student employment
manual for
on-campus employers

a service of
student financial
assistance

Student Financial Assistance/Student Employment Office
students.asu.edu/employment
ASU at the Tempe campus
P.O. Box 870412
Tempe, AZ 85287-0412

Location: 2nd Floor Student Services Building (SSV)
Email: seo@asu.edu
Phone: 480-965-5186
Fax: 480-965-9816

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GENERAL INFORMATION

Student Employment Office
http://students.asu.edu/employment

As part of the Student Financial Assistance office, our department provides resources for eligible students to locate on- and off-campus employment opportunities in order to meet their education and living expenses.

Our office:
• Maintains an online web system for on-and off-campus job advertisements.
• Monitors payroll records and student eligibility.
• Provides compensation administration and policy interpretation.
• Administers the Federal Work-Study program.
• Establishes campus-wide policies pertaining to wages, hours worked, earning limitations, eligibility requirements and hiring procedures for all student employees.

Employment Opportunities
On-campus employment opportunities are available to students who wish to work in order to meet educational expenses and who believe the experience can be a valuable part of their education. Working allows students to earn money instead of borrowing student loans and having to repay it later. In addition, it helps them:
• Learn fundamental skills like punctuality, communication, and work habits.
• Gain practical experience to improve future labor market prospects.
• Establish a work record to start a resume and interact with professionals.
• Prepare for the world of work through interviewing, training, meeting expectations, etc.
• Sample career choices which may spark interest in future academic progress.
• Get a sense of community by building connections and a support network (so students get integrated into the ASU community, thereby improving the probability of graduation).

ASU employed more than 8,000 students during the last fiscal year.

Thank You, Employers for offering valuable work experience to ASU students.

Equal Employment Opportunity
http://www.asu.edu/aad/manuals/ssm/ssm304-03.html

In all its procedures, the Student Employment Office upholds the principle of equal treatment and opportunity for all persons and requires all departments/agencies to do the same.

• No job listed with our office may have any discriminatory requirements.
• ASU jobs must be posted or advertised for a minimum of two working days, or until three applicants have been interviewed.
• Arizona State University does not discriminate on the basis of race, color, national origin, sex, sexual orientation, gender identity, disability, religion, age or veteran status in the University's services, educational programs and activities, including, but not limited to, admission to and employment by the University.

The Office of Equity and Inclusion has been designated to handle inquiries regarding the University's nondiscrimination policies: Director, Office of Equity and Inclusion, University Services Building, 1551 S. Rural Rd., Tempe, Arizona 85287, Intercampus Mail Code 5612. For information generally about ASU's nondiscrimination policies and procedures for filing complaints, visit the Office of Equity and Inclusion online. Some deadlines for filing complaints are as short as 30 days.

Post your volunteer jobs at http://community.asu.edu/exchange/category/volunteer/.
STUDENT EMPLOYMENT

FERPA

Use of GPA information in the Student Employment Process

The Family Educational Rights and Privacy Act, or FERPA, allows students to access their educational records and limits the ability of others to access those records. FERPA applies to all records that fall within its broad definition of "educational records." Student educational records at ASU include all records directly related to a student that are maintained by or for ASU.

All university employees are legally obligated to protect the privacy rights of students and the confidentiality of educational records in accordance with federal law and university policy. For additional information on the Family Educational Rights and Privacy Act, or FERPA, see university policies ACD 121: Privacy Rights and USI 107-01: Release of Student Information.

With regard to student employment, employers must ensure that all identifying information, including but not limited to, students’ grades and GPAs (grade point averages) are not accessed and used as screening criteria during the selection process. For most job postings, requiring a GPA for students is not permissible.

In general, ASU does not require a certain GPA for students to participate in student employment programs. However, students working under the Federal Work-Study program must meet the federal requirement for satisfactory academic progress.

A minimum GPA requirement can only be included in the job posting if the employer can justify how the GPA is related to successfully performing the job duties. Positions with a bona fide requirement for a certain GPA standard could include academic mentoring positions (tutors), leadership positions (RA's) and positions performing scientific research (lab aides). If a certain GPA standing or the completion of a specific class is required in the job advertisement, the student will submit unofficial grade reports or transcripts as part of the application process, so that the employer can verify the academic performance.

If you have any questions concerning student employment please contact the Student Employment Office at 480-965-5186.

