

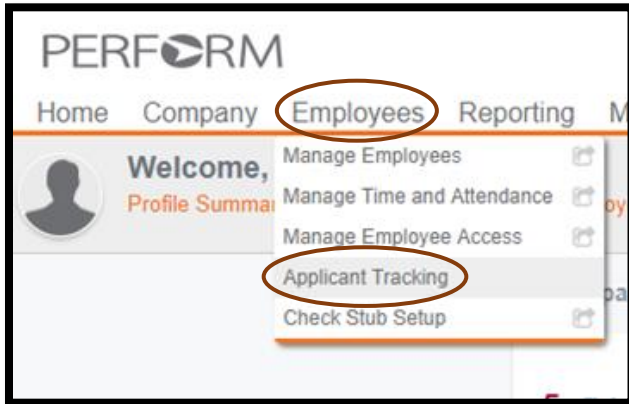
FVCC STUDENT AND TEMPORARY EMPLOYMENT

Supervisor Steps for Student and Temporary Employment:

1. Create a Job (Request Job Approval)
2. Access and Review Applications, and Select Candidates to Interview
3. Hire Student and Temporary Employees
4. Student and Temporary Employee Onboarding Process
5. Rehire, Change Status or Terminate Employees
6. Supervisor Responsibilities

1. Create a Job (Request Job Approval)

- Open **Paycor** and hover the cursor over the **Employees** button and click **Applicant Tracking**.



- Click the **Request Job Approval** button and complete all of the required fields (*).
 - For the **Job Description** field, select a **job description template**
 - Open the appropriate template, copy the entire document, and then paste it into the **Paycor Job Description** field.
 - Many of the jobs posted during the 2016/2017 academic year have been made into job description templates—some are for specific areas, like *A & P Academic Assistant*; *Ceramics Clay Mixer*; *Grounds & Building Maintenance Assistant* and others are generalized.
 - If the template needs to be updated, do so after it is inserted into the **Job Description** field.
 - If you don't see a template for your job, select one that is similar and modify it.
 - Click **Next**.

HOME ANALYTICS INTEGRATIONS ADMIN CREATE A CANDIDATE **REQUEST JOB APPROVAL** MARKETPLACE HELP

Request Job Approval (Step 1 of 2)

First Step: Please complete the required fields (★) and click "Next".

Job Information

★ Requested By: Denise Grabowski

★ Job Title

Budget Title No Budget Title Selected

★ Location +

Thank You For Applying Email create new

Candidates who apply for this job will receive the email selected above.

Key People Managing this Job

★ Hiring Managers: Denise Grabowski ← The name of the person initiating the Request will be populated as the Hiring Manager.

Recruiters: No Recruiters Selected

Comment

★ Job Description

HTML **B** **I** **U** **I_x** Arial

Paste your job description here (CTRL + V).
You may also clone a job description from any job.

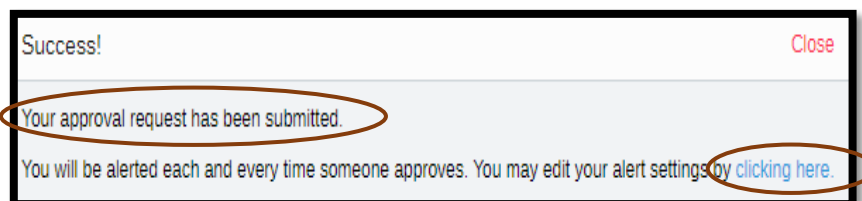
Insert Job Description Here

- When the **Final Step** box appears, provide the following information in the **Posting a comment** space:
 - Open to All Applicants (for Temporary Jobs) AND the Department Budget Code for the hours to be charged; **OR**
 - Open to All Students and Department Budget Code for hours to be charged; **OR**
 - Open to Work Study Students Only; **AND**
 - Indicate the number of positions available
- Click the **Submit** button.

