remember **First Impressions!**
 - ✓ Most positions are business casual (no jeans, tights, etc.)
 - ✓ No flashy jewelry, makeup, or heavy perfume/cologne
 - ✓ Cover or remove any all body art
2. **BE ON TIME...** Arrive 10-15 minutes early. Remember to adjust for traffic, etc.
3. **BE PREPARED...** Have questions ready, conference room/office is available.
4. **WATCH YOUR BODY LANGUAGE...** Employers watch for non-verbal cues during the interview. Be sure to give a firm handshake, sit straight and provide eye contact. Remember to **SMILE**.
5. **END THE INTERVIEW –** Ask each interviewer for his or her business card. This will aid in completing a thank you note, if you choose. Ask for the job: *From what I have learned here today, I feel like this would be a good fit for the both of us.*

11.0 HIRING PROCESSES

11.1 Supervisor Hiring Process

1. The supervisor is required to attend a Student Employment Supervisor Orientation Training prior to submitting a request for student employees.
2. The supervisor collaborates with the department's Initiator to submit a position description via the PV Talent System.
3. The hiring department will create or modify a position description as needed in the PV Talent Position Management System.
4. Once the position description is approved, the job posting request is created in the PV Talent Applicant Tracking System.
5. Once the job posting is approved, the Student Employment Office will publish the job posting via the PV Talent system.
6. After posting, the student may now apply for an open position, based on his/her qualifications.
7. The hiring department screens the applicant pool, based on minimum qualifications, and interviews the applicants and documents their evaluation of the applicant. The hiring department must keep some type of record for this process.
8. If recommended for hire, the candidate submits the following documents to the hiring department to create the Hiring Proposal³:
 - a. Detailed Class Schedule
 - b. Student Work Schedule
 - c. Success Guide Certification
 - d. Confidential Release Form
 - e. Bloodborne Pathogen (BBP) Personnel Exposure Assessment
9. The hiring department will submit the complete the Hiring Proposal in PV Talent. If approved, the hiring department and the candidate will receive an email notification with instructions to provide the following documents to the Student Employment Office, in person, **by the student**.
 - a. Copy of Hire Confirmation Email
 - b. Copy of EWR
 - c. Selective Service Official Letter of Verification (*US Male Citizens, 18-25 years old*)
 - d. International Employment Eligibility Form (*International **F-1** students only*)
 - e. Employee Personal Data Sheet
 - f. W-4 Tax Withholding Form
 - g. I-9 Form
 - h. Acceptable Forms of Identification⁴
10. A UIN, if the student has not already received one, will be available 24 hours after the completed I-9 Form, acceptable documents, Employee Data Sheet, and W-4 Tax Withholding forms are submitted to the Student Employment Office.
11. The student employee completes the five (5) State Mandated Trainings, and submits the PDF copy of the training transcript to the hiring department (i.e. supervisor)

³ All forms must be typed for accuracy and record-keeping purposes

⁴ Refer to page 9 of the I-9 form for lists of acceptable identifications

12. The hiring department creates and routes an EWR, with the following documents attached:
 - a. Job Offer Letter
 - b. Award Letter (if work-study student)
 - c. Training Transcript
13. The student employee may begin working **AFTER** the EWR and Hiring Proposal have been approved through the Student Employment Office. To confirm the status of a EWR or Hiring Proposal, please contact your department's Initiator.
14. Orientation and department trainings for student employees are the responsibility of each respective hiring department and should begin on the first day of employment.

REHIRE STUDENT EMPLOYEES

All rehire student employees must apply for a job posting via the PV Talent System.

Student employees who have **worked in at least one of the two previous semesters** may submit the following documents to their hiring department. The hiring department will attach those documents to the EWR:

- Job Offer Letter
- Current Award Letter (if work-study): **Date must be within 48 hours of EWR creation**
- Success Guide Certification
- Detailed Class Schedule
- Student Work Schedule
- State-Mandated Training Transcript¹ (must be within two years of completion)

Helpful Links

- Supervisor Resources: <http://www.pvamu.edu/studentemployment/supervisors/>
- Student Resources: <http://www.pvamu.edu/studentemployment/student-resources/>
- Selective Service Online VERIFICATION: <https://www.sss.gov/regver/wfverification.aspx>
- Selective Service Online REGISTRATION: <https://www.sss.gov/RegVer/wfRegistration.aspx>
- PV Talent Resources: <http://www.pvamu.edu/hr/faculty-staff-resources/pv-talent-resources/>

11.2 Student Hiring Process

1. Visit the Student Employment website at www.pvamu.edu/studentemployment.
2. Click on the desired menu/action to navigate to the appropriate webpage.



