Student Employment Structure
Decentralized Model

- Student Employment
- Payroll
- Financial Aid
Student Employment Structure
Decentralized Model

• **Student Employment**
  • Support to supervisors and students
    • Hiring and onboarding - posting positions, hiring students, tax paperwork and employment eligibility, training and orientation.
    • Employment management – student employment needs, performance management, job descriptions.
    • Handshake system administrator for the University
    • Student employment process creation and maintenance

• **Payroll**
  • Timecard creation for the University
  • Processes student employee timecards
  • Sets timecard submission and approval deadlines

• **Financial Aid**
  • Sets and adjusts work study awards
Student Employment
Impact on Success

Maslow's Hierarchy of Needs

- Self-actualization
  desire to become the most that one can be
- Esteem
  respect, self-esteem, status, recognition, strength, freedom
- Love and belonging
  friendship, intimacy, family, sense of connection
- Safety needs
  personal security, employment, resources, health, property
- Physiological needs
  air, water, food, shelter, sleep, clothing, reproduction

• Having a job and getting paid is important to satisfying needs!
  • Tuition payments
  • Food, shelter, clothing
  • Family security
  • Sense of belonging/connection
  • Respect, self-esteem
Handshake

Handshake is the #1 way college students find jobs

Join today and get recruited by the top employers for full-time, part-time jobs, and internships
Handshake Workflow

- Department requests position posting
- Student Employment approves posting
- Students apply
- Departments review applicants and host their selection process (before and/or after posting expires)
  - Interviews
  - Shadowing
  - Knowledge or skills tests
  - Additional application/form completion
Handshake Workflow

- Departments make their selections
- Departments change student application statuses
  - Pending (Default)
  - Reviewed (will automatically change when you've downloaded applications)
  - Declined
  - Hired
- "Hired" candidates are received by Student Employment
  - Students & Supervisors notified:
    - Tax Paperwork complete – OK to work and Payroll notified for time card creation.
    - Tax Paperwork NOT complete – Student asked to schedule a tax paperwork appointment.
Student Employment Hiring Details

Posting Positions

• MINIMUM of 10 calendar days
  • A standard posting minimum provides equity and access for students.

• MAXIMUM of 60 calendar days*
  • Students want to feel confident that the job is still available. Leaving positions open for a long time creates doubt/confusion about position availability and students will not apply.

Hiring & Onboarding Students

• All students MUST apply in Handshake to be hired.

• Students are NOT permitted to work until tax paperwork is COMPLETE and student employment eligibility has been confirmed.

*Any consideration for exceptions to this will need to be discussed with Student Employment
Student Employment Termination Details

• Graduating students' positions will be terminated upon graduation.
• Withdrawing students' positions will be terminated on withdrawal date.
• Departments must communicate terminations and separations communicated on the Student Employment website.
• Departments terminating for disciplinary reasons **MUST** show evidence of having followed the disciplinary process outlined in the Student Employment policies. Consult with Student Employment prior to any disciplinary or performance termination action.
Student Employment Hire Process
*EXAMPLE*

Position: COMPASS
Student Success Consultant

Position Posting Requested: February

Students "HIRED": by February 20

Position active for 10 MIN calendar days & 60 MAX calendar days

Student start date: March 1

Student tax paperwork COMPLETE & received: by March 1