A SUPERVISOR'S GUIDE TO HIRING STUDENT WORKERS

Student Employment Office

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STUDENT EMPLOYMENT FORMS – THE ONE-STOP SHOP

The One-Stop Shop

- The SEO uses an all-encompassing Student Employee form that allows supervisors to choose whether they want to:
  - ❑ Hire (Students with work authorization and those who don't)
    - ❑ Entails hiring students for a specific position(s)
    - ❑ A person's **Bates Work Authorization (BWA)** is valid throughout their time at Bates
  - ❑ Terminate
    - a) This type of form allows supervisors to notify the SEO when they wish to terminate a student
  - ❑ Change a Current Student's Employee Position Information
    - a) Supervisors can change certain aspects of the students' position

The One-Stop Shop

❑ Posting an Existing Position

   a) This is the form supervisors submit when the position they want to hire for matches what they want

❑ Modify an Existing Position

   a) A position can be changed to align with what the supervisor wants – Any job can be modified, but refer back to the Student Job Database to check if there is a position matching the supervisor's preferences

❑ Create a New Position

   ❑ If a supervisor finds there is not a position that caters to their preferences, then they can submit a Student Employment: Create a New Position form

   ❑ This gives the supervisor free range to create a new position that fits what they want for the job

POSITION MAINTENANCE AND POSTING A POSITION

Student Job Database

◦ The Student Job Database is where supervisors need to go to first when starting the hiring process

◦ It is a comprehensive list of all the positions on campus – The positions are separated by department

◦ Supervisors will go here and see the position they would like to hire for

  ◦ The position can be modified or not based on whether the job aligns with what the supervisor wants

  ◦ If there aren't any changes that need to be made, then you can go ahead and submit a Student Employment: Posting an Existing Position form

  ◦ Supervisors can create a new position if there aren't any positions that match with they want
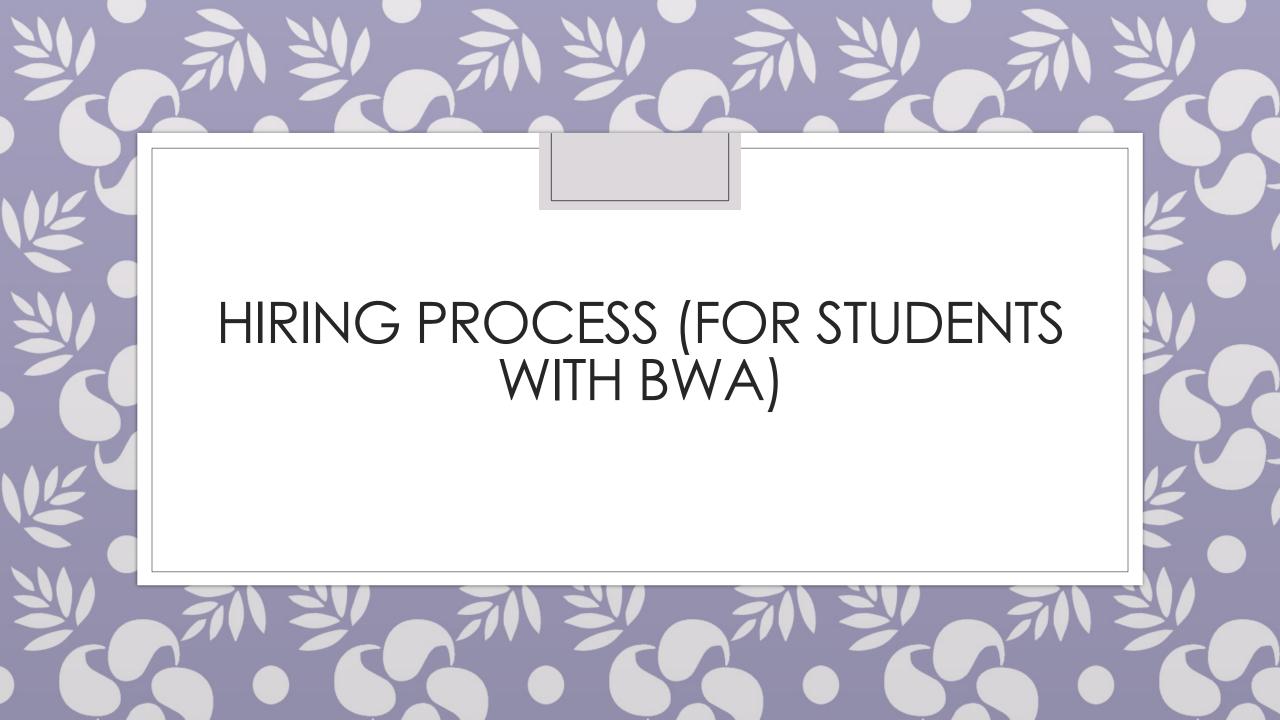
Modifying an Existing Position