3. Search and apply for a job in PV Talent Applicant Tracking System. If you have never used PV Talent, please visit the Student Resources page for assistance or contact the Student Employment Office.
4. You will receive an email correspondence or communication regarding your application status. The hiring department will contact you if you are selected for an interview. The supervisor will contact you if he/she is interested in making an offer of employment.
5. Once you have accepted the offer, submit the following documents to your supervisor for processing. All documents must be printed single-sided and typed.⁵
 - a. Detailed Class Schedule
 - b. Student Work Schedule
 - c. Success Guide Certification
 - a. Confidential Release Form
 - b. Bloodborne Pathogen (BBP) Personnel Exposure Assessment
6. Once approved, **the student and hiring department will receive an email correspondence with additional instructions to complete the hiring process** (trainings, UIN, etc.). The email will instruct you on additional documents needed for hiring.
7. Once you receive your UIN, submit the following documents to your supervisor to create the EWR:
 - a. Job Offer Letter

⁵ Accuracy and record-management purposes

- b. Current Award Letter (if work-study): **Date must be within 48 hours of EWR creation**
 - c. Training Transcript⁶
8. You may begin working **AFTER** the EWR is approved through the Student Employment Office. To confirm the status of an EWR, please contact the hiring department (i.e. supervisor).
9. Orientation and department trainings are the responsibility of each respective hiring department and should begin on the first day of employment.

REHIRE STUDENT EMPLOYEES

All rehire student employees must apply for a job posting via the PV Talent System.

Student employees who have **worked in at least one of the two previous semesters** may submit the following documents to their hiring department. The hiring department will attach those documents to the EWR:

- Job Offer Letter
- Current Award Letter (if work-study): **Date must be within 48 hours of EWR creation**
- Success Guide Certification
- Detailed Class Schedule
- Student Work Schedule
- State-Mandated Training Transcript¹ (must be within two years of completion)

Helpful Links

- SEO Home Page: www.pvamu.edu/studentemployment
- Student Resources: <http://www.pvamu.edu/studentemployment/student-resources/>
- Student Employee Types: <http://www.pvamu.edu/studentemployment/student-employee-types/>
- Financial Aid (Work-Study Request): <http://www.pvamu.edu/studentemployment/financial-aid/>

⁶ Complete the five (5) State Mandated Trainings, and submit the PDF copy of the training transcript to the hiring department (i.e. supervisor).

12.0 UNDERSTANDING YOUR DEPARTMENT

Orientation is a time to welcome and introduce new student workers to your area and should consist of two parts:

1. General Overview of the Department's Structure and Organization
2. General Overview of Employer's Expectations, Rules, Policies

12.1 General Overview of The Department's Structure and Organization

During the first part of orientation give the students a general overview of the job and the unit, and other information that will help them feel comfortable in their new work environment. For example, show them where the rest room, water fountain, and vending machine are located. Show them where to put their personal belongings and where their workstations will be. Introduce them to the other employees in the area and give them a brief explanation of what each person does. Students will usually be more enthusiastic about their jobs and take pride in their work, if they understand how their job performance affects the office.

12.2 General Overview of Employer's Expectations, Rules, and Policies

The second part of the orientation should be spent outlining what you expect of your student employee. Prepare a general form containing the information listed below, include the supervisor's and back-up supervisor's names and telephone numbers. Preparing a general form will save you the time of preparing for each individual student. Keep the form as general as possible (i.e., do not mention names; instead refer to position titles) and simply revise it when changes occur). For example:

1. Outline their duties and responsibilities.
2. List office rules and regulations.
3. List grounds for disciplinary action.
4. Discuss dress code, if any.
5. Explain how to arrange for time off.
6. Explain whom to call if they are unable to work because of sickness.
7. Explain when and how their performance will be evaluated.
8. Make up a work schedule for them.
9. Confirm hourly rate of pay and duration of employment.
10. If the student needs to change his schedule, explain the procedure to be followed.

