

STUDENT EMPLOYMENT



**SUPERVISOR
HANDBOOK**

TABLE OF CONTENTS

2 INTRODUCTION TO STUDENT
EMPLOYMENT

4 GETTING READY TO HIRE

6 ON THE JOB

8 ADDITIONAL RESOURCES

10 CONTACT US



SECTION I

INTRODUCTION TO STUDENT EMPLOYMENT



THE OFFICE OF STUDENT EMPLOYMENT (OSE) SUPPORTS THE ON-CAMPUS EMPLOYMENT AND OFF-CAMPUS COMMUNITY SERVICE NEEDS OF ENROLLED SETON HALL UNIVERSITY STUDENTS. STUDENT EMPLOYMENT IS AN OPPORTUNITY FOR STUDENTS TO LEARN VALUABLE LIFE SKILLS WHILE EARNING MONEY TO ASSIST IN PAYING ADDITIONAL EDUCATIONAL EXPENSES. STUDENTS GAIN INTERPERSONAL, PROJECT MANAGEMENT, AND CRITICAL THINKING SKILLS THAT THEY TAKE WITH THEM INTO PROFESSIONAL SETTINGS POST GRADUATION.

The OSE maintains online listings of Student Employment positions for Seton Hall University, including Federal Work Study (FWS), University Funded, and Community Service opportunities. All Student Employment positions are part-time to best support the student's academic success. Supervisors are within the SHU community and understand the nature of the Student Employment program, and that employees are students first. Open positions can be found online at Jobs.SHU.edu.

REQUIREMENTS AND ELIGIBILITY

To be eligible for Student Employment at Seton Hall University, a student must be enrolled at least half-time in a matriculating program; half-time enrollment is 6 credits for Undergraduate students and 5 credits for Graduate students. An exception can be made for a graduating senior in their final semester registered for at least 3 credits only if the registration requirement is the sole reason for ineligibility, and will be verified with the Registrar's Office.

Students are permitted to work one on-campus job at a time. Students may transfer their employment during the year, with prior notification to the Office of Student Employment and current supervisor.

FEDERAL WORK STUDY (FWS)

This is a federally-funded program administered by Seton Hall University. Federal Work Study that assists students with financial need in meeting additional educational expenses through student employment. Financial need is determined using the federal methodology received at the University. Students are allotted an annual amount of FWS funding; this represents the maximum amount that the student can earn during the award year in this program. It is important that supervisors monitor and track FWS use per student employee to ensure that students do not exceed their allotment; any amount in excess of the total FWS award will be charged to the hiring department's budget.

Federal Work Study eligibility determines the funding source for the student's compensation. "Federal Work Study" and "Student Employment" eligibility are not synonymous. Students eligible for Federal Work Study funding will receive compensation from their federal allotment.

In addition to the general requirements for Student Employment, Federal Work Study recipients must also maintain Satisfactory Academic Progress to retain eligibility for federal funding, including a minimum Cumulative GPA of 2.0. Eligibility for FWS funding for students selected for Federal Verification will not be confirmed until the process has been completed with the Financial Aid Office. FWS awards can change during the year dependent on the student's federal aid eligibility.

UNIVERSITY FUNDED (UF)

University Funded positions are paid through the hiring department's budget and not via federal funding. University Funded students do not have to demonstrate financial need, and students who have exhausted their eligibility for FWS funding for the year can be transferred to a UF position. Department funds for UF positions are maintained and allocated by the hiring department.

GRANT FUNDED

University Funded positions that are sourced from a grant within a department's budget are considered Grant Funded positions. While treated as a University Funded position for hiring purposes, Grant Funded position posting and hiring must first be approved by the University's Grants Accounting. Students are not paid via federal funding for these positions.

COMMUNITY SERVICE

This is a federally funded program wherein the University provides special services to the community. These are intended to "improve the quality of life for community residents, particularly low-income individuals, or to solve particular problems related to their needs".

INTERNATIONAL STUDENTS

International students are permitted to hold a position through the Student Employment program, however they cannot be paid Federal Work Study funding. International students will be required to submit their I-20 Form, I-94 Form, and Foreign Passport with their I-9 Form. Students without a Social Security Number will receive a notification from the Payroll Office regarding their compensation.

SECTION II

GETTING READY TO HIRE



JOB POSTING

The hiring process is completed through the PageUp Hiring Portal, accessible through the Human Resources section of your [SHU Portal](#). To hire a worker, you must first submit a requisition to have the position posted to the SHU Job Board ([Jobs.SHU.edu](#)).

Hiring Managers must submit a requisition each year for approval. Requisitions will include the following about the position: job description, work hours, special skills required, desired applicant qualifications, hiring manager, supervisor, position number, and approval process (FWS/Dept or Grant Funded).

