



**Student Employment Supervisor
Guidebook**

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Message to Student Employee Supervisors

As a supervisor of student employees, you are a valuable member of Mercer University and a contributor to the success of our student population. We rely heavily on student employees to help provide fast and efficient services to the many students and community members we serve. We hope you enjoy your experience supervising Mercer students and that you have an opportunity to develop the work habits, skills, and contacts that will serve our students well into their future career. This guidebook is designed to help supervisors of students understand the policies, procedures, and best practices for supervising student employees.

The following guidebook will provide you with useful information about hiring and employing student workers at Mercer, as well as important policies regarding student employees.

If you have any questions about the information in this handbook, feel free to reach out to Joey Hreha, Associate Director, at 678-547-6467. The Office of Student Employment is located within the Office of Student Financial Planning on the second floor in the Stembridge Center for Student Success on the Macon Campus, and in the welcome center on the Atlanta Campus.

Hiring Student Employees in JobX

Supervisors must hire their student employees in the JobX system using the instructions below. You may hire a student for one semester or Fall and Spring semesters.

Re-Hiring Student Employees

When you want to re-hire a student employee for a job they have worked in a past academic year, you will need to go into the job, edit the number of openings, edit the start and end date, and request to submit the job for approval. Once approved, the student does **not** have to apply again. You may go in and request to re-hire the student the same way you hired them in the past. Students must be rehired for Summer employment.

Student Payroll

All inquiries regarding Student Payroll should be directed to Kelley Fisher, at Fisher_kc@mercer.edu or 478-301-2315.

Paperwork Required for Student Employment Positions

Before beginning work, your student employee must complete an I-9 form with the Office of Student Financial Planning through WorkDay. The student must bring in the original identification documentation with them for our office to make copies. Acceptable identification documentation may be found on page 2 of the I-9 below:

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. 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		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		

Time Requirements

Only currently enrolled students will be eligible for on-campus student employment. Please note that students retain this status during vacation periods from the University, as long as they haven't graduated. Students may hold multiple on-campus jobs at one time; however, they cannot work more than an average of 20 hours per week between all positions.

Maximum Weekly Hours Allowed: The maximum number of hours a U.S. student may work on any given week while CLASS IS IN SESSION is 25 hours. (20 Hours is the maximum for foreign students) Any more than that and the student becomes a possible candidate for benefit eligibility which would render them "career employees".

The maximum amount of hours any student may work on any given week when CLASSES ARE NOT IN SESSION is 40 hours. Eligible periods are defined as the scheduled breaks between semesters. There are 3 such periods during the academic year: the break between Spring Semester and Summer Semester; the break between Summer Semester and Fall Semester; and lastly the break between Fall Semester and Spring Semester.

Final regulations in 26 CFR Part 31 defining "student employment" provides that an employee who "regularly performs services 40 hours or more per week" is a career employee, and is thus ineligible for the student exception from employment. However, regulations also provide that an employee's work schedule during an academic break is not considered in determining whether the employee's normal work schedule is 40 hours or more per week. Academic breaks are short breaks between semesters. An academic break is not determined by the student but rather the periods of time a university has no class in session. Therefore, summer semester is not considered an academic break where a student may regularly work 40 hours per week during the entire semester. In order to comply with these strict regulations, we must rely on you.

Supervisors: Do not allow your student to exceed 25 total hours and always ask if he/she is employed somewhere else to be sure of the total. International students are limited to 20 hours per week.

Scheduling

Each semester you and your student worker should establish his or her work schedule. Every attempt should be made to schedule work hours at convenient times and in accordance with the student's class schedule. However, the department's needs should also be taken into consideration when assigning work hours. You should discuss any special requests or schedule conflicts well in advance with your student worker. Once you have agreed to a work schedule, your student worker's inability to maintain this schedule may result in his or her termination from employment. **Please remember that a work-study student worker may not work during a scheduled class time per federal regulations.** If your student worker can provide proof that their class has been cancelled and they want to work during that time, please keep record of the proof in the case we are audited.

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.

Student Time Reporting and Payment

Student employees should complete their timesheet with their supervisor bi-weekly in WorkDay. Student employees are only paid for hours worked and are not eligible for Holiday, Vacation, or Sick Pay.

What is Federal Work-Study (FWS)?

