



Student Employment Information Packet for Student Supervisors and Timekeepers

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Student Employment Overview

Definition of a student employee

A student employee is a student, undergraduate or graduate, engaged in research, teaching, work-study, or another related or comparable position at Indiana State University. The individual's primary relationship with Indiana State is educational, and the student's working relationship has been obtained because of or in conjunction with the student's educational affiliation.

Types of student jobs

- Regular Student Worker Jobs – undergraduate or graduate student employed on-campus or through Community Works / Center for Community Engagement and paid hourly.
- Federal Work Study Student Jobs – undergraduate students who qualify for Federal Work Study (FWS) through the Office of Financial Aid based on the annual completion of the Free Application for Federal Student Aid (FAFSA). Students eligible for aid through FWS are able to obtain a regular student job or off-campus Federal Work Study job and be paid through Federal funds.
- Graduate Assistants Jobs – students enrolled in a graduate program who are receiving a stipend for payment for work as well as a partial tuition waiver to Indiana State University for the duration of their position. Graduate assistants can work 10, 15 or 20 hours per week during the fall, spring, and summer semester on stipend pay and can be approved or hired in an additional, regular student job to work up to 28 hours per week.
 - The Career Center facilitates the position posting, federal employment verification and hiring proposal of all graduate assistants.
 - The Student Employment intakes the Pay Authorization and the tuition waiver form. Student Employment processes, then passes to Payroll once the student has been verified or has brought in all the necessary documents for verification.
 - Payroll processes the release of graduate students from their assistantship.

Eligibility for student employment

A student must be enrolled in six (6) credit hours during the fall and spring semesters in order to be eligible to work as a student employee. The only exception to this rule is when a student is enrolled in his/her last semester of studies prior to graduating. These students are allowed to take fewer than six (6) credit hours. If a student employee should drop classes which would put him/her below six (6) credit hours during a semester, the student employee will be ineligible to work for the University unless the student is in the last semester of studies. ([See Payroll website for more details](#))

A student employee should be in good academic and judicial standing with the University. Background checks may be run on student applicants. This is left to the discretion of the department based on the nature of the work of the student employee.

Federal Work Study

The Federal Work Study (FWS) Program is a subsidized student employment program.

- To qualify for a FWS award the student must:
 - Demonstrate financial need as determined by filing the Free Application for Federal Student Aid (FAFSA) and the student must be awarded and accept the award through the Office of Student Financial Aid.
 - Be fully admitted as a degree-seeking student in an undergraduate program at ISU.
 - Be enrolled in a minimum of 6 credit hours.
 - Maintain Satisfactory Academic Progress (SAP) standards.
 - Be a U.S. Citizen or eligible non-citizen.
 - Not be in default on an educational loan or owe an overpayment on a federal education grant, or other federal debt, or has made satisfactory arrangements to repay that debt.
 - Students must apply, interview, and be hired for jobs. Eligibility for FWS does not guarantee a job. Hiring is at the discretion of the supervisor.
 - International Students do not qualify for Federal Work Study.
 - Students should provide the following to their employer:
 - A copy of their Financial Aid Notification letter showing FWS eligibility (can be printed from the MyISU Portal)
 - When students accept FWS positions, they are making a commitment as an employee to that employer. Students are expected to stay for the length of the Work Study employment period (usually two semesters) and are discouraged from changing jobs in the middle of the academic year.

Hiring Student Employees

Posting positions

[Utilize this PDF](#) if a supervisor needs assistance with posting a position.

Screening and interview questions

We encourage you to tailor questions to the specific position you are interviewing for. We always encourage open questions that begin with words such as: what, how, tell me more. You may use [this guide](#) to student interviewing as a kick-start.

E-verification and employment forms

Prior to starting work at ISU, student employees will need to complete the following in-person at Student Employment (in rare instances of remote work, a video call may be done after the student employee has submitted the completed hiring paperwork below):

- Form I-9 (Federal – Employment Eligibility Verification). See [list of eligible documents](#) for students to submit with the Form I-9 here.
- Student Employment Release of Information Form
- FERPA Statement of Understanding (Family Education Rights & Privacy Act)
- Data Security and Computer User Agreement
- Drug-Free Workplace Policy
- Employee Data Form
- Criminal Background Check Form (if applicable)
- Direct Deposit Authorization Form (you will need your bank routing and bank account number) – Online
- W-4 (Federal Employee's Withholding Allowance Certificate – International students do not complete this form) – Online
- WH-4 (Indiana Employee Withholding Exemption and County Status Certificate) - Online

International student employment

Students apply for on campus positions through <https://jobs.indstate.edu/postings/search>. International students are not permitted to work off campus (unless they have arranged a CPT or OPT experience through Global Engagement). International students must complete the e-verification process and employment forms listed above. Below are further pieces of information, related to international students. International Students are NOT permitted to work greater than 20 hours per week under any circumstances during the academic year. This is determined by the federal government. If they exceed 20 hours during the academic year it puts their visa status in jeopardy. International students are permitted to work up to 28 hours during winter and summer breaks.

