

# NORTHLAND COLLEGE

## Student Employment

## Table of Contents

### Contents

Table of Contents.....	2
Student Employment Program Overview .....	3
Student Employment Contacts.....	5
Student Employment Manual Purpose.....	6
Equal Opportunity Employment.....	6
At-Will Employment.....	6
Types of Student Employment .....	7
Student Employment Eligibility Requirements .....	8
Summer Work-Study Employment Eligibility .....	8
Cost-Share Agreements.....	9
Paid Internships .....	9
Hiring a Student Employee .....	9
Steps After Job Offer .....	12
Supervisor Expectations .....	14
Students' Academic Responsibility .....	14
Hours and Scheduling.....	14
* Online Timecards .....	15
Backlogging Student Hours.....	16
Payment .....	16
Switching Jobs.....	17
Termination of Employment .....	17
Conduct, Performance, and Evaluation.....	17
Confidentiality Policy.....	17
Student Policies .....	17
Resources for Student Supervisors.....	17
Appendix B: Safety .....	20

## Student Employment Program Overview

**The Northland College Student Employment Program is designed to:**

- Create a foundation for developing basic workplace skills and/or to prepare students for graduate school.
- Encourage students to reflect on and articulate their learning from work experiences.
- Engage students on campus, cultivating relationships with peers, faculty, and staff.
- Assist in providing basic services of the College.
- Provide on-campus opportunities for students to earn funds to help offset educational expenses.

**Benefits to students participating in the Student Employment Program include:**

- Forging skills needed for the workplace or graduate school
  - Time management
  - Teamwork
  - Accountability
- Enhancing personal skills needed in their post-graduate lives
  - Self-confidence
  - Interpersonal communication skills
- Furthering engagement with the campus community
  - Understand the importance of their work to the College
  - Give back to the campus in a meaningful way
  - Cultivate mentor relationships with faculty and staff
- On-campus jobs
  - Usually have greater scheduling flexibility than off-campus jobs
  - Are more convenient for students who don't have transportation

Students' primary purpose at the College is the pursuit of their education. College employment opportunities and financial aid help students achieve this goal.

**Benefits to staff and faculty hiring student employees:**

Hiring student employees benefits the College as well the students. Research suggests that students who are more engaged on their campuses have higher retention rates than those who are not as engaged. Campus work-study jobs provide students a deeper level of involvement with the campus. It also provides an opportunity for staff and faculty to engage with students outside of the classroom. From a supervisor's perspective, advantages to hiring students include:

- A cost-effective workforce;
- A willingness of student employees to perform a wide variety of tasks, which can free staff and faculty for other duties;
- Flexibility in meeting department needs: student employees can vary the hours they work each week (as long as they do not exceed the identified 20 hours per week when classes are in session), handle seasonal workloads, and work non-routine hours;
- Student employees understand the needs and viewpoints of other students, so they can help staff and faculty better understand issues from the student point-of-view, and, depending on what job they have, they can help other students feel more comfortable in the lab, in the library, talking to faculty, etc.; and
- Bring energy, enthusiasm, and the ability to offer new ideas and perspectives in the workplace.