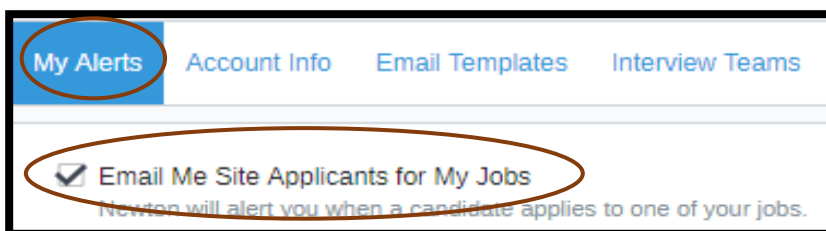
After submitting the job for approval, the Approval Manager (Recruiter) will format the job description and complete the **Request Job Approval** process, and then post the job.

Once the job is posted, the system will notify the supervisor via email.

- A window will appear confirming the **Request** was submitted for approval.
- Click on the **clicking here**

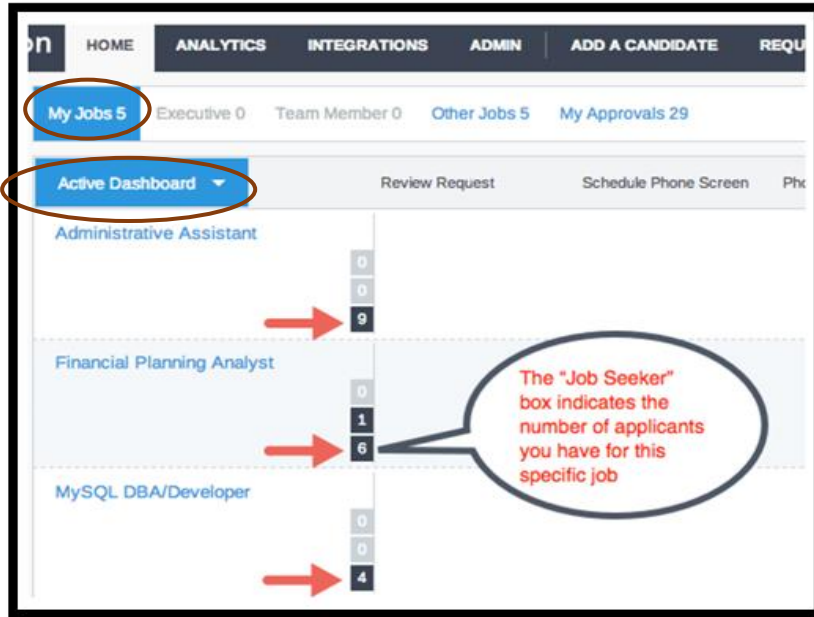


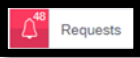
- Click the **Email Me Site Applicants**

