

# Student and Temporary Employment Steps

## IMPORTANT INFORMATION REGARDING STUDENT EMPLOYEES:

- Students hired in any capacity at FVCC are referred to as **STUDENT EMPLOYEES**.
- You are violating FERPA if you refer to a student employee as a “work study student.” By referring to a student employee as a “work study student,” you are identifying that the student is of financial need.
- Work Study is a funding source only and wages earned by student employees are paid by work study funds. In order for a student to receive a work study award, they must complete the FAFSA and be eligible to receive/be awarded financial aid and work study funds.
- Students enrolled in a minimum of 6 credits for the academic year may apply for student employment jobs posted on FVCC’s job site. There are two types of Student Employment opportunities:

**STUDENT (Open to All Students Enrolled in 6 Credits per Semester)** – students hired for these jobs may be paid by the hiring department OR work study funds (if the student is eligible for an award). Departments that have funds in their budget to pay student wages may include the *Common Grounds, Bookstore, Eagle’s Nest, and College Center*.

**STUDENT (Open to Work Study Eligible Students Enrolled in 6 Credits per Semester)** – students that apply for these jobs may only be hired if they are eligible for a work study award. Departments that post these jobs do not have funds available to pay student employee wages.

## IMPORTANT INFORMATION REGARDING TEMPORARY EMPLOYEES:

- Supervisors must complete a PAR, and obtain the appropriate approving signatures in order to recruit temporary employees.
- Supervisors hiring a temporary employee for durations of 90 calendar days or longer must schedule the employee for a break of five consecutive work days before every 89 calendar days\*. \*Calendar days include week days, weekends, and holidays.

## **STUDENT AND TEMPORARY EMPLOYMENT STEPS**

1. Creating a Job Description
2. Creating a Job Posting
3. Accessing and Reviewing Applications in Paycor Recruiting
4. Interviewing Student and Temporary Applicants
5. Hiring Student and Temporary Employees
6. Onboarding Process for Student and Temporary Employees
7. Terminating, Rehiring, or Changing Status of Student and Temporary Employees
8. Supervisor Responsibilities Relating to Student Employees

### **1. Creating a Job Description**

- This step is easy—contact the Student Employment Coordinator/Recruiter and request a copy of a similar student or temporary employee job description so that you can use it as a model to create a draft description specific to your needs.
- Send the draft job description to the Student Employment Coordinator/Recruiter to review and ensure the content meets the requirements for student and temporary employee job descriptions.