## Student Employment Contacts

<p><b>Financial Aid Office</b>                  1<sup>st</sup> Floor – Brownell Hall                  715-682-1255</p>	<ul style="list-style-type: none"> <li>• Manages all student contracts</li> <li>• Posts all work study, all non-work study student employment and summer work study roles</li> <li>• Monitors and reconciles Work Study Awards</li> <li>• Oversees shared student employment opportunities with external partners</li> <li>• Troubleshoots Work Study Award issues</li> <li>• Handles student employee/supervisor issues</li> </ul>
<p><b>Human Resources/Payroll Offices</b>                  Room 104 – Brownell Hall                  715-682-1206 - Payroll                  715-682-1841 – Human Resources</p>	<p><b>Payroll</b></p> <ol style="list-style-type: none"> <li>1. Ensures students have the appropriate new hire paperwork completed</li> <li>2. Monitors student employee eligibility and FICA tax exemption status</li> <li>3. Processes student employee payroll</li> </ol> <p><b>HR</b></p> <ul style="list-style-type: none"> <li>• Provides employee relations guidance to student employees and supervisors</li> <li>• Reviews any involuntary terminations prior to those being executed to mitigate risks</li> </ul>
<p><b>Career Services</b>                  Ponzio, Room 230                  715-682-1232</p>	<ul style="list-style-type: none"> <li>• Reviews student resumes and cover letters</li> <li>• Arranges for alumni to hold mock interviews with students</li> <li>• Performs career counseling and assessments</li> <li>• Directs internship program</li> <li>• Organizes employment workshops</li> <li>• Manages relationships with external organizations that may seek student or intern employees outside of student employment</li> <li>• Posts external job openings</li> </ul>

## Student Employment Manual Purpose

This manual is intended to provide basic information about Northland's Student Employment Program to help guide students and their supervisors with the associated employment processes. The information provided in this manual covers general policies and procedures for the student employment process from hiring through paycheck and beyond.

Northland College reserves the right to modify, revoke, suspend, or terminate any or all policies, procedures, and rules within this manual, with or without notice. Supervisors will be alerted to substantive changes in policies, rules, and procedures, which will be published; it is the responsibility of both students and student supervisors to review such changes to ensure compliance.

As student employment is most often a component of students' financial packages, inquiries and questions regarding the amount of work study award should be directed to the Financial Aid Office, located in the Ponzio Student Center. The Financial Aid Office is open from 8:00 a.m. to 4:30 p.m., Monday through Friday. The office can be contacted at 715-682-1255 or via email at [finaid@northland.edu](mailto:finaid@northland.edu). Any other questions related to student employment should be directed to the payroll manager at 715-682-1206 or via email at [humanresources@northland.edu](mailto:humanresources@northland.edu).

## Equal Opportunity Employment

Northland College administration reaffirms its commitment to the principle of equal opportunity and equal treatment for every current and prospective employee. In hiring and in subsequent relationships with employees, College policies and practices are intended to preclude discrimination based on race, color, religion, sex, sexual orientation, age, disability, or national origin. Instead, differentiation is based on consideration of applicable job experience and/or job performance. Northland encourages its employees to use the services of the Office of Equal Opportunity and the Office of Human Resources if there are any questions or concerns about this policy. The Office of Equal Opportunity can be contacted at: Equal Employment Opportunity Commission, Sixth Floor, Suite 6NW14G, 131 M Street, NE, Washington, DC 20507 as well as by phone, Tel: 202-663-708, or via email at [contact\\_oeo@eoc.gov](mailto:contact_oeo@eoc.gov).

## At-Will Employment

First, this Handbook does not create any type of contract of employment between you and Northland College. You are an at-will employee unless you have a written and duly authorized contract or agreement with Northland College that expressly states otherwise. As an at-will employee: you are free to end your employment at your will at any time and Northland College is free to do the same and your employment is not for any specific length of time. Nothing in this Handbook is meant to alter at-will employment relationships in any manner.

Additionally, this Handbook cannot address every circumstance that may occur while you are performing your duties. It cannot list every act you are permitted or not permitted to do while employed or answer every question you may have. The contents of this Handbook are not intended to be a substitute for sound decision-making, management, judgment, and discretion.

## Types of Student Employment

Every student has the opportunity for student employment. Opportunities for student employment exist in almost all campus departments, from athletics to research assistants. Student employment is divided into two categories: work-study and non-work-study. The difference between these two types of student employment is the funding source. Work-study positions are funded through the Financial Aid Office to assist students who meet certain eligibility requirements. Non-work-study positions are funded through departmental budgets. Please see below for more information on the types of student employment:

### **Work-study**

#### **1. Federal Work-study (FWS)**

Federal Work-Study provides part-time jobs for students with financial need, allowing them to earn money to help pay education expenses. The program encourages community service work and work related to the student's course of study.

