



Student Employment Guidebook for Student Employees

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Message to Student Employees

Student employees are vital to the success of Mercer University. At Mercer, we are dedicated to helping students find meaningful on-campus jobs and ensuring that students maximize the value of their employment experiences. We believe that having an on campus job helps students become more involved with the Mercer University community, provides valuable work experience, helps build transferable skills, and habits that will benefit future career options. Moreover, on-campus jobs provide financial rewards.

We recommend that students review this handbook prior to and throughout their employment experience so they may learn more about the Mercer University student employment experience and the expectations and standards that they are held to as student employees. All students should read and sign the Student Employment Attestation Form at the end of this guidebook and submit to their supervisor.

Defining Student Employees

Students who are enrolled in courses, on campus, and are making academic progress toward completion of a degree are eligible to be student employees. Student employees are considered “at will” employees. Their employment is short-term, and is contingent on their enrollment and on their continued academic progress. Student employment status terminates immediately when enrollment does not meet the above stated guidelines.

Required Student Employment Forms

Before student employees may be hired or begin work, they must complete the I-9 form with the Office of Financial Planning through the WorkDay system. Identification documentation must be submitted with the form, and must be the original document. Acceptable identification documentation may be found below. Students must also complete a W-4 and G-4 form to be submitted to the payroll office

LISTS OF ACCEPTABLE DOCUMENTS

All documents must be UNEXPIRED

Employees may present one selection from List A
or a combination of one selection from List B and one selection from List C.

LIST A Documents that Establish Both Identity and Employment Authorization	OR	LIST B Documents that Establish Identity	AND	LIST C Documents that Establish Employment Authorization
1. U.S. Passport or U.S. Passport Card		1. Driver's license or ID card issued by a State or outlying possession of the United States provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address		1. A Social Security Account Number card, unless the card includes one of the following restrictions: (1) NOT VALID FOR EMPLOYMENT (2) VALID FOR WORK ONLY WITH INS AUTHORIZATION (3) VALID FOR WORK ONLY WITH DHS AUTHORIZATION
2. Permanent Resident Card or Alien Registration Receipt Card (Form I-551)		2. ID card issued by federal, state or local government agencies or entities, provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address		2. Certification of report of birth issued by the Department of State (Forms DS-1350, FS-545, FS-240)
3. Foreign passport that contains a temporary I-551 stamp or temporary I-551 printed notation on a machine-readable immigrant visa		3. School ID card with a photograph		3. Original or certified copy of birth certificate issued by a State, county, municipal authority, or territory of the United States bearing an official seal
4. Employment Authorization Document that contains a photograph (Form I-766)		4. Voter's registration card		4. Native American tribal document
5. For a nonimmigrant alien authorized to work for a specific employer because of his or her status: a. Foreign passport; and b. Form I-94 or Form I-94A that has the following: (1) The same name as the passport; and (2) An endorsement of the alien's nonimmigrant status as long as that period of endorsement has not yet expired and the proposed employment is not in conflict with any restrictions or limitations identified on the form.		5. U.S. Military card or draft record		5. U.S. Citizen ID Card (Form I-197)
		6. Military dependent's ID card		6. Identification Card for Use of Resident Citizen in the United States (Form I-179)
		7. U.S. Coast Guard Merchant Mariner Card		7. Employment authorization document issued by the Department of Homeland Security
		8. Native American tribal document		
		9. Driver's license issued by a Canadian government authority		
		For persons under age 18 who are unable to present a document listed above:		
		10. School record or report card		
		11. Clinic, doctor, or hospital record		
		12. Day-care or nursery school record		
6. Passport from the Federated States of Micronesia (FSM) or the Republic of the Marshall Islands (RMI) with Form I-94 or Form I-94A indicating nonimmigrant admission under the Compact of Free Association Between the United States and the FSM or RMI				

Examples of many of these documents appear in the Handbook for Employers (M-274).

Absences

A student employee must notify his or her supervisor in advance if he/she is not going to work their regularly scheduled work hours. In case of illness, the supervisor should be notified as soon as reasonably possible, before the start of the scheduled shift. Supervisors recognize that academics should be a top priority for the students, and the time required to study will be taken into consideration when the student employees are expected to be on time and present during scheduled work hours. 8-10 Excessive absences, tardiness, leaving work early, long breaks or absence without duly notifying the appropriate supervisor is just cause for disciplinary action, up to and including termination, and may jeopardize a student from receiving an assignment in following semesters.

Safety

Student employees must comply with all safety rules posted within the campus and the individual departments.

Conduct

Student employees shall extend courteous and professional behavior to supervisors, coworkers, other students, and guests. All student employees should observe appropriate workplace behaviors, keeping in mind that he or she represents his or her department and Mercer University as a whole.