1. The Student Employment Form: Modifying an Existing Position is fairly straight-forward

2. The first thing you will want to do is refer to the Student Job Database and see if the position does not align with the new position description (i.e., details about the position)

3. If not, then you will enter the desired modifications on the form

   1. Please enter in the starting and end date for applications if you wish to hire for that job – You are not required to hire at the moment the form has been submitted

Create a New Position

- Creating a new position is straight-forward
- However, we want to note that supervisors should look at the Student Job Database to see if there is already a position that is similar to an existing one
  - The Student Job Database is a comprehensive list of all the student jobs on-campus
  - It's a great tool to use – We encourage students and supervisors to go and take a look at it!
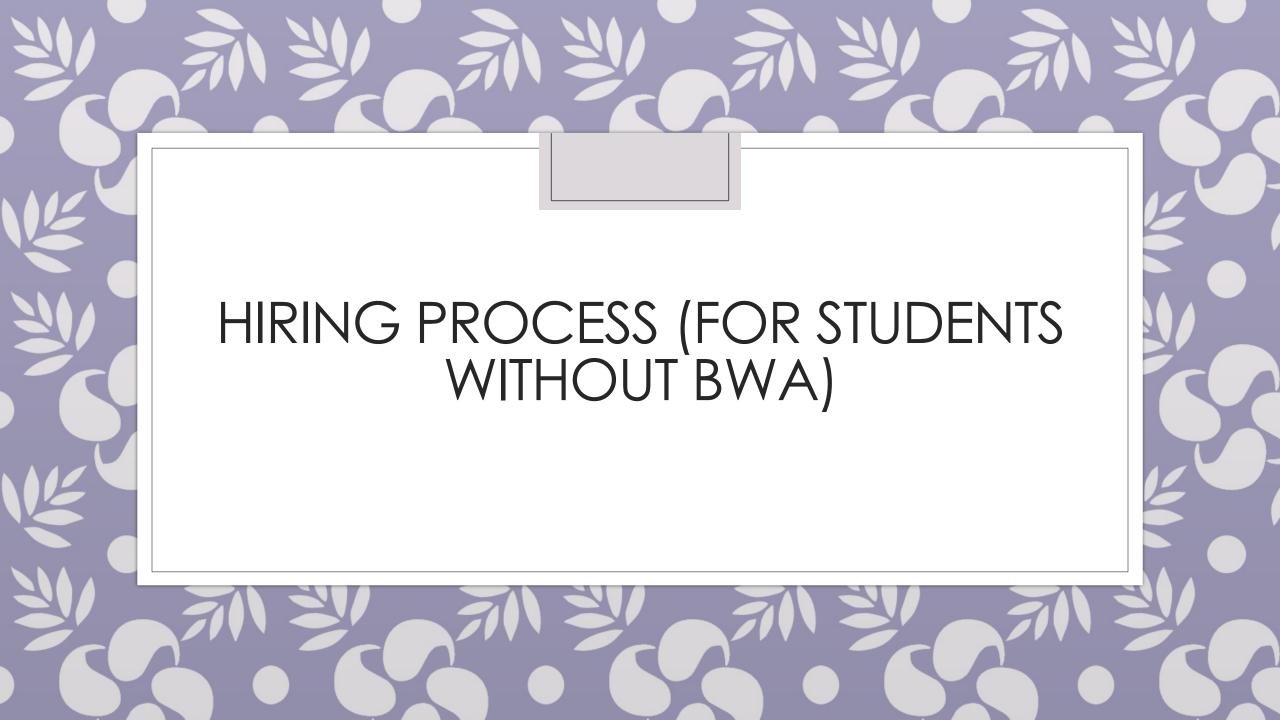
Post An Existing Position

1. The first step of hiring is <u>posting a position</u>

2. Go to the <u>Student Job Database</u> on the SEO site and see what position you want to post

3. If the position looks good and you do not want to make any changes, you can submit a Student Employee Forms: Post an Existing Job form

4. If you wish to make some modifications, you will submit a Student Employee Forms: Modify an Existing Position form

5. If there is a job on our Database that does not fit any of the other position descriptions, you will need to submit a Create a Position form and tailor that job to your liking