#### **2. Northland Work Award (NWA)**

Northland Work-Award provides part-time jobs for students using institutional funds for students that do not qualify for federal work-study. A Northland Work-Award allows the students to earn money to help pay education expenses. The program encourages community service work and work related to the student's course of study.

### **Non-Work-study**

Other on-campus student employment that is handled through the Payroll Office. Students may hold a non-work-study position in addition to a work-study job if they are eligible for work-study. Non-work-study positions are not based upon a student's financial aid package, but rather paid entirely by the College. Students with a non-work-study position must also comply with the policies, procedures, and rules within the handbook and not exceed 20 hours of work for all combined positions during their employment when class is in session.

Students may hold multiple positions, but must ensure that they do not exceed a total of 20 hours per week when combining all positions worked during weeks where classes are in session. Student employees should alert their supervisors if they hold more than one campus job, but it is recommended that supervisors to check with their student employees to find out whether they have other campus employment. Regardless of the type of employment or number of positions held, all student employees must comply with the policies and procedures outlined in this Handbook.

## Student Employment Eligibility Requirements

Students who want to secure campus employment must:

1. Be enrolled full time (defined as 12 credits or more per semester).
2. Be degree-seeking.
3. Be eligible to work in the United States.

Students who do not meet all three of these criteria are **not** eligible for campus employment.

In addition, **work study students** must have completed the application process for financial aid (FAFSA) AND received an award letter from the Financial Aid Office.

*(If students are unsure if they have received an award letter from Financial Aid, supervisors can direct them to their [my.northland.edu](http://my.northland.edu) account to check their financial aid. Since awards must be accepted, most students will know whether or not they have a work-study award and how much it is, but sometimes they do not.)*

## International Student Employment Eligibility Requirements

International students must have a United States Social Security Number in order to perform any paid work for the college, including work study. Typically, within the first two weeks of classes or whenever all or most international students have a job lined up, Admissions will coordinate a trip to the Social Security Office in Superior, Wisconsin.

What is needed:

- a. A letter on Northland College letter head and signed by the Student Records Specialist and International Student Assistant in Admissions stating the start and end dates, job, and supervisor.
- b. A letter similar to the letter above, from the student's supervisor.
- c. Students must complete an Application for Social Security Number (SS-5), bring valid passport with I-94 stamp or print off, current I-20, the letter from you (the DSO) and a letter from your employer (see above).  
<https://www.ssa.gov/pubs/EN-05-10181.pdf>

## Summer Work-Study Employment Eligibility

When school is not in session:

1. A student is allowed to work up to 40 hours per week in a student employment position. However, to be eligible for summer employment, the student must be a continuing student and enrolled for the following fall term.
2. Students will be charged FICA taxes during the summer months (excluding international students).
3. For summer work-study opportunities, students must have filed the FAFSA and accepted their financial aid package for the upcoming academic year. This also applies to new students. The College does not provide on-campus housing for new students.



## Cost-Share Agreements

Northland College participates with various off-campus employers through a cost-share agreement. These positions are primarily internship based and for summer term only. Occasionally, if a student has already fulfilled their internship requirements, they may still be able to participate in an off-campus, work-study position through cost-share agreement at the discretion of the financial aid director. Please contact the Financial Aid Office for further information.

Eligibility for summer work in a cost-share arrangement:

1. Be a continuing student (that is, enrolled for the following fall term)
2. Have filed the FAFSA and been packaged for financial aid
3. Be registered for internship credits with the Registrar's Office; and
4. Work with a participating agency of the College.

## Paid Internships

Supervisors who wish to provide an internship (paid or unpaid) opportunity for students should contact Career Services. Supervisors can use work study and non-work study employment in conjunction with an internship. An internship is a learning opportunity in the work place that allows you to apply academic curriculum in a career-related setting. Interns report many benefits from these experiences, including clarifying career goals, building skills, references, and resumes, gaining a competitive advantage for graduate school, and in some cases, receiving a job offer after college.