Glacier: Glacier is a tax compliance system which allows ISU to collect information, make tax residency and treaty determinations, and file reporting statements with the IRS (Internal Revenue Service) concerning each international student. Upon completion of paperwork in Student Employment, international students should receive an e-mail from support@online-tax.net with instructions on how to complete the information online which is required by law. They will then need to print the Glacier tax records, sign, date, and submit them to the ISU Payroll Office (408 Rankin Hall) along with copies of the student's visa, passport and immigration documents.

Permission to begin employment

Student employees and student supervisors will receive an email from student employment when the student has been fully cleared to work. To be fully cleared, a student must submit all required federal employment documents.

The student employee may NOT start work prior to receiving the approval email from Student Employment. Federal employment documents are due to Student Employment on or before the first day the student employee is scheduled to begin their student employment. If

documentation is submitted more than 2 days after the student has begun to work, the student's employment is in violation of federal standards and could result in fines to the University.

Direct deposit

Student employees must sign-up for direct deposit through their portal when hired into a student employee position. Payroll owns the direct deposit process. Please reference [their website for further instructions](#).

- **How does direct deposit work?** Student employees will receive a pay notification email from the Payroll Office each pay day. The email will contain a link to the student's pay stub within their portal. In the unlikely event that a student's bank does not accept the direct deposit, the Payroll Office will review the problem and notify the student employee. This most frequently occurs due to an incorrect bank account number or routing code entered during the sign-up process.

Student employee rehire process

All departments will receive a job continuation form during the summer term. This form can be utilized to specify which student employees will remain on the department roster for the upcoming academic year. Supervisors can also specify student wage increases and student releases on the job continuation form.

Students who have been released from a student employment position but have been selected for rehire by the department will need to apply to the appropriate position in the Applicant Tracking System. The department should rehire the student employee in the same manner in which the student was originally hired.

Student Employee Supervision and Training

Conflict of interest policy

Supervisors should not supervise student employees with whom they have a familial relationship. Please [refer to policy 912.3](#) in the University policy library.

Department and supervisor training

Training will vary based on department and student employee role responsibilities. Departments are encouraged to have a thorough onboarding process, where students are provided sufficient support and instruction to complete their job duties with confidence. Student employment offers regular student supervisor trainings as well as Applicant Tracking System trainings. The Career Center is happy to provide a more tailored training experience to your office. If you have a specific topic you would like more training on, please contact ISU-Career-Center@indstate.edu.

Required student employee training

All student employees must complete the Online Student Employment Orientation modules (2 modules) and Workplace Skills Journey (8 modules) within the first 30 days of employment. The combined orientation covers workplace expectations and professional workplace skills for their student employment positions as well as future internships and roles outside of on campus positions. Student employees should always work with their immediate supervisor to discuss guidelines applicable to their department. Supervisors, please allow students to complete these modules while on the clock.

After completing the orientation students can download the Certificate of Completion for the Workplace Skills Journey. They will not be able to download the completion of the two other orientation modules. Please email ISU-Career-Center@indstate.edu if you need to confirm a student's completion.

- To Access the student employment orientation and workplace skills journey:
 - You will receive an email prompting you to complete the modules or you can login to your MyISU account.
 - On the tab on the left side of the page ensure you are in the student section and select "ISU APPS."
 - Under "ELearning" select "Sycamore ELearning."
 - You will see any assignments due on your home screen under "You have the following assignments due:"

Supervision of student employees

Sycamore ELearning through the MyISU portal offers a number of modules for supervisors to expand their knowledge on supervision, management and leadership. The Career Center offers monthly training and consultations for supervisors to grow and expand their leadership. These sessions also include how to approach behavioral issues, delegation, and healthy conflict.

Resources related to student employment processes can be found at indstate.edu/student-employment/supervisors. This includes instructions for using the Applicant Tracking System, information about the timekeeping system, forms for releasing a student or increasing a student's wages, and the behavioral guidelines form.

Student Employment encourages departments to evaluate student employees semesterly at minimum. A student employee evaluation form is available on indstate.edu/student-employment/supervisors.

Time, Time Records and Pay

Hours per week

Student employees are encouraged to maintain 20 (or fewer) hours per week across all student employment jobs. Students may work up to 28 hours (see international student restrictions below). Expectations of the student's hours must be set up front. Students cannot be made to work more hours than originally discussed during the hiring process.

International Students are NOT permitted to work greater than 20 hours per week under any circumstances during the academic year. This is determined by the federal government. If they exceed 20 hours during the academic year it puts their visa status in jeopardy. International students are permitted to work up to 28 hours during winter and summer breaks.

Rest periods and meal periods are encouraged during longer shifts. These are at the discretion of the supervisor.

Permission to work in excess of 28 hours

There are limited circumstances where students will be approved to work more than 28 hours per week during high volume times. Examples of these student roles are orientation leaders, OIT tech support, and residential camp counselors.

Supervisors requesting for student employees to work beyond 28 hours per week must provide student names and ID numbers as well as intended duration of excess hours. They must provide specific dates to Student Employment at least two weeks prior to the intended overages.