6. ****All the forms are under one master form** – However, you can choose what you would like to do

HIRING PROCESS (FOR STUDENTS WITH BWA)

Hiring Process (for Students with BWA)

1. Offering the student the position:
   a) Once the student has accepted the position offer, the supervisor will need to submit a Student Employment Form: Hire (located on our [SEO website](#) under the "Quick Links" column)

2. Students who are work authorized only need a [Student Employment form: Hire](#) to be submitted by their supervisor

3. Please verify a student's work authorization status by asking them to show their BWA through their Garnet Gateway before submitting the hiring form

4. The current minimum wage is $12.75 per hour. All student jobs are set up at that rate unless otherwise approved by the Office of Finance.

If you are still unsure if a student is work authorized, please reach out to us and we can check!
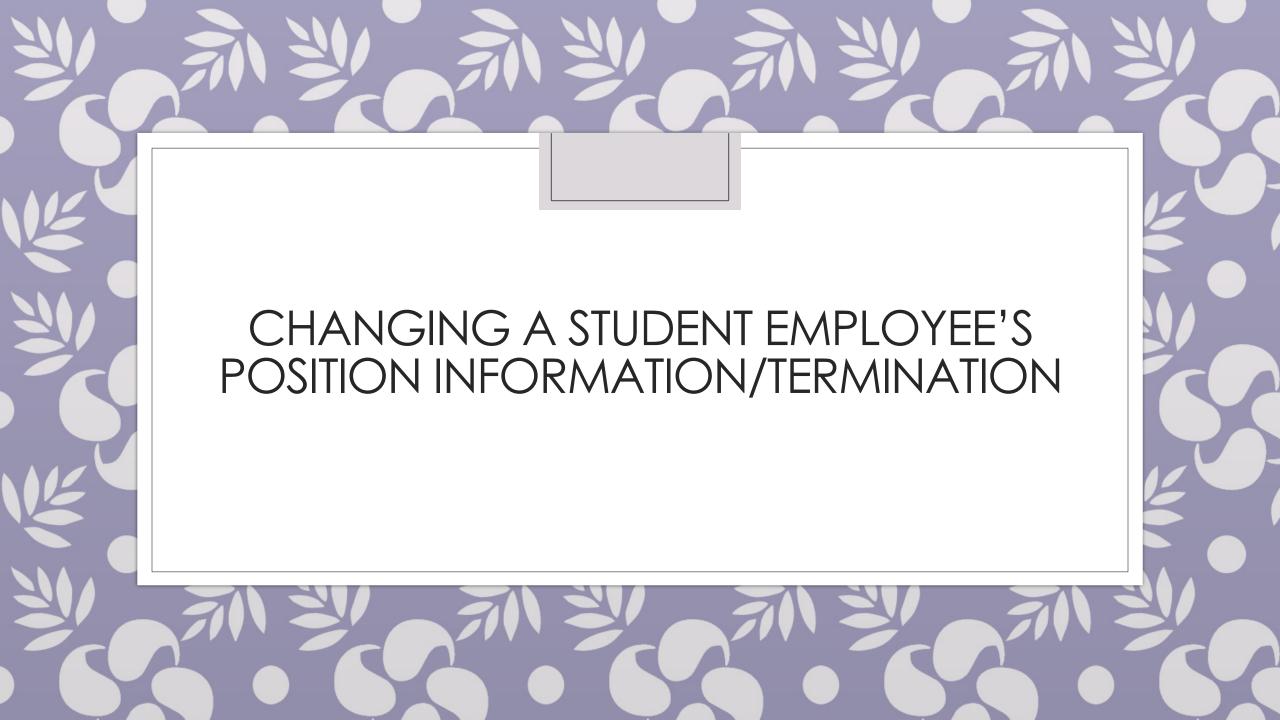
HIRING PROCESS (FOR STUDENTS WITHOUT BWA)

Hiring Process (for Students Without BWA): Where to start

1. The first step is the same as hiring a student with BWA – Send a Student Employment form indicating that they are **NOT** work authorized
   a) Check "No" for "Has the student ever worked at Bates?" on the form
2. Once submitted, we receive the form and start the onboarding BWA process
3. The SEO will be in communication with the student (and supervisor) through the multi-step BWA process
4. The student will complete the necessary forms via Adobe Sign and then are sent directions on scheduling the Form I-9 in-person document verification appointment
5. **Students are NOT PERMITTED to do any type of work until they've fully completed the BWA process – This includes trainings and meetings**
   a) More info regarding this specific point can be found on our [Bates Work Authorization](#) page