Internships can be paid or unpaid, for-credit or not. The most important aspect of an internship is that it provides students with skills and experiences related to their academic or career goals. To learn more, please visit the Career Services page at [Jobs & Careers - MyNorthland](#)

## Steps for Hiring a Student Employee

1) You must receive approval to offer (and budget for) the position(s) from the supervisor who oversees your department or center.

Generally, this means you should know by July if you can hire work-study students starting in Fall, as it would need to be included in your department's approved budget. Some departments may also have non-work-study funds available. Check with your supervisor.


- You determine the pay rate based on your budget and rigor of the tasks, informed by the Student Compensation Guide available in the Supervisor Toolkit or the Office of Financial Aid or the Office of Human Resources. Connect with the Financial Aid Office for help with this if needed. They can also assist you with estimating the general number of hours to expect, based on the rate you establish.
- The number of hours a student is eligible to work will depend on a combination of their hourly rate and specific work-study award amount. Students are not allowed to work more than 20 hours / week between all positions tied to campus during the regular academic year. During the summer, students can work up to 40 hours a week.





2) After securing approval, develop a position description. Your position description should include the following information. If you need help, contact the Office of Career Services.

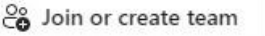
- ✓ Position title
  - Be descriptive for better searchability (ie: “Student Conservation Technician – work-study”)
- ✓ Pay rate
- ✓ Estimate of hours per week
- ✓ Start / end dates
- ✓ Brief overview of your department or center’s objectives for context.
- ✓ Brief overview of the work the position will be responsible for completing.
  - Bonus points for: Emphasizing what the student can expect to learn in this position
- ✓ Qualifications
  - More qualifications = less applicants
- ✓ Application deadline & hiring process information
  - Example language: “Interviews will be scheduled on a rolling basis and a qualified applicant may be selected prior to the closing date. Please apply early for best consideration.” or “Interviews will be scheduled with qualified applicants after the closing date on \_\_\_\_\_.”
- ✓ Materials required to apply
  - resume, cover letter, work-study contract, current class schedule, etc.
- ✓ The name, title and contact information of the supervisor overseeing this position

3) Post your position to Northland’s Employer account on [Handshake \(joinhandshake.com\)](https://www.joinhandshake.com) to promote it to students.

- See a step-by-step video tutorial of posting a position [HERE](#). (You can obtain account access, and receive additional support by emailing Career Services)
- In addition to [Handshake](#), you can also encourage students to apply by posting about it in the Microsoft Teams Channels, organized by Career Services, which are pre-loaded with students based on their majors / minors (undeclared students can opt in). Printed flyers can also be hung on the physical boards around campus (located in the Ponzio, Wheeler & CSE).

**Join any of the following Teams to receive updates about jobs, internships and professional development opportunities from faculty & staff networks** 

			
Outdoor + K-12 Ed Jobs & Internships	Business + Related Jobs & Internships	Social, Culture, Humanities Jobs & Internships	NRS, Science + Math Jobs & Internships
<b>Team Code: e1sbx5s</b>	<b>Team Code: 4kas24u</b>	<b>Team Code: dksyhg8</b>	<b>Team Code: h8hkg8n</b>

Inside your Teams account, click  Join or create team then enter the above code to gain access

## 4) Interview applicants and select candidate(s).

In some cases, you may not feel the need to interview a student, but the College encourages supervisors to do so as part of the real-life job experience for students, some of whom may not have had to interview for a job before. You may conduct interviews over the phone, virtually or in person. You do not have to interview every applicant, but any applicant you select to interview needs to meet the minimum requirements for the position.