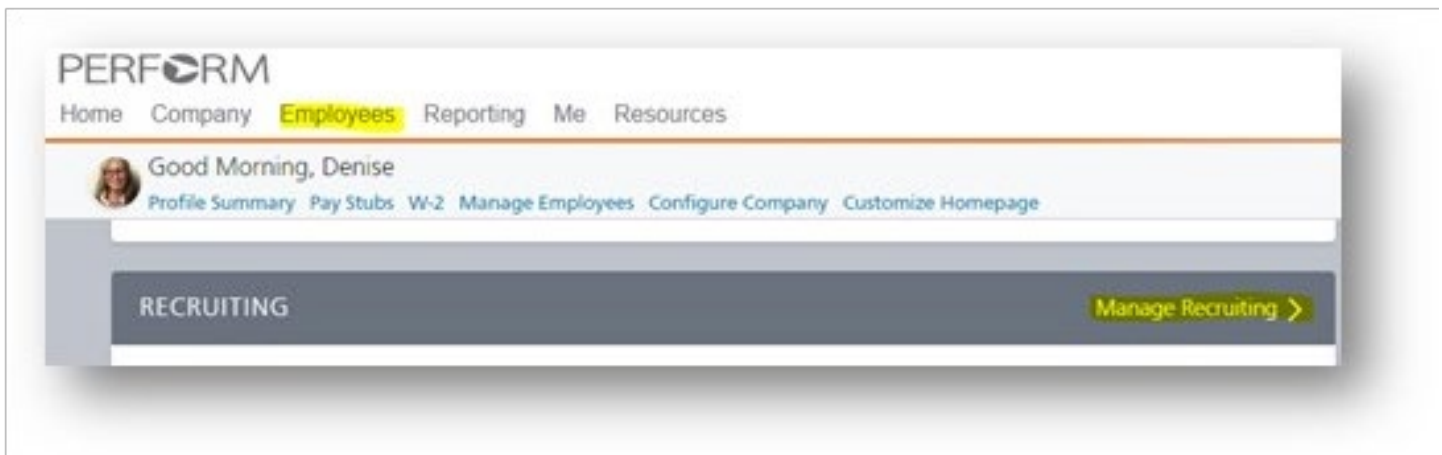
### **2. Creating a Job Posting**

- Another easy step—email the Student Employment Coordinator/Recruiter and indicate that you would like to post a student or temporary employment opportunity. If it is a new job, attach the draft job description to the email. If it is a job that has been previously posted, the Coordinator/Recruiter will review the previous posting and update it based on the supervisor's needs.

### **3. Accessing and Reviewing Applications**

- To access the applicant tracking system, log into Paycor.com or Paycor Recruiting, For access via Paycor.com, scroll down go to the Recruiting section on the home screen, and then click Manage Recruiting

(see screenshot below). You can also click the Employee tab and select Manage Recruiting from the drop-down menu.



- When you open PaycorRecruiting (Manage Recruiting), look at the tabs below the Home tab, and click on the My Jobs tab. Then click on the All Jobs tab. You will see jobs listed that are assigned to you. If you have any issues accessing the system or the materials, call Denise at 406-756-3960.



- To view an applicant, click on their name.
  - The candidate's profile page is divided into three sections:

- **Applicant 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 applicant
- If there is more than one applicant, you will click the Next arrow in the blue box at the upper right of the screen to view their materials.

#### 4. Interviewing Student and Temporary Applicants

- If the student and temporary applicants meet the minimum qualifications per the job description, the supervisor may contact the applicant directly by phone or email and invite them to interview.
- Supervisors will apply a consistent process for conducting interviews to ensure the process is legal. **Request assistance and guidance and an interview template from the Student Employment Coordinator/Recruiter so that you can draft a template for your needs.**
- Also, it is recommended that the supervisor review expectations for the student employee during the interview process and on their first day of employment. Request assistance on this from the Student Employment Coordinator.

**NOTE:** FVCC requires background checks for all temporary employees AND for some student employment positions where students may be providing unsupervised support to students, such as tutoring, or cashier roles where the student is responsible for closing shifts.

- The supervisor may offer the job\* to the student or temporary applicant at the end of the interview by following the steps detailed in the *Hiring Student and Temporary Employees* section.
- The supervisor may offer a wage within the posted wage range listed in the job posting. The supervisor will apply a consistent practice in determining how to pay student and temporary employees.
- As noted above, depending on the position, \*the offer of employment is contingent upon positive background check results.

## 5. Hiring Student and Temporary Employees

After the job is offered and accepted, and the approximate start date is determined, the supervisor must communicate via email to the appropriate people that they have hired the student or temporary employee.

**NOTE:** Student and Temporary employees may not start working until they have completed the full HR onboarding process (see below). **If a student employee is eligible for a work study award, they may not start working until the work study agreement/contract is signed by the supervisor and student, and then returned to the Financial Aid department. If the student starts working before the agreement is signed, the wages will be charged to the supervisor's department for the current pay period.**

- The email communication is very specific for hiring student and temporary employees, so follow the steps below to ensure a smooth transition to the hiring process.

- **Student Employees - Email Communication for Hiring All Student Employees:**

- From the student employee's application profile page, click the Email (blue box with white envelope) button in the upper right area of the page. An email form will appear on the screen, and you will complete it as follows:

**TO: Crystal Morris** (Director, Financial Aid)

**Denise Grabowski** (Student Employment Coordinator)

**Subject: "Student Hired"**

**Message:**

- **Name of Student Hired** (for example: *Dan Brown*)
- **Job Title and Hiring Department** (for example: *Academic Assistant - Music*)
- **Start Date:** (Note - allow a minimum of two business days when determining the start date so new employees can complete full HR onboarding process)

- Wage (for example: \$12)
- **Temporary Employees - Email Communication for Hiring All Temporary Employees:**
  - From the temporary employee's application profile page, click the Email button in the upper right area of the page. An email form will appear on the screen, and you will complete it as follows:
 