Release of Student Records

FERPA regulations apply to all student employment records. You need the student’s consent to provide a reference or discuss anything about the student’s employment, except for verifying the dates of employment.

You can download the FERPA Release Consent Form at http://students.asu.edu/forms/employment and have the student sign it to approve future employment inquiries.

For additional information on FERPA see university policies ACD 121: Privacy Rights and USI 107-01: Release of Student Information.

Tax Withholding on Student Wages

Wages paid to a student employee through the payroll system are subject to the following withholding taxes: Federal Income Tax, State Income Tax and FICA (Social Security and Medicare).

The withholding of federal and state taxes is dependent upon the student's biweekly gross income and how the student files a W-4 and A-4 forms. A student may seek advice from the Internal Revenue Service regarding how to file a W-4 form by calling the IRS toll-free number at 1-800-829-1040. A student may seek advice from the Arizona Department of Revenue regarding how to file an A-4 form by calling the toll-free number at 1-800-843-7196.

The number of credit hours a student is enrolled for at the end of the drop/add period determines whether or not FICA tax is withheld. To be exempt from FICA tax a student must be enrolled at least half time:
Fall Term (Comprised of Session A and/or Session B and/or Session C)
- Undergraduate 6 or more hours
- Graduate 5 or more hours
- Graduate Assistant* 3 or more hours

Spring Term (Comprised of Session A and/or Session B and/or Session C)
- Undergraduate 6 or more hours
- Graduate 5 or more hours
- Graduate Assistant* 3 or more hours

Summer Term (Comprised of Session A and/or Session B and/or Session C)
- Undergraduate 2 or more hours
- Graduate 2 or more hours
- Graduate Assistant* 1 or more hours

If the break between classes is more than five weeks, FICA exemption does not apply.
* For enrollment verification purposes, graduate assistant is a generic term used in the table above that includes graduate assistants, graduate research assistants or associates and graduate teaching assistants or associates.

F-1 and J-1 Status Nonresident Alien Student Exemption
Nonresident Alien (NRA) students admitted to the United States on an F-1 or J-1 (Scholar) visa remain in a FICA tax exempt status regardless of the credit-hour enrollment requirement until they have passed the substantial presence test (i.e., been present in the United States more than four calendar years).

More Information
- ASU Foreign Visitors Tax Guide: [www.cfo.asu.edu/fs-taxguide](http://www.cfo.asu.edu/fs-taxguide)

Student Employment for Non-U.S. Citizens
The following international students are allowed on-campus employment under the same rules as U.S. citizens:

Permanent Residents
Permanent resident students must have a green card as proof of employment eligibility and a visa classification showing as IP.

Applicants for Permanent Residency
Student applying for permanent residency must have a valid Employment Authorization Document issued by the United States Bureau of Citizenship and Immigration Services (USCIS) and a visa classification showing as IA.

Refugees
Refugee students must have a valid Employment Authorization Document issued by USCIS and a visa classification showing as RE.

Student Employment for Students with an F-1 Visa
Students must be enrolled for at least 12 credit hours as an undergraduate and at least nine credit hours as a graduate student.

Only the International Students and Scholars Office (ISSO) can approve exceptions to this requirement based on submitted documentation.

Students can work no more than 20 hours per week during the academic semesters and up to 40 hours per week during break periods in the winter and spring.

Full time employment during the summer is allowed only for students who are registered for the subsequent fall semester.
Students are allowed to work on campus in hourly jobs only (not work-study).

Students may hold an ASU staff position for 50% FTE during the regular semester and full time during vacation times and in the summer only if they are registered for the following fall semester.

Students may also work for the various employers located at ASU campuses.

**Last Day of Employment**
On-campus employment for F-1 students ends upon the completion of their degree program, which is not always the end of the semester. The completion date may occur at different times depending on the student's degree level and program requirements.

- Undergraduates - In most cases the last day of classes is the graduation date.
- Graduates - Their last day of employment could be the defense date or date of dissertation approval after defense, comprehensive exam date or result date, project defense, etc. (whichever option the student has for the degree program to be completed).

A letter from an academic advisor will suffice as proof for the completion date. ISSO will keep this on file. The student should get clarification of employment eligibility from ISSO. If the student claims to have eligibility, you may verify this by sending an email to ISSO with the student’s name and ASU ID number.

**NOTE:** Employment after the completion date is considered illegal and can affect the student's visa status.

**Students with a Visa Classification other than F-1**
Students must get clarification on whether their current visa status allows them to work before applying for any job.

