

STUDENT SUPERVISOR FAQs

Handshake

- How do I post a position?
 - You will need to make an employer account on Handshake
- How do I get an employer account?
 - Reach out to careers@wittenberg.edu for an instruction form for signing up
- How do I hire a student?
 - Change their status from “Pending/Reviewed” to “Hired.” This hiring will show on the daily report sent to Student Employment the following business day
- What is all needed for a job posting?
 - Once you have an employer account, you will need to “Create Job,” and enter all requested information, including **Job Title** (must include department name), **Company Division, Job Type, Employment Type, Duration** (always temporary/seasonal so you can include start and end dates), **“No” for Work Study**. Have a job description prepared (format is available on the Student Supervisor resources site). You must have an exact wage.
- What can I pay a student for a job?
 - We have an established Tier system, starting at the Ohio state minimum wage. This Tier system can be found on the Student Supervisor resource site
- I know who I want to hire, do I need to make a posting, or can I just tell Student Employment?
 - No, all hires have to go through Handshake. Applying and hiring on Handshake constitutes a virtual contract, and is how Student Employment records all hires
- How do I repost an old position?
 - You will need to “duplicate” the old position, which can be done by clicking the vertical ellipses in the top right corner. You will need to update the start and end dates, and look for any updates in wages if you are posting in a different calendar year
- If I hire a student, how long does it take for Student Employment to receive that?
 - Student employment will receive your notification of hire the following business day. You should receive either a confirmation email or a notification

that the student needs to complete their paperwork before starting employment.

- Why can't I just change the close date if a position has already closed?
 - Only changing the date and not duplicating the position keeps former applicants in the job itself and does not separate new applicants from former applicants. Additionally, it does not always display properly for students.

Timecards

- How and when do I approve timecards?
 - Timecard approvals are due every other Monday after the end of a pay period. Timecards are approved in Self Service by clicking the checkmark that says "Approve." Please be sure to review hours before approving timecards.
- Where can I find timecards? What if I can't see them?
 - In Self Service, you will go to "Employee," then "Time Approval." From there, you can see the timecards of everyone you supervise. If you can't see them, check your filters. Under "Pay Cycles," opt to only have "Bi-Weekly" checked off, and don't have any checked off under "Status." If after taking off filters, if you still don't see timecards you expect to see, please reach out to Student Employment.
- How many hours can a student put on their timecard?
 - Students are only permitted to work a certain amount of hours per week for all positions combined, 18 during class sessions and 37.5 during break periods. Students are also not permitted to put hours worked during a previous pay period on a current timecard; timecards are legal documents and must be accurate.
- What happens if I don't approve timecards?
 - As long as students submit their timecard, even if you don't approve them, students will still get paid. However, we as a university need to make sure all hours that students submit are accurate, which requires approval from the supervisor.
- What do I do if one of my student employees missed the timecard submission deadline?
 - If students contact you prior to the approval deadline, you can enter hours and approve them on their behalf. If they don't reach out until after the approval deadline has passed, there is a process in place for students to submit hours to Payroll after the submission deadline. However, this process puts extra work on everyone involved, and should not be standard practice. If a student has

forgotten to submit their timecard more than once, we encourage you to submit a formal verbal reprimand.

General Policies

- I have a student who doesn't want to work for me anymore. How do I report this?
 - Fill out the "Job Termination/Separation Form" found on the Student Supervisor website
- What can I do if a student is late for their shift?
 - Start with a conversation to see if anything came up last minute, then give an informal verbal reprimand if there is no legitimate reason. If this is habitual, please complete a formal verbal reprimand and submit to the Student Employment office.
- I need a student to start now, but the student hasn't worked on campus before and hasn't completed paperwork. Can I let them start anyway?
 - No. Having paperwork completed prior to working any hours is non-negotiable, as it is in compliance with federal policy. All employees of the university need to be verified they are eligible to work in the United States. Letting a student start without having paperwork completed puts the university at risk of heavy financial penalties.
- When can a student start working?
 - A student can only start working after both you and the student have received the confirmation email. When in doubt, reach out to the Student Employment office!
- One of my employees is studying abroad for the semester. What do I need to I do?
 - Since their employment is not continual, you will need to submit a Separation Form. You are more than welcome to rehire them when they return to campus, but there should be no active timecard for a student who is not working any hours.
- I have students who are graduating, do I need to report them to remove their timecards?
 - No. The Student Employment office will automatically end all timecards for students who are graduating and withdrawing from the university.
- How do I know if a student has been hired?

- Look for an email from the Office of Student Employment, and check for an active timecard in Self Service. You should always receive an email once a student has been hired into a new position.
- How many hours per week can students work?
 - Students are restricted to 18 hours per week during the academic year when class is in session, and 37.5 hours during break periods.
- If a student has an on-campus internship, do those hours affect how many hours a student can work at their on-campus job?
 - If it is a student employment position turned into an internship, the hourly cap still applies. It still counts as an on-campus position.
- Can students work during class?
 - No, students are not permitted to work during scheduled class time. If a class session is cancelled and they pick up a shift, that is permitted.
- Can students have more than one job?
 - Yes, students can work more than one position. However, the weekly hourly cap applies for all positions combined.
- Can students work during breaks?
 - Yes, students can work during break periods, as long as that department is operational. For summer employment, separate timecards are required due to tax differences.
- Can a student keep their job in the summer after graduation?
 - No. Once a student graduates, they are no longer eligible for the student employment program. If they wish to continue a position on campus, they will need to contact Wittenberg Human Resources to see if that is an option for that position.
- Who is eligible to work on campus?
 - Any full-time undergraduate student is eligible for student employment.
- What is the disciplinary process?
 - Reprimands should be given if a student is not following a specific procedure, whether it be within the department or a university policy. The reprimand form is available on the Student Supervisor Resources site and needs to be signed by both the student and supervisor. After both have signed the form, this needs to be sent to the Student Employment office for official recordkeeping.
- Can a student work remotely?
 - Not typically, but exceptions may be made on a case-to-case basis. Please reach out with any questions about this.

- I hired a student, but they have not shown up to any shifts and will not respond to my emails. What do I do?
 - As long as there has been previous communication regarding shifts that were available and the student confirmed a work schedule, if they don't respond to any communication after this, the position can be ended.
- Can a student volunteer hours for their job if they reach 18 hours?
 - No. Under no circumstances can a student work more than their permitted time. Students are not permitted to volunteer hours for an established on-campus employment position per FLSA law.
- What is Federal Work Study (FWS)?
 - Federal Work Study determines where the funds will come from that a student is paid with. Supervisors are not permitted to discriminate against a student's eligibility to determine who they will hire for a position.
- Can International Students work on campus?
 - Yes! There is a more extensive hiring process for International Students to ensure they are eligible to work in the United States, but we encourage our International Student population to find an on-campus position.
- Are students eligible for benefits or paid holidays?
 - No. Students are considered part-time employees and are not eligible for benefits.
- I received a call regarding verifying a student who worked for me. Can I complete this?
 - No. Only the Student Employment office can complete employment verifications for current/former students. Please forward any calls/emails to our office.
- My student told me they want their paycheck applied to their tuition. Where can I guide them?
 - There is a Pay Allocation form they will need to complete and submit to the Student Employment Office. This is available on the Student Employment site, or physical copies are available in the Student Employment office.
- How often are students paid?
 - Students are paid bi-weekly.