12.3 Training

While it is often difficult to find the time away from your work to spend training your new employees, it is important. Things that seem very simple and obvious to you may seem confusing to the student. Remember, you may do these procedures every day, but it is new for the person you are training.

Explain procedures in a clear and concise manner. Provide written documentation to assist the student in following the proper steps and procedures. Ask questions to ensure both you and the student has the same understanding of what is required to complete his/her assignments.

Key areas to cover are telephone etiquette, office protocol for requesting excused absences or reporting absences due to illness, requesting adjustments in work schedule, familiarizing the student with the staff and their duties, the supervisor's role within the office and procedures for any forms required as a part of performing the student's normal duties.

13.0 PAY PROCEDURES AND TIMESHEETS

1. Student employees are paid biweekly. Time earned must be entered into TimeTraq according to the established schedule distributed at the beginning of the fiscal year by the Payroll Office. It is the responsibility of the supervisor to ensure that the student's time is correctly entered and approved according to the established schedule.
2. Supervisors may maintain an internal record of time worked, if necessary, based on the department's preference. However, all departments are required to ensure time is recorded in TimeTraq by their students and approved by the respective supervisor prior to the time payroll is run. Furthermore, the department budget approver and/or designee must send the approved adloc(s) to payroll prior to each payroll submission date established by Payroll Services.
3. Students are not permitted to work simultaneously through any student employment programs or the University.
4. Students are not permitted to work more than eight (8) hours per day or twenty (20) hours per week.
5. Students are not permitted to work during normal class time.
6. Work-Study students are not permitted to work beyond the total amount awarded per semester.
7. Supervisors are responsible for ensuring all time entered is accurate and accountable, meaning the student has legitimately worked to earn the hours, the time has been monitored on a daily basis for accuracy, and the time is entered according to the established deadlines to ensure accurate payment.
8. Supervisors should monitor the students' hours earned to ensure they do not exceed the total amount allocated for the semester of their work-study award. The hiring department is responsible for any overages that are incurred.
9. Time must be approved in TimeTraq no later than 12:00pm according to the Biweekly Pay Schedule. Time submitted after the due date/time will result in corrective action and may lead to termination/suspension from the student employment programs.

13.1 TimeTraq Entry Notes

- Once the student's time is in approval stage only a supervisor can correct the times.
- Make sure you do not enter any class schedule conflicts.
- Students must submit their timesheets by the established deadlines or risk not receiving a paycheck until the next biweekly pay cycle.

13.2 Security is Everyone's Business

- Do not share your password or security question with anyone.
- Do not leave your computer unattended if you are still logged into the system.
- Lock your computer when leaving the workstation.

14.0 WORK PERFORMANCE

14.1 Documentation

Keep a personnel file for each student employee with the record of hours earned, documentation of performance, documentation of attendance reminders, and any incidents of poor performance, habitual tardiness and/or absenteeism, insubordination, or mischief. Also, the supervisor should document work performance that excels in timeliness, productivity, creativity, and leadership. It is recommended you retain these records for two years.

14.2 Evaluations/Surveys

A formal evaluation is recommended, but not required at the end of each semester. Evaluations should provide constructive feedback on work performance. They should not reflect personal prejudice, bias, or favoritism on the part of the supervisor for the rating or review. Evaluations should not be a surprise to student employees. It should be a recap of the student's performance for the current academic year.

Evaluations can be a positive means to assist the supervisor in improving the student worker's job performance. They afford supervisors the opportunity to clarify what they expect of the student worker in attaining the goals of the department. Remember performance is being measured, not the student worker's value as a person.