I-9 In-person Verification Criteria

1. Again, students are **NOT PERMITTED** to start working before completing the in-person document verification meeting (last step of getting work authorized)
   a) It is a Department of Homeland Security requirement to determine eligibility to work in the United States.
   b) The student's requested start date may change if they are not able to complete the document verification portion of the BWA process. Please allow two weeks for BWA process when hiring a student who is not work authorized.
2. The correct documentation for this meeting is crucial – Please ensure your student brings a permissible form of documentation
   a) The student is given a list of what to bring in the emails we send them throughout the BWA process
3. The student will send their BWA via Garnet Gateway to their supervisor once they've completed the meeting – Sending BWA to supervisors is the last step of getting work authorized

CHANGING A STUDENT EMPLOYEE'S POSITION INFORMATION/TERMINATION

Changing a Student Employee's Position Information

- To make any changes, supervisors will go to the Student Employment Forms: Change Current Student Employee Position Information
- Supervisors can change the following:
  - A student's start and end date
  - The hourly pay rate the student will be paid for that position – Must be approved if above minimum wage
  - The timesheet approver
  - Changing Labor Distribution on the student position (where the work is charged)
  - Indicating if that particular job is funded by a grant

Termination

◦ If you wish to terminate a student's position, you will go to the Student Employment form and select "Terminate"

◦ The form is very straight-forward – Just make sure all the information is entered in correctly

◦ Once we've received it, we will start processing the form and terminate the student's position

TIMESHEETS/HOURS WORKED/HOURLY PAY RATE

Timesheet Process for Students

1. Once the SEO has received the hiring form, an electronic timesheet will be available in the student's Garnet Gateway Account
   a) The students are responsible for recording their hours on the timesheet!
   b) Students must submit their timesheet by **Sunday 2:59 PM** (The day after the pay period ends)
2. If a student does not meet the timesheet deadline or forgets to record hours on the timesheet, they must submit an [Adobe Sign Student Timesheet](#)
   a) Once the student has completed and signed the timesheet, the timesheet will then be sent to the supervisor for their approval and signature

Timesheet Process for Students

1. Students should only submit paper timesheets if they didn't start the timesheet at all
    a) If they started and entered hours in the timesheet and forgot to submit it, then that's when the SEO submits it on the student's behalf
    b) Supervisors can choose to enter the missing hours if they know them or have the student (or staff) fill out the paper timesheet for the hours that weren't entered
2. Garnet Gateway timesheets in "Error Status" can be changed to "In Progress" by clicking on "Restart" – Students simply need to reenter hours

Supervisors can make edits to Garnet Gateway timesheets before the approval deadline (Tuesday at 11:59 PM**)**

Guidelines for Amount of Hours Worked

- Students may have more than one job and can work a maximum of 20 hours per week while classes are in session, across all jobs

- It helps if you know that your student worker has more than one job so that the student can be scheduled correctly
  - Any student who exceeds the 20-hour maximum is subject to termination in that position.

- International students are allowed to work a maximum of 20 hours per week by federal law
  - Any international student who exceeds 20 hours is subject to dismissal from the college and loss of visa status

Approving Timesheets

- Timesheets must be approved by 11:59 P.M. on the Tuesday following the pay period end date

- Timesheets can only be approved once they have been submitted by either the student or, if the student neglects to submit by the deadline, the Payroll Office will submit on their behalf

Setting Up a Timesheet Approver Proxy

1. A proxy can approve the timesheets in your absence
2. The Payroll Office recommends that all timesheet approvers set up a proxy approver via Garnet Gateway
   a) Setting someone up as your proxy allows that person to approve timesheets on your behalf
   b) Here's a comprehensive guide to setting up a proxy

Hourly Pay Rate

- All student positions have a starting pay rate of the Maine minimum wage

- A supervisor may request an increase in the pay rate under specific circumstances
  - These requests must be approved by the VP of Finance
  - Positions funded by state or federal grants (or any non-Bates funded programs) have more flexibility in determining rate of pay

- There are two ways to do this:
  - ❑ Indicate the specified pay rate in the Hiring form
  - ❑ Submit a Change form stating the pay rate should be changed (this usually happens when the student has started working)

POINT OF CONTACT

Who to Contact and How

1. The main point of contact for Student Employment is the SEO Coordinator
   1. You can either reach us through email (seo@bates.edu or (207) 786-6303
2. Any questions or concerns regarding Faculty/Staff should be directed to HR and/or Payroll