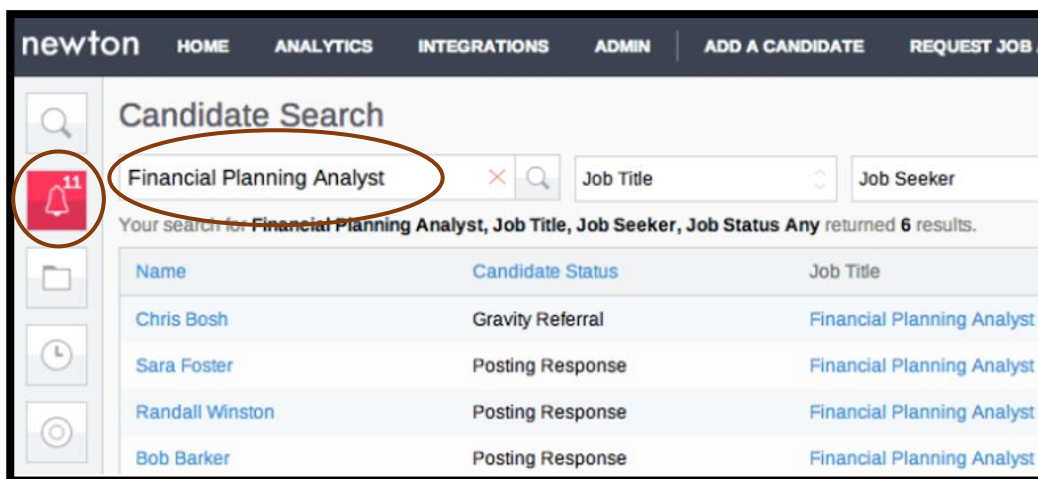


2. Access and Review Applications, and Select Candidates to Interview

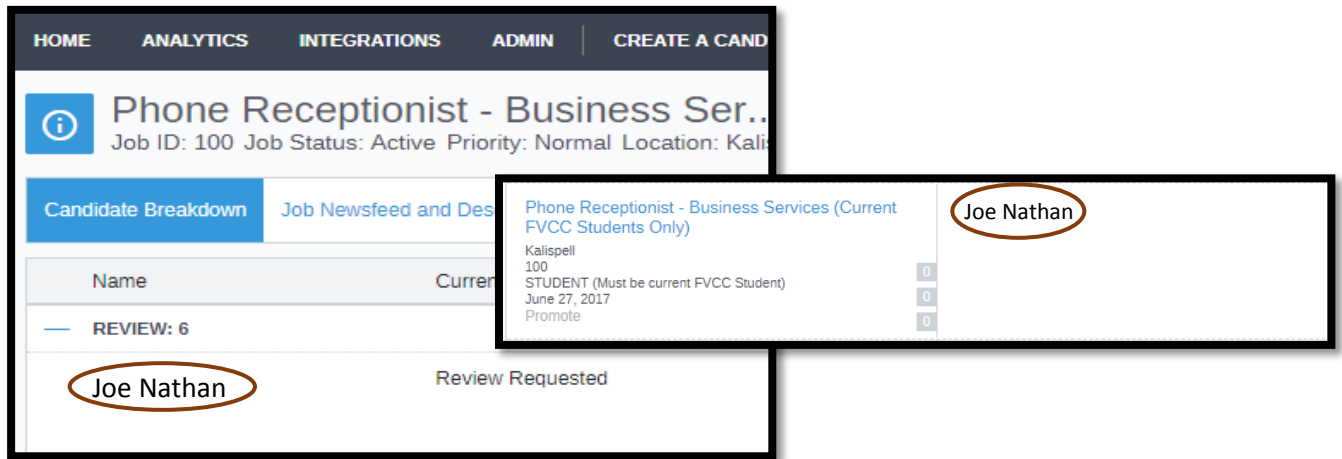
- In **Paycor**, hover mouse over the **Employees** button, and then click **Applicant Tracking**.
- **My Jobs** will indicate the number of assigned jobs for a supervisor, and the jobs will be listed in the **Active Dashboard**. The number of applicants will show in the bottom box. Click the box to open the list of applicants.




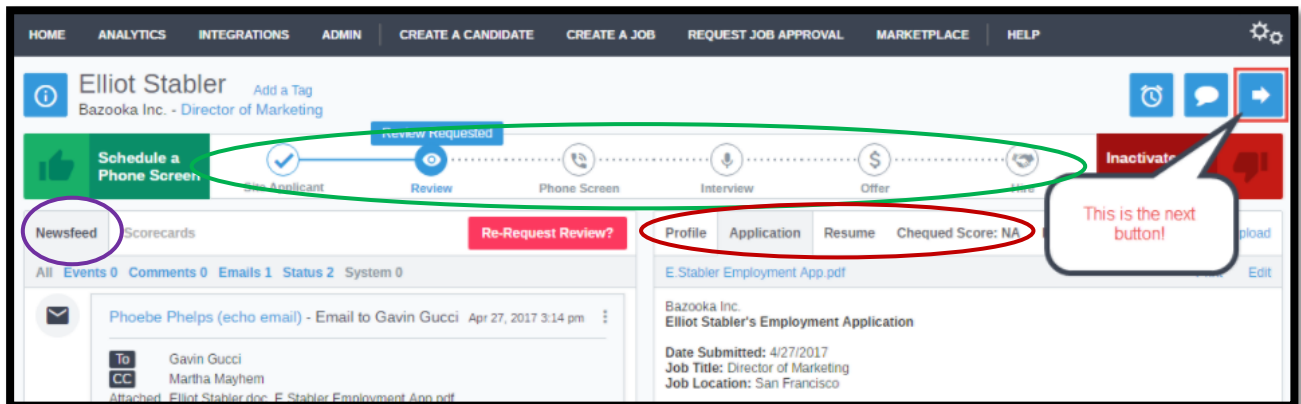
- The  will indicate when there are applications available for review. Click the bell to view these review requests and click on the **job title** to view the applicants.