Students are also given the option to complete a survey on their experience as student worker. Student and/or supervisor surveys are conducted to:

1. Discover what's going on- In a non-threatening survey environment, the University will learn what motivates survey respondents and what is important to them.
2. Provide an opportunity to discuss key topics with the target population – Communicating with respondents about your survey topic allows for deep insight into the survey problem, and can shed some light on topics related to the survey problem within a larger context.
3. Prioritize your actions based on objective data - rather than relying on subjective "gut" feelings, information can be gathered to make sound data-driven decisions. Therefore, the issues most important can be addressed immediately, rather than wasting resources on things that may not be a priority or critical.
4. Provide a Benchmark- Surveying provides a "snapshot" of the target population and their attitudes about the survey problem. This helps establish a baseline from which one can compare whether target population attitudes and perceptions relative to the survey problem are getting better or worse over time.

To preserve the anonymity of the student worker conducting the evaluation, the survey does not require any signatures or names.

14.3 Disciplinary Action

The Student Employment Office expects student employees to support the standards of conduct which are essential to the values of the university and to work according to the highest ethical standards. University student employees have a responsibility to respect and support the university and co-workers. Student employees are expected to interact with faculty, staff, students, residents of the community and potential PVAMU students in a manner which reflects the university's endeavor to create an environment of respect and service.

Prairie View A&M University is an 'at will' employer, and at any time can choose to discontinue a student's employment with or without cause. In most cases, the formal disciplinary procedures will be followed when disciplining a student employee; however, depending on the nature of the offense, a department may choose to terminate the student immediately before a student has received any form of discipline.

In cases where disciplinary action is required due to unsatisfactory work performance, attendance, misconduct, or the student employee fails to meet the expectations of the hiring department, the Student Employment Office strongly recommends that necessary steps be taken to help the student fully understand his or her area(s) of weakness, with a goal toward helping the student grow and develop in the workplace.

The goal of the hiring department should be to foster constructive feedback and to identify the specific areas of performance in need of improvement. This process should include proposed resolutions and objectives, including a timeframe for identified improvement.

The Student Employment Office recommends that the hiring department:

- a. Meet with the student to review his or her job description and expectations the first week of hire.
- b. Periodically acknowledge to the student the task the student has performed well and address the areas where the student needs improvement.
- c. Discuss corrective steps which need to be addressed, including a timeframe for improvement.
- d. Properly document all meetings.
- e. Provide the student with documentation clearly stating problem areas.
- f. Discuss the consequences should the student fail to meet the expectations at the end of the allotted timeframe.

During the orientation, include a discussion of offenses that require disciplinary action, and the procedure that will be followed if the offenses occur.

14.4 Offenses That May Require Disciplinary Action

- Excessive tardiness
- Excessive absences
- Absent without a legitimate excuse
- Sloppy or unclean appearance
- Carelessness or lack of attention that results in injury to property, self, or others
- Inability to provide accurate, up-to-date information to the public

- Inappropriate behavior of misconduct
- Discourtesy or failure to work harmoniously with fellow employees
- Failure to serve the public with courtesy
- Sleeping on duty

14.5 Preceding Offenses Will Be Subject To The Following:

1. First Occurrence – verbal reprimand
2. Second Occurrence – written reprimand
3. Third Occurrence – discharge

14.6 Verbal Warnings

On the first violation of a rule, work performance, misconduct, or other student employee responsibility, verbal coaching and counseling is normally sufficient to correct the problem.

14.7 Written Warning and Performance Plan

If the misconduct continues and the verbal coaching/counseling has not been effective, or if the seriousness of the offense demands stronger disciplinary actions, the supervisor must provide the student with a written reprimand. The written reprimand must be discussed with the student and include a performance plan, with a timeline of monitoring improvement. The documentation should be dated and signed by the supervisor. The student has an option to sign, if in agreement, or to not sign and attach comments to the written warning and performance plan. The original copy of this document should be sent to the Student Employment Office and a copy be given to the student and retained by the supervisor. A Written Warning and Performance Plan should include the following information:

- a. State explicitly the inappropriate job-related conduct or unacceptable job performance of the student employee;
- b. Describe any previous efforts through verbal warnings to make the student employee aware of the need for change in conduct or job performance pertinent to the situation of event;
- c. State specifically what corrective performance measures are expected, and within what timeframe;
- d. Specify the adverse personnel actions the student employee may expect to be taken by the supervisor.