Personal Appearance and Dress

Student employees are expected to adhere to appropriate standards of personal appearance and hygiene. Each department will determine the student employee dress code based on the student's duties. Some areas may require the student to dress more formally than others (i.e. a student working in a receptionist position would dress differently than a grounds keeping worker). In all positions, a student is expected to dress neatly and in good taste. A student should remember that he or she is a representative of the University and will often cross paths with the public in the course of his/her duties. A student should always strive to project the best image possible for Mercer University. Be sure to speak with your supervisor for appropriate dress code for your position.

Confidentiality

All students who have access to the Mercer data system or sensitive/classified information are required to complete a FERPA form to be submitted to Registrar's Office. Student employees shall maintain confidentiality regarding workplace issues. The release or sharing of information revealed in the workplace is prohibited. The removal of files or other materials from the workplace is prohibited. Any breach in confidentiality is grounds for immediate dismissal.

Customer Service

As a student employee of Mercer University, you will have countless encounters and be a visible and active role for the University. During each shift, you will be in contact with many faculty, staff, students, parents, and visitors to the University whose impression of the University will be shaped by your actions. Help make that impression a positive one by treating the customer right. Be sure to introduce yourself and always keep a cheerful and courteous demeanor to all customers. Even when not directly interacting with a client, you should always appear as though you are ready and able. Do not have personal work or devices visible to clients, as it may reflect poorly on your eagerness to assist them. Help everyone to the best of your ability and if you are unsure, try to direct them to the appropriate place.

How to Handle Uncomfortable Situations

As a student employee of Mercer, you may encounter situations where a staff or faculty member or client may ask you to do something you are uncomfortable with or know is not an option. It is usually said that “the customer is always right”, and to some degree, we like to try to please every customer of Mercer University, however, there are times where the client is simply not aware of our procedures for how we may do something or may request something that is out of your comfort zone. When assisting a client, please do not hesitate to say no during an event, assist, delivery, etc., that you feel uncomfortable doing. This could be in relation to one’s safety, the rules and regulations of our equipment, or outside of your job description. If you encounter an uncomfortable situation, politely explain to the customer that you will need to check in with your manager before moving forward with any action that may be requested of you, and excuse yourself from the area. Contact professional staff immediately and discuss any concerns you are having with the situation. No matter what area of the department you are involved in, you may contact any professional staff member available.

Federal Work-Study

Federal Work-Study (FWS) is awarded by Financial Planning as part of your financial aid award package. To determine if you are eligible for FWS:

- Complete a Free Application for Federal Student Aid (FAFSA) for the current academic year. This can be done online at www.fafsa.ed.gov.
- FWS recipients must have financial need as determined by the financial information provided on the FAFSA.
- Students must be enrolled in a degree seeking program at least half-time (six credits). [This also applies to non work-study employment.]

Non-Work-Study Positions

Students may find employment opportunities on campus that do not require a work-study award. These positions pay their student employees from their departmental budget.

Payment

Student Employees should submit their time in the WorkDay system each pay period. Students are paid bi-weekly with a paper check or through direct deposit set up through WorkDay. All payroll related questions should be addressed with Kelley Fisher in Payroll.

Student Employee Responsibilities and Expectations

Supervisors rely on student employees to keep their departments running. This is true of all employees whether they are permanent or temporary. Therefore, it is important you take your job seriously. Below are some responsibilities to keep in mind in your student employment position. Your supervisor may add to these suggested responsibilities.

- Bring your best self to work. Be collaborative, respectful, and stay engaged and curious about learning and developing new skills.
- Report to work at your scheduled start time, notifying your supervisor when you arrive. Call if you will be late. If you are unable to report to work, notify your supervisor prior to your start time or as soon as possible.
- If your schedule changes, notify your immediate supervisor. Departments understand that projects and exams may occasionally conflict with your work schedule, and they will be as accommodating as possible, but your supervisor needs to know your schedule. **Students should work no more than 25 hours per week while classes are in session.**
- Dress appropriately for an office setting. For example, do not wear low cut, midriff or halter-tops; low cut jeans, see through clothing, very short shorts, short skirts or hats during work hours. Regular jeans are acceptable for most departments. If you are unsure about appropriate dress, ask your supervisor.
- Work hours are to be used for department work only. Do not use phones or computers for personal use. Do not invite friends to visit. Do not do homework or study during work hours.
- Attend to duties as assigned by your supervisor(s). If assigned work is complete, check with your supervisor for the next project.
- Ensure that your workstation is clean, orderly and maintains a professional appearance at all times.
- If you experience a work-related problem, attempt to resolve it by approaching your immediate supervisor first. Many problems may be resolved on an informal basis.