FWS is a program wherein students that demonstrate a certain amount of unmet financial need are given the opportunity to earn funds for college by obtaining a part-time position on or off-campus. Students are awarded an amount each semester based on their financial need. FWS funds are earned, not guaranteed. Funds are paid based on hours worked. Wages are paid directly to the student and they do not apply to any university charges unless the student takes their check to the Bursar's Office to use for their bill.

When filling out FAFSA, any wages that a student earns for the applicable year must be reported. Wages earned in a FWS position are reported but they are not included in the Expected Family Contribution (EFC). The EFC is an index number that determines if and how much a student qualifies in need-based aid, such as grants and some scholarships. FWS does not have to be repaid.

The process for being considered for FWS begins when the student is completing the Free Application for Federal Student Aid (FAFSA). To demonstrate interest in the program, students must answer "yes" to question #31, "Are you interested in being considered for work-study?"

If deemed eligible, students will be notified on their Financial Aid Award Notification. To participate, students must accept the award on their MyMercer portal. Declining FWS does not affect future eligibility or consideration. Students are not guaranteed employment and must complete an application and interview process as they would for any other job.

FWS Eligibility Guidelines

To be eligible for FWS, students must meet all of the below criteria:

- have a valid high school diploma or the equivalent, or have completed a high school education in a homeschooled setting approved under state law, and
- be a Citizen or Eligible Non-Citizen of the United States, and
- have been accepted for admission to a Mercer University degree-seeking program by the Office of Undergraduate Admissions, or a Mercer University Graduate School Program, or one of the Mercer University professional schools (School of Law, College of Pharmacy, Medical School), and
- maintain UGA's Satisfactory Academic Progress (SAP) standards for financial aid students, and
- not be in default on any federal student loans administered by the U.S. Department of Education, and
- not owe an overpayment on a Federal Student Aid grant or loan administered by the U.S. Department of Education, and
- have a valid Social Security Number

Non-Work-Study

Mercer University has many non-FWS part-time jobs on-campus that students can apply for. Qualification for these jobs is not based on students' financial need. Payment for these students will come solely from the department's budget.

Role of the Supervisor

The supervisor is critical to the quality of work and learning that takes place on the job. Supervisors provide the training, guidance and instruction that student employees need to be successful. Supervisors serve as role models for students; demonstrate good work habits, the value of doing work well, and the importance of accepting the responsibilities of employment.

Primary Student Employee Supervisor Expectations

- Hire each student employee in the JobX system (instructions found in this guidebook) prior to their first day of employment.
- Ensure that your student employees have completed their I-9 form with the Office of Student Financial Planning
- Ensure that the student employee has read the student employment handbook, and has signed the statement attesting that they understand and agree to the terms listed in the handbook. Review with them if necessary.
- Ensure that your student employee knows how to appropriately report their time worked in order to get paid.
- Ensure that you, the supervisor, have read and understood the responsibilities of being a student employee supervisor.
- Establish guidelines for work expectations and dress code for your student employee.
- Familiarize yourself with the timesheet process for student employees.

Dress Code

As a supervisor, you should establish a dress code with your student employees. Please remember that your student employees are representatives of the University and should dress as such during their shifts.

Training

It is imperative that you as the supervisor provide your student employees with proper training for their roles. Guidelines and expectations of your student should be outlined clearly for them. These include, but are not limited to:

- Dress Code
- Customer Service Training
- How to use computer systems
- Phone/Office etiquette

Primary Student Employee Expectations

- 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.
- 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.

Corrective Action

If the supervisor feels there is a problem regarding a student's employment, it is recommended that they speak to that student about the concern. Documentation of all conversations, especially in regard to discipline, is essential, and the Student Employee Corrective Action Form should be used. If the concern is of a serious nature or continues to be a problem, a written documentation which outlines the problem, should be completed by the supervisor. Suggestions for improvements should be made and the expected date of improvement should be indicated. Both the student and the supervisor should sign this document so that there is mutual understanding. The original document should be sent to the Student Employment Department. The supervisor and student should both keep a copy of this letter for their files.

Reasons for Terminating a Student Employee

May include, but not be limited to, completion or elimination of job, loss of funding, failure to carry out work assignments, lack of cooperation with coworkers or supervisor, repeated tardiness or absence from work, unsatisfactory work, or gross misconduct. In the event a student employee feels unjustly treated with regard to pay rate, termination, or other employment related circumstances, that student shall first seek recourse with his or her employer. If satisfaction is not obtained, the employee may then request a review by the financial aid office. The financial aid office, in turn, will attempt to seek a solution that is mutually agreeable to the student and the employer.