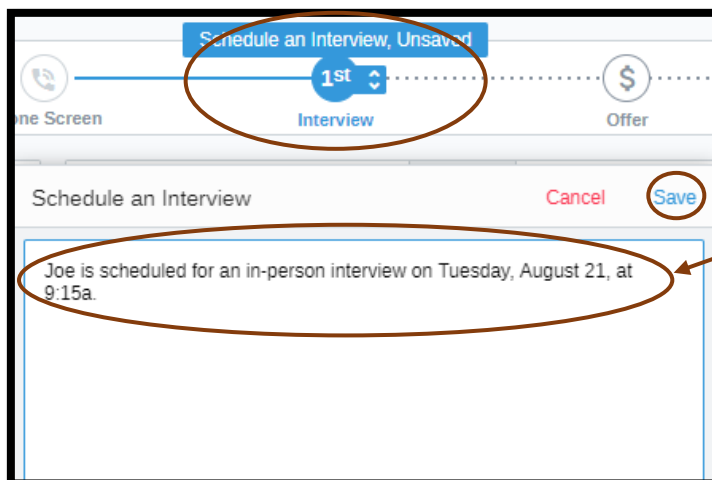
- To view an application, click on the **candidate's name**.



- The candidate's profile page is divided into three sections:
 - Application Profile** contains the candidate's application materials
 - Process Flow** outlines where the candidate is in the recruitment process
 - Newsfeed** is a record of communications with the candidate and the Search Chair
- Click the **Next** () button to move to the next candidate's application profile.

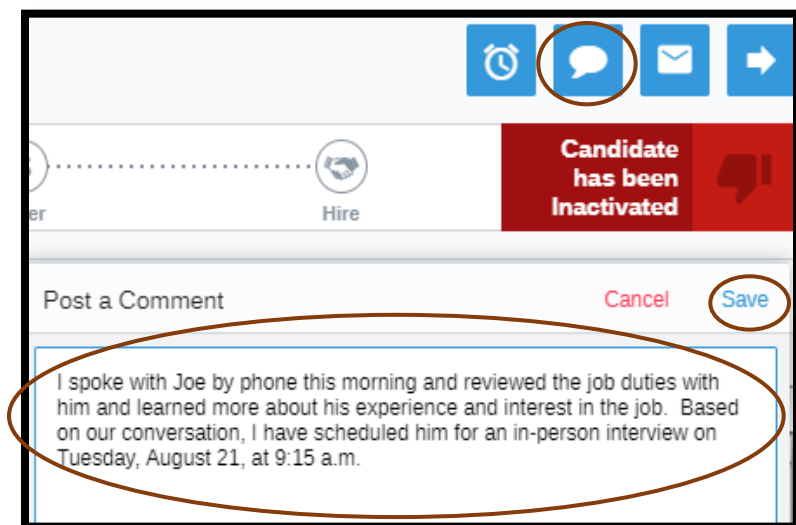


- On the **Process Flow**, click the **Interview** button after and select the **Schedule Interview** button. Add a comment in the **Comment** box with the date and time of the interview, and then click **Save**.



The interview comment should indicate the date and time of the interview.

- Click the **Comment** button to document any communication with a candidate.