- Be sure to explain the specific duties and scheduling requirements of the job.
- Some questions you might consider asking:
  - What interests you about this position?
  - What hours are you available to work?
  - What type of work experience have you had?
  - What is your major?
  - Do you have a work-study award (if the position is work-study)?
  - How many credits are you taking?
  - Do you anticipate any time during the term that you will not be able to work?
  - Are you participating in a sport?
  - Are you also working in other positions tied to campus?
  - (If you interview more than one candidate, be sure to ask the same questions of all candidates.)
- Conduct a reference and background checks (if applicable). Consult with HR/Payroll if you are planning to hire a position that needs a background check.
 

Once you have identified the student you wish to hire, you may check with previous employers or with personal references. **Background checks are required when a student is asked to perform any of the following functions.**

  - handle cash or credit cards
  - drive College vehicles
  - have access to residence facilities

5) Before offering a work-study position, reach out to Financial Aid, to confirm the student is work-study eligible.

- A student must meet the following qualifications to be considered work-study eligible.
  - is enrolled full time (defined as 12 credits or more per semester).
  - is degree-seeking.
  - has completed the application process for financial aid (FAFSA), received and accepted their award letter from the Financial Aid Office.

- Student work-study awards range between \$1000 - \$1600 per academic year, based on financial need.
- Make sure to find out if they are involved in other positions. Most students are only able to hold *one work-study position at a time* (exceptions made for International students). However, students may hold a work-study and non-work study position, or a work-study and stipend-paid on-campus position (such as a Residential Assistant).
- Practice professional courtesy by making sure to also follow-up with applicants who are not selected.

If you notice application materials that are poorly done, please consider including a note with reference to Career Services assistance that would benefit them. This is a great and appropriate opportunity for intervention! Feel free to use this template response:

*Thank you for your interest and application. Unfortunately, we have decided not to move ahead with your application for the \_\_\_\_\_ role at this time. Upon review, we felt your (resume and cover letter) did not adequately convey the (qualifications), (skills) and (transferrable/relevant experience) we were seeking, which would have identified you as a more competitive candidate.*

*Please consider taking advantage of our on-campus Career Services supports, when applying for our positions or others of interest in the future. You can set individual resume review appointments [HERE](#) ([northland.joinhandshake.com/stu/appointments/new](http://northland.joinhandshake.com/stu/appointments/new)) or utilize drop-in hours with a Career Services staff member who will help you make your materials shine!*

6) Offer the position **only after you have received approval from Financial Aid**, confirming the student's eligibility.

## Steps After Job Offer

Once a student has been offered a job, there are additional steps that will need to be completed **before** they can begin working.

1) **It is the Supervisor's responsibility to follow up and ensure this is all solidified BEFORE the student starts their first shift.** Failure to receive authorization for student employment before they begin working will result in follow up directly with the supervising staff member, and could include losing the ability to supervise student workers.

Once these steps are completed, the student will receive an email from the Payroll Office informing them that they can begin working and that their timecard is now active. Student supervisors are copied on the email so that they know the student can begin working. Students are not to begin working prior to this notification.

- **For Work Study positions:**
  - ✓ The student and the hiring supervisor both need to complete the Work Study Agreement form and return it to the Financial Aid Office.
    - The Student Work Study Agreement form can be found linked in the [Work Study information here \(my.northland.edu/careers/students/#ws-apply\)](http://my.northland.edu/careers/students/#ws-apply).