Student Employment shares this data with Employee Benefits and it is assessed if any student listed would be in violation of the Affordable Care Act if the student works the overage of hours. No students are permitted to work more than 28 hours per week during scheduled class times unless very extenuating circumstances are brought to Student Employment, in which case Student Employment will consult the Vice President of University Engagement and Employee Benefits to determine if overages can be cleared.

Overtime pay or scheduling is prohibited for student employees.

University hours

Departments may vary on operating hours. University hours are Monday through Friday, 8:00 AM to 4:30 PM.

Work schedules and class

All postings in the Applicant Tracking System will note that the position's schedule is dependent upon department need and student availability, with class schedule considered. Student employees must provide their class schedule to their supervisor to ensure they will not be scheduled at times that conflict with the student's class schedule. If the student employee is scheduled during a class period, the student employee should communicate this to the supervisor as soon as possible so the supervisor is able to make different arrangements for

scheduling. No student employee can work during scheduled class hours. If a student's class is cancelled and the student would like to work, it is up to the discretion of the department and supervisor if the student is permitted to come in to work during that time.

Time keeping

Undergraduate student employees clock in and out using UKG that is overseen by the Payroll Office. Graduate Assistants record hours in UKG, but they do not clock in and out with each shift. You can find more information on the [Payroll website](#).

Summer work

Students must be enrolled for the summer or upcoming fall semester.

Students who work a position for summer term only should be released from the summer position by the third week of the Fall semester, unless otherwise specified or discussed with Student Employment.

Hourly wage ranges

Minimum wage at ISU is \$10 per hour beginning August 17, 2024.

Please refer to the [wage guidelines document](#) for recommendations on hourly wage based on rigor of the role.

Benefits

Student employees are not eligible to receive the following benefits: health insurance, holiday pay, paid sick leave, paid vacation, retirement benefits, unemployment insurance.

Student employment release form

When a student employee is terminated from a position because of any reason, a [release form](#) will need to be submitted for each position that student employee is no longer working on their timekeeping roster. Information for the students' IDs and position numbers may be found on the student employee timekeeping rosters. Please allow one extra pay period for the student employee to stop showing up on your roster.

Student employee wage increase requests

Wage increase requests may be submitted for student employees on your roster. The student supervisor and/or timekeeper of record must be the one to submit the form. These requests will go into effect for the pay period after they were received by Student Employment. Requests to decrease pay rates will not be processed. The form to submit wage increases can be [found here](#). We encourage you to use the job continuation form in the summer, but you can use this if it's warranted mid-year.

Job continuation form

After the spring semester ends, timekeepers and department heads for all departments will receive a Job Continuation Form, a roster of current student employees from Payroll for authorization to continue student positions for the upcoming fall semester. These forms may be

used to grant wage increases for the upcoming academic year. If a wage increase is desired prior to the first pay period in August a wage increase form needs to be completed. Employers may also use this form to end student jobs for those not continuing into the fall semester. Those marked as ending will end on the last pay of the summer. Employers wishing to end student jobs prior to the end of summer must complete the student employment release form (not for graduate assistantships).

Student Employee Conduct

Performance issues and progressive discipline

Please reference the [student employment behavioral guidelines form](#) before taking any disciplinary action with a student employee. They clearly outline the steps for discipline and in certain cases termination. The Career Center Executive Director and Assistant Director of Student Employment and Internships will meet with you to move through the process effectively.

Campus policies

[Affirmative Action and Equal Opportunity Statement](#)

[Americans with Disabilities Act](#)

[Policy for Programs Involving Minors](#)

Criminal background check – If student employees will be working with minors, the University requires they have a criminal background check. All graduate assistants require a criminal background check. Other positions may have justification for a criminal background check. These can all be requested in the hiring proposal.

[Harassment and Discrimination](#)

[Title IX Office](#)

[Bullying](#)

Injuries and worker's compensation

Any employees paid by Indiana State who are injured while working should call 24/7 Triage at 1-844-454-1143 to report workplace injuries. This will put them into the worker compensation system and start direction of care.

If it is an emergency, get care for the individual first, then contact the Indiana State University worker's compensation office at 812-237-4150 they can create a report after care has been received. Please contact student employment when contacting the worker's compensation office (ISU-Student-Employment@indstate.edu).

Student employees seeking emergency treatment must contact ISU Public Safety and utilize Union Hospital ER for treatment. Public Safety can contact ambulance transport.

Coworkers or supervisors should not drive injured employees to treatment due to liability issues. If an injured employee is unable to transport themselves for treatment, contact ISU Public Safety. 812-237-5555

If there is a non-student employee injury, please report it through this [link](#). If the injury is serious enough, it is always best to notify public safety also.

Workplace expectations and guidelines

Every work environment is different; therefore make sure you are following the policies and procedures set forth by your department.

We encourage you to consider the following areas and how they apply to your work environment. We are happy to partner in crafting a message around workplace guidelines and expectations:

- Attendance and punctuality
- Dress/attire
- Technology – social media, cell phone, computer use
- Eating at their workstation
- Leaving their workstation
- Communication platforms – Teams, text messaging, GroupMe
- Sharing ideas – What’s the best way to do this? How receptive is the group to new ideas?
- Meetings – How do they request one? How frequently will you be meeting together?