When adding comments or sending emails, they must be:

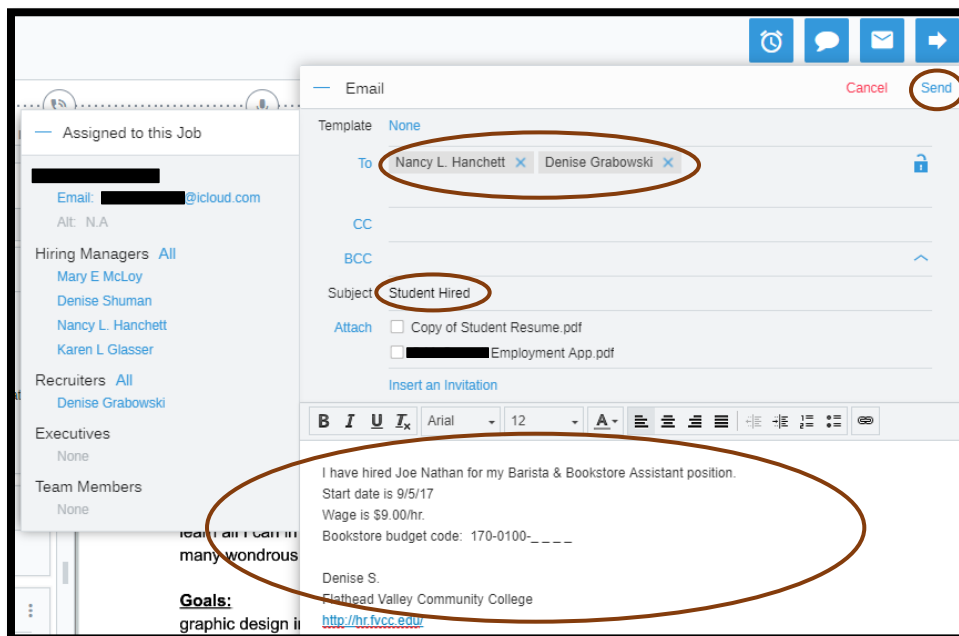
- Objective,
- Only facts, no speculation
- Professional

All comments and emails are discoverable in the event of a legal challenge.

3. Hire Student and Temporary Employees

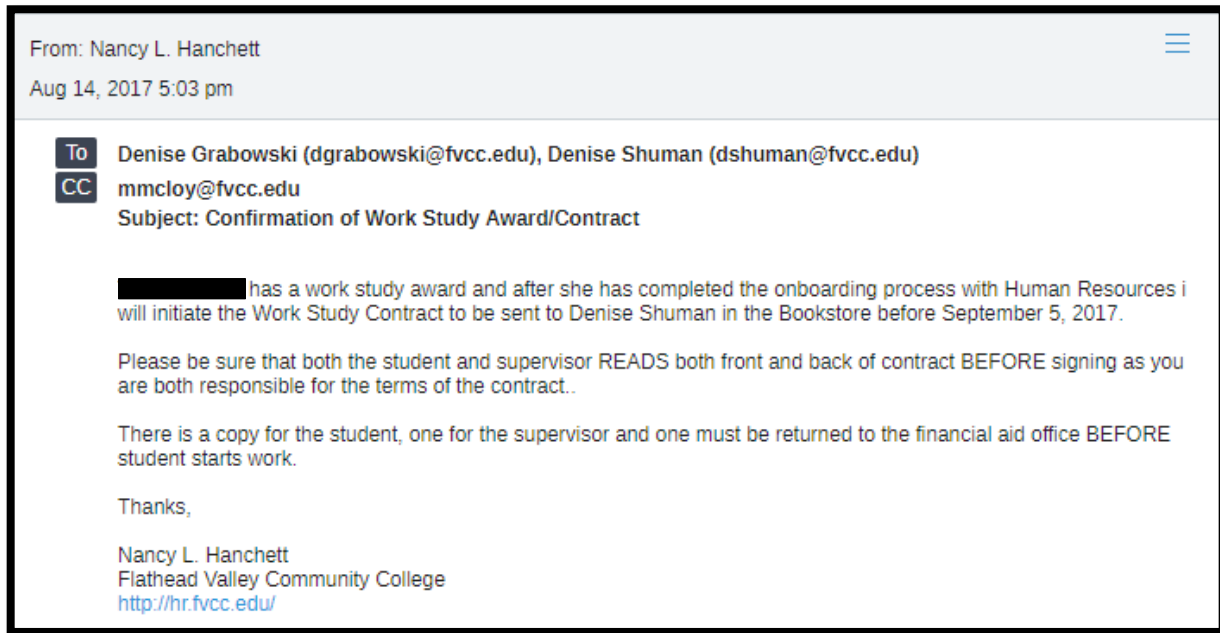
After the successful candidate has accepted the job offer and a starting date has been established email Financial Aid and Human Resources.