Notes

15.0 STUDENT EMPLOYMENT TERMINATION

15.1 Termination

A student employee's supervisor may terminate employment if the student has failed to fulfill the responsibilities discussed during the first week of hire. The hiring department is responsible for proving adequate cause for dismissal. The supervisor seeking to terminate a student employee must keep documentation of all conversations or conferences with the employee, as well as a record of incidences with dates and times. Infractions which result in immediate termination may include but are not limited to:

- a. Theft
- b. Falsifying time cards or other university documents or records
- c. Intoxication and/or Drugs
- d. Insubordination
- e. Engaging in acts of dishonesty, fraud, or sabotage
- f. Unauthorized disclosure of confidential information or records
- g. Violations of FERPA or HIPPA
- h. Accepting and Using Access Codes not assigned to student employee
- i. Inaccurately entering work hours into the Time Traq System continuously

Student employees may be terminated if their performance is deficient or if their behavior does not merit continued employment. Supervisors are encouraged to give the student opportunity to correct his or her deficiencies prior to termination. There are two types of terminations: (1) the student may voluntarily terminate their employment and (2) the hiring department may initiate involuntarily termination. **Student will not be permitted to change jobs in the middle of a semester.** Students may choose to leave their current position but will have to wait until the following semester to be rehired in another department.

1. Involuntary Termination is a severance from employment due to the independent exercise of the hiring department (supervisor) to terminate employment due to poor work performance or any of the items listed below:
 - a. Does not perform his/her job duties in a satisfactory manner
 - b. Is excessively tardy or absent
 - c. Demonstrates a poor work ethic or attitude
 - d. Has committed a major offense such as theft, insubordination, gross misconduct, etc.
2. Voluntary Termination is when a student worker decides to leave employment for any reason based on their own decision. Students are required to provide their hiring supervisors with appropriate written notification whenever they find it necessary to terminate their current employment. It is preferred that all student employees provide their supervisor with at least one (1) week notice prior to resigning from their position. In addition, the supervisor should complete a Student Employment Performance Review Form for the student and submit it to the SEO along with the other documents (See Student Employment Evaluations). Voluntary termination may include any of the items listed below:

- a. Student worker changing job locations
- b. Student worker job dissatisfaction
- c. Student worker transferring schools or graduating (end of term)

All hiring departments should follow the following procedure when terminating a student employee:

- Complete an Employee Wage Request
- Include on the EWR in the justification box *the student is being terminated and detailed documentation has been sent to the Student Employment Office.*
- Sent SEO any copies of prior written warnings, recent Performance Review forms, and other documentation to support termination.
- An Employee Wage Request to terminate should be created for any Federal Work Study or Texas Work Study student employee who has gone over their entire allocated award amount.
- Although all supervisors reserve the right to terminate a student's employment within their department at any time, any student who feels that he/she has been unjustly terminated will have the option to file a grievance with the Student Employment Office (See Student Employment Grievance Procedure).

16.0 STUDENT EMPLOYMENT GRIEVANCE PROCEDURE

The Student Employment Grievance Procedure statement establishes the process for any complaint by a student employee employed by Prairie View A&M University. However, this procedure does not modify the 'at will' status of the Prairie View A&M University policy for the student employee.

16.1 Employment 'At Will'

All student employee positions at Prairie View A&M University are 'at will,' meaning any student employee may be dismissed from employment with or without cause. Nothing in this regulation shall be interpreted as modifying any student employee's 'at will' status.

Student employees who believe they have been subjected to any form of discrimination or unjust treatment in the work place have the following options:

- The student employee may choose to discuss and resolve the situation directly with alleged offender.
- The student employee may report the incident to the Student Employment Office and request assistance with resolving the situation.

Many problems can be resolved through informal discussions between the student employee and the immediate supervisor, department head or the student employment manager. Although a student employee is encouraged to resolve a complaint informally first, he or she may file a complaint without first seeking informal resolution.