- Students will need to fill in the amount of their work-study award. This is determined by the Financial Aid Office and is listed on students’ financial aid award letters. Refer to that document to find the award amount. If a student is awarded \$500 per term, the total amount for the academic year would be \$1000, and is what should be recorded.
  - ✓ Students must complete/submit their [FAFSA](#) form to the Financial Aid office.
- **For Non-Work-Study positions:**
  - ✓ The hiring supervisor must submit a Payroll Authorization (APA) form via the online APA form.
    - The APA form can be found at [Application for Payroll Authorization - MyNorthland](#).
- **For All Paid Student positions (Work Study and Non-Work-Study):**
  - ✓ Hiring Supervisors must alert the Payroll Department of their plan to hire the student(s).
  - ✓ Students must meet with Northland’s Payroll Administrator, to complete the following documents and steps:
    - I-9 Form – Employment Eligibility Verification Form
    - To complete the form, the student will be required to provide documentation to prove eligibility. Acceptable documents can be found at: [USCIS Form I-9](#).
    - W-4 and WT-4 for tax purposes
    - Direct Deposit Form – (required for all students)
    - Background Check – (depending on position)
    - Learn how to log in and enter their hours into their already-established [online Jenzabar timecard](#).
  - ✓ Hiring Supervisors are provided access and a step-by-step resource guide of how to review/approve the student’s online Jenzabar timecard, by the Payroll Administrator.
    - Students are paid twice-monthly from Northland. The pay-periods end on the 15<sup>th</sup>, and last day of the month, with timecards due one business day after the last day of the pay period (see chart example below)
    - Supervisors must approve their student worker’s finalized timecard submission within two business days of the pay period ending.
    - The Payroll Administrator sends reminders by email when timecards must be submitted and approved by supervisors.

Pay Period / Timecard Approval Examples		
Last day of pay period	All hours submitted & finalized by student in Jenzabar timecard	Supervisor approval of finalized timecard submitted in Jenzabar
Thursday, Sept. 15 <sup>th</sup> , 2022	Friday, Sept. 16 <sup>th</sup> , 2022	Monday, Sept. 19 <sup>th</sup> , 2022
Wednesday, Nov. 30 <sup>th</sup> , 2022	Thursday, Dec. 1 <sup>st</sup> , 2022	Friday, Dec. 2 <sup>nd</sup> , 2022

- 2) After a student has been approved and started working, the supervisor and student continue to assess how many hours are remaining in the student’s award amount throughout the year.
- Reach out to the Payroll and Financial Aid offices if you notice the student approaching their max amount before their end date.

## Supervisor Expectations

Student employees should consider on-campus employment a serious commitment. When hired to fill a position, students become a member of a work unit that depends on them to complete the duties for which they were hired. Therefore, the supervisor may reasonably expect the student to:

- Report to work at the agreed upon time and be ready to work.
- Attend to assigned duties while on the job and not conduct personal business while at work.
- Work with a cooperative and positive attitude.
- Notify the supervisor as soon as possible if the student is unable to report to work as scheduled.
- Keep an accurate record of hours worked.
- Not exceed 20 hours per week among all positions while classes are in session (or 40 hours per week among all positions when classes are not in session).
- Electronically finalize their timecards by the required due date of each payroll period.
- Report to work following department etiquette, depending on the work assigned and the work environment (including, but not limited to, appropriate dress, cleanliness, and personal hygiene).

Supervisors are expected to submit time card approvals by the required due date. Failure to do so has a negative impact on the student's work experience and causes additional work for the College. Should failure to submit time card approvals on a timely and regular basis may result in correction action for the supervisor.

## Students' Academic Responsibility

As a student employee of Northland College, student employment is secondary to academics. Although student employment can be a meaningful part of the College experience, it should not interfere with students' academic studies. Student employees are encouraged to consult with their supervisor if the originally agreed to schedule creates a problem for the student in keeping up with their academic work.

## Hours and Scheduling

Students may work a maximum of 20 hours per week while classes are in session. This 20-hour maximum is between **all positions held by the student**. The "week" runs from Sunday at 12:00 a.m. to Saturday at 11:59 p.m. Supervisors are required to review and approve timecards for their student employees just as they do their regular employees (if they have them). It is the responsibility of the supervisor to ensure students do not exceed the 20-hour weekly maximum associated with student employee positions.

When not in academic session (breaks, summer), students may work up to 40 hours per week among all their positions. This is subject to the availability of work, supervisor approval, and availability of funds.

### **Students are not allowed to work overtime during any time period**

Student employees do not receive paid sick leave\*, vacation leave, or holidays.



Students who work an 8-hour shift are required to be given a 30-minute, unpaid lunch period. This unpaid lunch must be logged on their timecard as unworked hours.

The student's work schedule should always be secondary to their academic schedule.