- From the candidate’s application profile page, click the **Email** button. Click appropriate party’s name and click **“TO”**
 - Work Study or Student – Nancy Hanchett and Denise Grabowski
 - Temporary – Denise Grabowski
- In the **Subject** space enter **“Student Hired”** or **“Temp Hired”**
- In the **Message** space, provide the following:
 - Name of the student or temporary candidate to hire
 - Job title and hiring department
 - Start date,
 - Wage, and
 - Hiring department budget code (provide **regardless** if the wages are paid by work study funds)



Financial Aid will verify the chosen candidate's eligibility for Work Study and notify the supervisor of the student's status. If the student is Work Study eligible, a Work Study Contract will be initiated after the student has completed the online employment onboarding process.

Below is sample notification email from Financial Aid.



4. Student and Temporary Employee Onboarding Process

Human Resources will send an email invitation to the successful candidate to initiate the online employment onboarding process. Once completed it must be brought to Human Resources proper pieces of identification to complete the process.

- Student and Temporary employees CANNOT start working:
 - Until they complete the onboarding process, AND
 - If the student is utilizing a Work Study award, the Work Study contract is signed by both student and supervisor and returned to Nancy in Financial Aid.

5. Rehire, Change Status or Terminate Employees

- **Rehire (Reactivate) and Change Status:** When employment is ended, the employee will be inactivated in **Paycor**.
 - To rehire an inactive employee to their previous position,
 - The individual DOES NOT have to re-apply if the inactive period is less than one year from their termination date.
 - Complete the **Student/Temp Status Change and Termination Authorization form**.
 - If the inactive period is over one year, the individual DOES have to re-apply for a posted position.
 - Follow the steps to **Request Job Approval** to create a job and hire

- To continue to employ a student employee after the academic year, change the student's status from Student to Temporary by completing the **Student/Temp Status Change and Termination Authorization form**.
- **Terminate Student and Temporary Employees:** Student and temporary employees must be terminated when their employment has ended for any reason.
 - Complete the **Student/Temp Status Change and Termination Authorization form**.

6. Supervisor Responsibilities

- Supervisors will provide timely constructive feedback and a meaningful growth opportunity to student employees regarding their work skills and work behaviors in the workplace. Students must work under the supervision of an employee and may not work off-campus or remotely.
- Supervisors will ensure student workers are actively engaged; no use of cell phones (except in the case of emergency) or social media while the student is working his/her shift.
- Supervisors will ensure student employees demonstrate a commitment to the job with adherence to work schedule, effective communication/interpersonal skills, and quality customer service skills to be a representative of FVCC.
- Supervisors will regularly review and monitor student employee time cards to ensure:
 - Students **enter their hours worked in Paycor daily**,
 - Students enter their hours correctly and accurately based on the agreed upon work schedule, and
 - Students **DO NOT work beyond 19 hours per week**.
 - If a student employee with a Work Study Award works beyond 19 hours per week during fall or spring semester, **these hours will be charged to the supervisor's department**.
- Supervisors will approve student time cards within **3 business days** following the end of a pay period.