16.2 Filing a Grievance

1. The student files a complaint by completing a Formal Grievance Form http://www.pvamu.edu/files/human_resources/docs/Formal%20Grievance%20Form.pdf and delivering the form to the Student Employment Office within seven (7) business days of the action which caused the complaint. A complaint delivered to the student employment office later than seven (7) business days of the action which caused the complaint will be deemed untimely filed and will be dismissed.
2. The Student Employment Office is available to answer questions regarding the grievance form and to provide assistance as needed. The Student Employment Office will coordinate the investigation of the complaint. The Student Employment Manager will retain the original grievance form and forward copies of the complaint to the supervisor, department head, complainant, and the Director of Human Resources, within five (5) business days.
3. The Student Employment Manager, along with an additional representative from the Office of Human Resources will review the complaint and provide a written decision to the supervisor, department head, complainant, and the Director of Human Resources, within fifteen (15) business days after receipt of the Formal Grievance Form. This decision will serve as the final decision on the complaint.

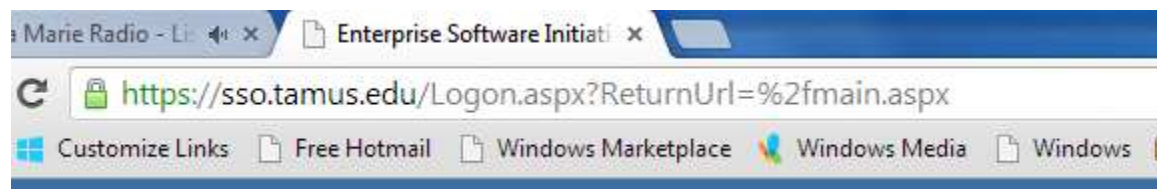
The Student Employment Office is designed to handle any employment related issues student employees may experience while employed by Prairie View A&M University. Students are encouraged to notify the Student Employment Office of any incidents which they feel qualify as forms of discrimination, or of any situation they believe are unethical. Students with complaints regarding sexual harassment and or types of discrimination can file their grievance with the Office of Equal Opportunity Employment (EOE) <http://www.pvamu.edu/print/929.asp>.

The Student Employment Office will act as the mediator between students and supervisors, and will work to resolve any employment related grievances. Students should use the Formal Grievance Form to file a complaint through the Student Employment Office.


17.0 APPENDICES


17.1 Student Timetraq Entry

Step 1: Enter in the URL, sso.tamus.edu




Step 2: Enter the UIN provided to you by the Student Employment Office and the password you created.

 Please remember to completely log off the SSO system and close your browser before leaving your computer to prevent unauthorized persons from accessing your account. You can easily do this by clicking on the "Logoff" button at the top right of the page after signing in.

 **Important Notification:** Employees of The Texas A&M University System continue to be targeted in "phishing" schemes by parties wishing to gain access to the A&M System's secure applications and your employee information. The following sites are the only sites authorized by the Texas A&M University System to request your SSO password.

- <https://sso.tamus.edu> (this site)
- <https://maestro.tamus.edu> - the Maestro Research Portal
- <https://imedris.tamu.edu> - the TAMU Research Compliance Portal

To prevent giving unauthorized persons access to your personal information, please verify the address and the certificate of the site before entering your userid and password. Be wary of any unfamiliar email that takes you to a site that requests your password. Visit the SSO news page for more information and to learn [more about how to protect your web accounts from phishing.](#)



System Members (SSO)

UIN:

Password:

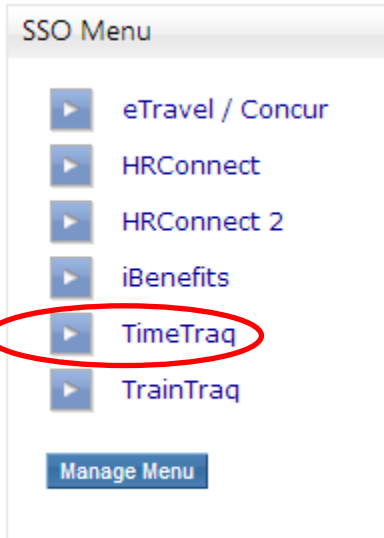
[New Employees - Set up your password](#)
[I forgot my password](#)
[Use your one-time \(temporary\) password](#)

Single Sign-On is the system which handles your logon access to web based applications which have chosen to use Single Sign-On as their authentication method. After logging in, you will be presented with a list of applications for which you may be authorized.