It is advised that requisitions include if FWS eligibility is required for applicants in the job title or description.

INTERVIEW AND SELECTION

Once a requisition has been approved, it will be posted to the SHU Job Board under the “Student Employment” filter. Students can also search for the job by title or requisition number, or browse open positions. After an applicant has applied for a position, the hiring manager for the requisition will be notified and can take action on PageUp. The hiring manager can view the student’s application and resume.

EQUAL OPPORTUNITY EMPLOYMENT

As a supervisor, you should fully understand that Equal Opportunity Employment is the law and observed at Seton Hall University. Equal Opportunity Employment applies to all terms and conditions of employment, including Student Employment. Questions or concerns regarding the policy can be directed to the University’s Office of EEO and Title IX Compliance.

HIRING A STUDENT WORKER

The hiring process for supervisors takes place within the PageUp Hiring Portal. Once an applicant has been selected for hiring, the hiring manager will move the student to “Recommend for Hire” status. This will prompt the hiring manager to complete a job offer for the applicant; the offer must include the hire date, hourly wage, and approval process. After completing the offer, the hiring manager will move the student’s status to “Send Offer to Applicant” and elect to email the student. The student will receive a notification to accept their offer via their hiring portal (through the Jobs.SHU.edu site).

The notification to the student to accept the offer includes instructions for completing hiring paperwork; the I-9 Form must be completed before the student will be cleared to begin working. A link to these forms on the Human Resources website is included in the email notification. Students must complete the I-9 Form in-person at the Financial Aid Office with the original form of their supporting document(s). I-9 Forms are valid for the duration of the student’s enrollment at SHU, with the exception of Temporary I-9 Forms issued based on expiration of international status documentation. Additional forms (W-4 and NJ W4) must be submitted to the Payroll Office to receive compensation.

After the student has accepted the offer and submitted the hiring documents, their offer will be processed. The student and hiring manager will receive an email notification indicating the student’s first day of employment. The student is not permitted to work prior to this approval.

REHIRING A STUDENT WORKER

Student workers must reapply annually to the new year’s requisition and positions are terminated at the end of the award year. Returning student workers do not need to resubmit their hiring documents (unless issued a Temporary I-9 Form).

HOURLY WAGE RATE

Seton Hall University follows the New Jersey Minimum Wage Rate. The NJ Minimum Wage is \$15.13 per hour. Supervisors may not set an hourly rate at less than the New Jersey Minimum. The OSE will notify supervisors of any scheduled increases.

CONFIDENTIALITY AGREEMENT

It is advised that departments develop and review a Confidentiality Agreement with student workers with access to sensitive information. This can help protect the department and student in the event of a future incident. A sample Confidentiality Agreement can be requested via email from the Office of Student Employment. It is suggested that supervisors adjust any template/sample agreements to fit the needs and nature of the position.

TRAINING

Hiring supervisors are expected to provide students with localized training within the department. Each department hired new student workers according to the needs of the position, and there are some general steps that can help any department to better acclimate student workers:

- Introduce the student employee to the staff. This gives the student a sense of belonging and is common courtesy for any person starting a new job with new coworkers.
- Explain the departmental procedures. Provide any helpful handouts, including scripts or FAQs. Be sure to define what is acceptable in terms of attendance, punctuality, attire, breaks, and other basic aspects of the work environment.
- Give the student a tour of the workspace. Point out important access areas and their specific workspace. Impress upon the student worker that they are important to the overall success of the department.

SECTION III

ON THE JOB



SCHEDULING

Student workers are limited to 20 hours per week during the academic year, and can work up to 29 hours per week during University break periods. Weekly hours are calculated following the University's biweekly schedule, with each week beginning on Friday and ending the following Thursday. Students are not permitted to work during their scheduled class time. In the event that a student is permitted to work due to class cancellation, supervisors must obtain documentation showing the cancellation from the professor. This may be requested by the OSE at a future date.

It is the responsibility of the supervisor and student to ensure that work schedules do not conflict with class times nor exceed the maximum permitted hours.

Supervisors who repeatedly violate the Student Employment scheduling policy may lose the ability to hire additional student workers in the future. It is very important that this is monitored on a weekly basis.

TIMESHEETS AND COMPENSATION

Students submit timesheets biweekly via the WebTime Entry system; tutorials are available on the Human Resources website. The designated Timesheet Approver for the position will receive a notification that there are timesheets for review each pay period. It is very important that all deadlines as set by the Human Resources and Payroll Departments are observed. Timesheets must be submitted by close of business day (4:45pm) on their due date.