For work-study students, hours worked may not exceed the value of their work-study award. When they have earned their award package, they are no longer eligible to work.

### **\* Online Timecards**

Timecards are electronic and are found on students' [my.northland.edu](http://my.northland.edu). Students should only record times worked within the pay period listed at the top of the sheet. Any hours recorded that were worked outside of that pay period may result in the timecard being returned to the supervisor by Payroll. If a student is unsure how to fill in their timecard, please walk them through the process yourself or refer them to the payroll office for assistance. Students should log their actual hours worked each day at the end of their work schedule. Any hours worked that were not recorded in the pay period in which they were worked, whatever the reason, will need to be back logged by the Payroll Office with approval from the employee's supervisor.

After students have entered their hours for the pay period, they should finalize the timecard. Occasionally, students will finalize a timecard when it hasn't been finished; supervisors can release the timecard so the student can complete recording their hours. After timecards have been finalized, the supervisor will review the timecards for accuracy and, if correct, approve for submission to payroll. If a student's timecard requires corrections, the supervisor should follow up with the student to alert them to the error so that the situation is not repeated. They may not be able to do this unless listed as an alternate approver for the supervisor. If the timecard is not finalized by the student and submitted by the supervisor by the required due date, there may be a delay in the student getting paid.

Students are paid following the submission of the timecard in accordance with the payroll schedule. A copy of the pay schedule can be requested from the Payroll Office or can be found on [myNorthland - Pay Schedule](#).

*In order for prompt payment to occur, timecards must be submitted electronically by the payroll deadline indicated on the pay schedule.*

## Backlogging Student Hours

If a student has hours worked that were not recorded in the pay period in which they were worked, whatever the reason, they will need to be back logged by the Payroll Office with approval from the employee's supervisor and will require additional written documentation from the supervisor, differentiating the hours worked in the current pay period and the hours worked from previous pay periods. The process for backlogging student hours is as follows:

**Step 1:** If the student forgot to properly log hours, they must contact their supervisor to explain why the hours were not entered on the proper timecard and provide the supervisor with the dates and times of hours worked that need to be backlogged.

**Step 2:** The supervisor contacts Payroll to inform them of the situation and provide written documentation of the dates and times of the student's backlogged hours.

**Step 3:** Upon receipt of the written documentation from the supervisor, Payroll will manually enter back-logged hours into the next payroll pay period for the student worker.

**Step 4:** Once back-logged hours have been entered, Payroll will notify supervisor and the student worker.

## Payment

Pay periods run from the first through the fifteenth of the month and from the sixteenth through the end of the month. Pay dates fall on the 15 and last business day of the month. If either of those dates falls on a Saturday or Sunday, students will be paid on the last business day prior. Students are paid semi-monthly with a one pay period lag.

Example: hours worked during January 1 – January 15 will be paid on January 31.

Pay schedules for the calendar year can be acquired from either the Financial Aid Office or Payroll Office.

The student employment earnings will be direct deposited into a checking or savings account, or a portion of their earnings can be paid directly to their Business Office account. Students can review their paystubs on [my.northland.edu](http://my.northland.edu) under **Financial Aid & Billing/Work Study/Payroll Information/Review your pay statements**.

There may be times when a student's pay may be delayed. Reasons a student's pay may be held up:

1. Timecard was not completed or was submitted after the designated due date shown on the payroll calendar.
2. Timecard was not filled out properly or may not have been submitted by the supervisor.
3. Student did not complete required paperwork and/or was not approved to begin working.



## Switching Jobs

Students may change employment positions during the year, but they must notify their current supervisor two weeks prior to leaving. In order to start a new work-study position (either FWS or NWS), students and the new supervisor must complete a new Student Employment Contract and return it to the Financial Aid Office.