If you are unsure of your password, choose one of the options below the Submit button, or contact your HR departmental representative or your central HR office.

This computer system and data herein are available only for authorized purposes by authorized users. Use for any other purpose may result in administrative/disciplinary actions or criminal prosecution against the user. Usage may be subject to security testing and monitoring. Applicable privacy laws establish the expectations of privacy.

Step 3: Once you log in, you will be brought to the SSO main menu shown below. Select the TimeTraq link.



Step 4: Select current timesheet.

Page 1 of 1			
Timesheet	Start	/	End
> 4118150	2/20/2014		3/5/2014
> 4093820	2/6/2014		2/19/2014
> 4070033	1/23/2014		2/5/2014
> 4047276	1/9/2014		1/22/2014

Step 5: Select the **Submit Timesheet** button to submit your hours for review.

(2) Select the workweek you want to enter time for from these tabs.

(3) to enter your time, simply enter the number of hours you worked during each day of the week in the fields provided.
 o Note that time must be entered in increments of .25 hours (15 minutes)

(4a) to save the hours you've entered and continue working, click the **Save** button and continue entering data.

(4b) to save the timesheet and return to the Employee Timesheets screen, click the **Save/Exit** button.

(4c) to close the timesheet and discard any changes that have been made, click the **Cancel** button

(4d) to submit a completed Timesheet, click the **Submit Timesheet** button. This will display the **Timesheet Submission** screen for confirmation

Date	Req. Work hrs	Call Back	Leave (Days)	Efficiency	Total Hours	On Call Units	Leave (Hours)
Thu, Dec 18	8.00	0.00	0.00	0.00	12.00	0.00	0.00
Fri, Dec 16	8.00	0.00	0.00	0.00	8.00	0.00	0.00
Sat, Dec 17	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Sun, Dec 18	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Mon, Dec 19	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Tue, Dec 20	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Wed, Dec 21	8.00	0.00	0.00	0.00	8.00	0.00	0.00
Total Hours	40.00	0.00	4.00	0.00	44.00	0.00	0.00

Step 6: Select checkbox above to verify that the time you submitted is true and correct, then click **Submit Timesheet** for final submission.

Timesheet Submission

Timesheet Hours Summary | Payroll Summary | **Certification and Submission**

Certification

By checking the box below I give my certification to the hours and work performed and reported on this timesheet.

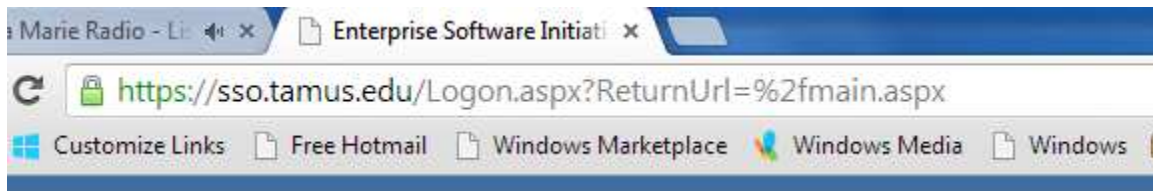
I certify that the hours reported on this form are true and correct.

Comments

Back Submit Timesheet Return to Timesheet

16.2 Supervisor Timeraq & Timesheet Approval

Step 1: Enter <https://sso.tamus.edu> into your browser.



Step 2: Enter your UIN and your password.

Please remember to completely log off the SSO system and close your browser before leaving your computer to prevent unauthorized persons from accessing your account. You can easily do this by clicking on the "Logoff" button at the top right of the page after signing in.

Important Notification: Employees of The Texas A&M University System continue to be targeted in "phishing" schemes by parties wishing to gain access to the A&M System's secure applications and your employee information. The following sites are the only sites authorized by the Texas A&M University System to request your SSO password.