It is important that supervisors track student earnings to ensure that they do not exceed their Federal Work Study or departmental budget. Students can review their FWS allotment via their award package on the SHU Portal. A student's position will be terminated once they have exceeded their FWS allotment, and the department will be charged the overage. The hiring manager can request that the Office of Student Employment reinstate the student worker under a University Funded position if they wish.

Student workers are paid via the Biweekly Payroll Schedule, available on the Payroll Office website.

MANDATORY BREAK

Employees are required to take a minimum ½ hour break after 5 hours of work and are required to sign out for all breaks; this applies to all Seton Hall University employees, including student workers.

RESIGNATION / TERMINATION OF EMPLOYMENT

Seton Hall University is an “at-will” employer, and employment may be terminated at any time by the student or supervisor. The University requests that students provide a two-week notice of resignation, however this is not required. Students who wish to resign from a position should notify the Supervisor and Office of Student Employment in writing of their request.

Supervisors who wish to terminate a student’s employment should ensure that due diligence was followed in attempting to resolve the issue. It is suggested that the supervisor meet with the student employee prior to deciding on termination. The Supervisor must notify the Office of Student Employment in writing of the decision to terminate the student’s employment. The notification must include, at a minimum, the student’s name, CWID, position number, effective date of termination, and reason for termination. The student’s record in the University’s Banner system will be updated by OSE; it is the responsibility of the student’s supervisor or hiring manager to inform the student of their terminated employment.

GRADUATE ASSISTANTSHIP

Students who have accepted a Graduate Assistantship are ineligible to hold a Student Employment position; the nature of the Graduate Assistantship program is that the student is contracted for 20 hours. This is regardless of the funding source of the position as the Student Employment program was designed to best suit the needs of the student in their academic endeavors while providing employment.

SUMMER POSITIONS

Seton Hall University students are permitted to work during the Summer, given that they are registered at least half-time during the subsequent Fall semester. Students are typically paid via department budgets and hired in University Funded positions during this time. Students who use Federal Work Study funds for employment after July 1st will begin depleting their next award year’s allotment.

LATE TIMESHEETS

In the event that a student inadvertently forgets to submit all hours on their timesheet, they will be permitted to submit this time as Missed Hours on their next pay period’s timesheet. Instructions for submitting Missed Hours is available on the Student Employment website.

Students must code these as Missed Hours, indicating the hours and days worked in the Note section of the timesheet. All student worker compensation is processed following the biweekly payroll schedule. Students cannot be paid in between pay periods for Missed Hours and will need to log them on the next timesheet.

SECTION IV

ADDITIONAL RESOURCES



OFFICE OF STUDENT EMPLOYMENT

<https://www.shu.edu/student-employment/>

SHU JOB BOARD

<https://jobs.shu.edu/>

PAGEUP HIRING PORTAL

<https://seton.dc4.pageuppeople.com/default.aspx>

NEW EMPLOYEE FORMS

<https://www.shu.edu/human-resources/forms.html>

WEBTIME ENTRY TUTORIAL (STUDENT TIMESHEET SYSTEM)

<https://www.shu.edu/human-resources/time-and-attendance-training.html>

BIWEEKLY PAYROLL SCHEDULE

<https://www.shu.edu/finance-division/payroll-schedule.html#biweekly>

GLOSSARY

Allotment of FWS Funds: maximum amount that the student can earn in the Federal Work Study program for the award year

Hiring Portal (PageUp): used by Hiring Managers to post requisitions and hire applicants

Requisition: job posting submitted to OSE for approval; all requisitions are automatically assigned a Requisition # when saved as a Draft.

Position Number: the number assigned to the student worker's position, to be listed in the Headcount Management section of the requisition. This is linked to the position budget and timesheet approver held in Banner.

Job Offer: completed by the Hiring Manager, this includes the details of the student's offer, including pay rate and start date. Students must accept the offer.

Recommend for Hire: PageUp status that the applicant should be moved to for hiring. The blank job offer will appear for the Hiring Manager to complete after selecting this status.

Send Offer to Applicant: PageUp status that the applicant should be moved to after the offer has been created. Hiring Managers should select "Yes" to have the applicant emailed a notification to accept their offer

Offer Accepted, Form Complete: Page Up status that the applicant has accepted the offer and completed the Employee Details Form, to be processed by OSE

Send to Banner: PageUp status that the applicant's offer has been processed by OSE and the student is ready to start

I-9 Form: federal form required before any employee can begin working at SHU. Student Employees must submit this in-person at the Financial Aid Office with the original form of their supporting document(s).

W-4 Form: federal withholding form required for Payroll to process compensation

NJ W-4 Form: New Jersey state withholding form required for Payroll to process compensation

Direct Deposit Form: optional, completed if student elects to receive funds directly into banking account as opposed to paper check

CONTACT US



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VISIT

Office of Student Employment

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