## Termination of Employment

Supervisors have the right to terminate the employment of a student employee for improper conduct or unsatisfactory work performance. Prior to terminating, the supervisor should consult with the Office of Human Resources and receive approval for the termination. Supervisors should notify students of termination of employment in a personal meeting and must complete the Job Termination Form, signed by both parties. The form needs to be submitted to either Financial Aid Office or Payroll Office, depending on the type of student employment being terminated.

## Conduct, Performance, and Evaluation

It is up to each supervisor to determine what constitutes proper conduct and satisfactory work performance, outside of what is stated by these policies, and only if there is no conflict with these policies. As part of training for future employment, supervisors are encouraged to provide students with a performance review, just as they do for other positions they may supervise. This experience will help students prepare for future evaluations and be more comfortable with the process.

## Confidentiality Policy

As an employee of Northland College, you may have access to confidential College, student, parent, or donor financial information. An employee may also have access to information concerning the College's financial status, business practices, employee records, and student records and data. This information is to remain confidential and not be disclosed to any unauthorized persons inside or outside of the College. All employees are responsible for protecting the confidentiality of this information by applying the appropriate restrictions, such as not leaving sensitive materials out in the open on your desk, securing or locking files, locking office doors, etc. A violation of this policy can subject an employee to discipline, including discharge.

## Student Policies

Student policies such as Code of Student Conduct, Gender-Based Misconduct Policy, and other policies that may affect student employees and their work behavior can be found on [my.northland.edu](http://my.northland.edu) at [my.northland.edu/Campus](http://my.northland.edu/Campus) **Life/Student Policies/Student Rights & Responsibilities**. It is the responsibility of the student to ensure compliance with all student policies and procedures at all times.

## Resources for Student Supervisors

In addition to this handbook, you will find additional resources on the Employees page on [my.northland.edu](http://my.northland.edu) portal under Employee Tools, Work-Study Tools. The work-study

supervisors link (applicable for supervisors of both work-study and non-work-study positions) provides a link for posting positions, information on how to approve student timecards, a template for a job application, and a spreadsheet for tracking student work hours.

Because students in work-study positions cannot exceed the work-limit of their work-study award, it is helpful for supervisors to track their student employees' hours for each pay period. Downloading and regular tracking of student hours by the supervisor helps ensure that students won't work through their award too quickly. When students have earned all their work-study award, they are no longer allowed to work. When their hours remaining drop to around 25 hours, financial aid will send the student (and copy the supervisor) to alert them to the low limit.

Additional questions supervisors may have about various aspects of the Student Employment Program at Northland College can be directed to Financial Aid, Payroll, and the Office of Human Resources. Other student supervisors can be helpful as well, especially if you are a new supervisor and in need of tips or suggestions on supervising student employees.

## **APPENDIX A: Worker's Compensation Reporting**

All employees of the College are protected by Workers' Compensation Insurance, carried by the College in accordance with the laws of the state. This coverage pertains to injuries that have occurred while working at the College and provides for the payment of medical and other related expenses and the continuation of wages, including for student workers.

Student workers are directed to follow the steps below if they injured at work:

1. Seek immediate medical attention.
2. Notify your supervisor and the Office of Human Resources as soon as possible after a work-related injury or disease. If the injured student employee is unable to file a report with the Office of Human Resources, the supervisor should do so. The Office of Human Resources will facilitate reporting requirements for Worker's Compensation. Timely reporting is important in order for the employee to receive prompt and full-benefit payments.
3. Students should inform their medical care provider or physician that their injury or disease was suffered at work. This will allow the provider to comply with any statutory reporting requirements.

Federal, state and local municipal regulations and Northland College policies may change from time to time. Contact the Office of Human Resources for the most current regulations and policies.

## Appendix B: Safety

Emergency policy and procedures can be found on [my.northland.edu](http://my.northland.edu) at [my.northland.edu/Campus](http://my.northland.edu/Campus).

In general, please contact Campus Safety and Security at (715) 682-1399 or [campussafety@northland.edu](mailto:campussafety@northland.edu). In the event that professional emergency services are needed, **please dial 911**. Campus Security should also be called or notified for all emergency situations.