- <https://sso.tamus.edu> (this site)
- <https://maestro.tamus.edu> - the Maestro Research Portal
- <https://imedris.tamu.edu> - the TAMU Research Compliance Portal

To prevent giving unauthorized persons access to your personal information, please verify the address and the certificate of the site before entering your userid and password. Be wary of any unfamiliar email that takes you to a site that requests your password. Visit the SSO news page for more information and to learn [more about how to protect your web accounts from phishing](#).

System Members (SSO)

UIN:

Password:

[New Employees - Set up your password](#)
[I forgot my password](#)
[Use your one-time \(temporary\) password](#)

Single Sign-On is the system which handles your logon access to web based applications which have chosen to use Single Sign-On as their authentication method. After logging in, you will be presented with a list of applications for which you may be authorized.

If you are unsure of your password, choose one of the options below the Submit button, or contact your HR departmental representative or your central HR office.

This computer system and data herein are available only for authorized purposes by authorized users. Use for any other purpose may result in administrative/disciplinary actions or criminal prosecution against the user. Usage may be subject to security testing and monitoring. Applicable privacy laws establish the expectations of privacy.

Step 5: Once on the Overview page the Manager/ Approver can select a desired action button.

The screenshot shows the 'TimeTraq' interface for a 'Timesheet Overview'. The page includes a navigation bar with 'Overview', 'Work Events', 'Adjustments', 'Approval Log', and 'Account Allocation'. Below this are several buttons: 'Approve' (green), 'Reject' (blue), 'Cancel Timesheet' (red), 'Edit' (blue), and 'Recall' (blue). The main content area is divided into two tables: 'Timesheet Status' and 'Comp Time'.

Timesheet Status

Timesheet	2052
Status	Submitted
Pay Date	3/31/2006
Longevity Paid?	No

Comp Time

State OT Paid	0.00
State OT Banked	0.00
FLSA OT Paid	0.00
FLSA OT Banked	0.00

General Hours

Reg. Work Hrs	70.00
Leave Hrs	0.00
Holiday Hrs	12.00

Callout Box 1 (Reject): If there are errors on the timesheet and you need to have the employee correct them, click the **Reject** button to return the timesheet to the employee. Whenever you reject a timesheet you should be sure to speak to your employee about the changes that need to be made.

Callout Box 2 (Edit): If corrections need to be made to the timesheet or you need to enter time on behalf of your employee, click the **Edit** button to edit the timesheet.

Callout Box 3 (Recall): If you approve an employee's Timesheet and realize that an error needs to be corrected, you can recall it by clicking the **Recall** button. After you've recalled the Timesheet you can:

- Make corrections to the timesheet yourself and re-submit it
- Reject the timesheet back to the employee for correction

Note that a Timesheet cannot be recalled after another manager has approved it. In this situation, you'll need to ask the approving manager to reject the timesheet so it can be corrected.



Student Employment Office

Student Employment Success Guide Certification Sheet

1. The student employee, supervisor, budget head and alternate supervisor are required to review and read the **Student Employment Success Guide** for their thorough understanding.
2. Submit the Hiring Proposal and EWR no later than **three (3) business days prior to the start hire.**
3. Please attach the signed job offer letter, award letter (if work-study), to the EWR for processing.
4. Review and certify all hiring documents prior to submitting Hiring Proposal and EWR for approval. Ensure that the appropriate signatures are on all forms, as required.

STUDENT EMPLOYEE ONLY

I have received and/or viewed the Student Employment Success Guide located on the Student Employment website under "Student Resources". I acknowledge all the material presented therein and agree to abide thereby.

Student Printed Name

Student Employee Signature

Date

SUPERVISOR ONLY

I have received and/or viewed the Student Employment Success Guide located on the Student Employment website under "Supervisor Resources". I acknowledge all the material presented therein and agree to abide thereby.

Supervisor Printed Name

Supervisor Signature

Date

DEPARTMENT OR BUDGET HEAD ONLY

I have received and/or viewed the Student Employment Success Guide located on the Student Employment website under "Supervisor Resources." I acknowledge all the material presented therein and agree to abide thereby.

Dept./Budget Printed Name

Dept./Budget Signature

Date