**TO: Sarah Singleton (HR Generalist)**

**Denise Grabowski (Recruiter)**

**Subject: "Temp Hired"**

**Message:**

    - Name of Temp Hired (for example: *Dan Brown*)
    - Job Title and Hiring Department (for example: *Grounds & Building Maintenance, Maintenance*)
    - Start Date: (Note - allow at a minimum of two business days when determining the start date so employee can complete full HR onboarding process)
    - Wage (for example: \$12)

## 6. Student and Temporary Employee Onboarding Process

Once the student or temporary employee is hired, Human Resources will send an email from Paycor inviting the newly hired student and temporary employee to complete the online onboarding process. Once the online portion is complete, the employee must bring their "Acceptable Documents" to Human Resources to complete the I-9 verification – **before they can start working.**

- **For work study award eligible student employees,** the Student Employment Coordinator will email Financial Aid and the supervisor to let them know that the student employee has completed the onboarding process and that the student is ready for a work study

contract. **These students cannot start working until the signed contract is returned to Financial Aid.**

- **For non-work study funded student and temporary employees,** the Student Employment Coordinator/Recruiter will email the supervisor and let them know that the student OR temporary employee is ready to work.

**NOTE: Student employees awarded work study funds CANNOT work until both their supervisor and the student review, sign, and return the work study contract to Financial Aid.** *If the supervisor allows the student to start working before the contract is returned, their department will be responsible for paying the student's wages through the current pay period.*

## 7. Terminate, Rehire, or Change Status of Student and Temporary Employees:

Complete the [Student/Temp Status Change and Termination Authorization](#) form for the following situations based on the appropriate Personnel Action:

- **Terminate:**

- **Student Employee**—if the student is graduating and will not return to their position, or resigns their student position
- **Temporary Employee**—if the temporary employee resigns or the temporary duration ends
  - Click **Terminate** under the *Personnel Action* section, and then complete the rest of the Authorization Form with what you know. Under the End Date section enter the last day the student or temporary employee worked. In the *Special Instructions* section, indicate: “Student graduated,” or “Student is not returning”, “Student Quit, ” OR “Temp job ended”, or “Temp quit.”

- **Rehire:**

- **Student employee**—if the student plans to return for the next academic year AND the supervisor plans to return them to work in the same position within a year of their employment ending

- **Temporary Employee**—if the temporary employee plans to return to work in the same position within a year of their temporary position ending
  - Click Rehire under the Personnel Action section, and then complete the rest of the Authorization Form with what you know. Under the Date of Hire or Rehire section enter the date the employee will start working.

**NOTE:** 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. If the period is over one year, the individual will have to reapply for the position and complete the full onboarding process.

- **Change:**

- **Student and Temporary Employees**—to continue to employ a student employee after the academic year, say over summer, you will need to change them from *“Student to Temp.”* If they return to work as a student for fall semester, you will need to change them from *“Temp to Student.”*
- If the Student or Temporary employee is going to take a break and return to the position within under 12 months, you will *“Place on Leave without Pay (Employee Currently Active Status).”*

**NOTE:** If the employee is not working between semesters, and plans to return, etc., then you will change them to *“Leave without Pay status.”* This allows Human Resources to change their status in Paycor and alleviate FVCC being charged to keep the employee in active status.

## **8. Supervisor Responsibilities for Student Employees**

- Supervisor will provide timely constructive feedback and meaningful growth opportunities for student employees regarding their work skills and work behaviors.
- Supervisor will ensure student employees are actively engaged; there will be no use of cell phones (except in the case of emergency) or social media while the student is working their shift.



- Supervisor 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.
- Supervisor will regularly review and monitor student employee timecards to ensure:
  - Students enter their hours worked daily in their Paycor timecard or paper timesheet;
  - Students enter their hours correctly and accurately based on the agreed upon work schedule, and
  - Students **DO NOT** work beyond 19 hours per week. **NOTE: if a student employee with a work study award works beyond 19 hours per week, those hours will be charged to the supervisor's department.**
- Supervisors will approve student timecards within 2.5 business days following the end of a pay period. **Make calendar reminders so that you can remember to approve your timecards on time.**

If you have any questions, please contact:

Denise Grabowski, HR Partner, Recruitment and Student Employment Coordinator

406-756-3960

[dgrabowski@fvcc.edu](mailto:dgrabowski@fvcc.edu)