Students should not work until PTR (Personnel Transaction Request) has been approved. Once the student is set up in the payroll system, it's the student’s responsibility to maintain status.

For further information, please contact ISSO at 480-965-7451 or iso@asu.edu.

**The Student Employment Programs**

**Hourly Program**
- Student must be a U.S. citizen or eligible noncitizen.
  - Proof of citizenship or eligible visa status must be provided to Human Resources within 72 hours of hire.
- Students must be registered for at least one credit hour for fall and spring.
  - Exception: International students on student visas must be enrolled full time.
- Student employees can work a maximum of 40 hours per week. Keep in mind that working more than 40 hours per week will cause overtime pay in PeopleSoft.
  - Exception: International students on student visas are allowed to work only 20 hours per week during the academic semesters.
- Students are only exempt from FICA tax (7.65% of gross wages) if they are enrolled at least half time.
- Hourly students have no earning limitation set by the Student Employment Office.
- Hourly employment has to stop two weeks after graduation.
  - Exception: International students on student visas must stop working once their degree program is completed.
- Hourly earnings are taxable income for the IRS.
- Hourly, as well as Federal Work-Study student employees, may not work during times when they are scheduled to be in class. As a supervisor, you may not require student employees to attend staff meetings or training sessions when they have a scheduled class.
Federal Work-Study Program

- Financial Aid Eligibility Criteria: [https://students.asu.edu/policies/aid-criteria](https://students.asu.edu/policies/aid-criteria)
- Students must be U.S. citizens or eligible noncitizens.
  - Proof of citizenship or eligible visa status must be provided to Human Resources within 72 hours of hire.
- Students must have applied and be eligible for federal financial aid, have a completed file, and have a Federal Work-Study (FWS) estimate or award posted.
- International students on student visas are not eligible for federal financial aid.
- Students must be registered at least half time (undergraduates six hours/graduates five hours).
- Students must be admitted to a degree-seeking program.
- Make satisfactory academic progress: [https://students.asu.edu/policies/sap](https://students.asu.edu/policies/sap).
- FWS employment ends the day of graduation.
- FWS award amounts are subject to change without notice.
- FWS students can work up to 40 hours per week. Keep in mind that working over 40 hours per week will cause overtime pay inPeopleSoft.
- FWS students are limited to earn the amount of their FWS award. Any amount earned in excess of the FWS award will automatically pay 100% from the department’s account.
- FWS awards pay in biweekly paychecks directly to the student for hours actually worked.
- FWS earnings do NOT credit outstanding university charges.
- FWS earnings are taxable income for the IRS.
- FWS earnings are NOT considered income on next year’s FAFSA, when the Estimated Family Contribution (EFC) is calculated.

For FWS students with more than one student job, all submitted hours worked will draw from the FWS award amount (as long as the position numbers of the jobs are set up with a FWS split option).

Departments must notify our office to continue their FWS students in May for the summer term and July for the fall term. Fall term to spring term do not require notification.

**POSTING JOBS**

**Classification and Compensation Plan**

There are currently four wage levels: go to [https://students.asu.edu/employment/employers](https://students.asu.edu/employment/employers) to view, and select Recommended Wage Scale link.

<table>
<thead>
<tr>
<th>Wage Level</th>
<th>Job Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student Worker I</td>
<td>981000</td>
</tr>
<tr>
<td>Student Worker II</td>
<td>982000</td>
</tr>
<tr>
<td>Student Worker III</td>
<td>983000</td>
</tr>
<tr>
<td>Student Worker IV</td>
<td>984000</td>
</tr>
</tbody>
</table>

The difference between each level is the amount of required skill or experience, level of responsibility, type of supervision, complexity of the job and the degree of judgment used by the employee.

The correct wage level and pay rate is determined by the duties and responsibilities of the job. It might help to write your job description and compare it with the generic description of each wage level. Your assigned wage level will be the one that most closely describes the requirements of your job. Each wage level has a range of pay rates (you may choose the actual pay rate within the level).

The Student Employment Office will review your job description before posting the position on our website.

When hiring a student employee, you may pay more than the advertised rate of pay. However, we recommend you not pay less than the advertised rate of pay.

Pay rates and wage levels are the same for hourly and work-study positions.
Recommended Wage Scale

Student employment offers a wide range of positions, which require different degrees of skill or experience. The student wage scale is called Open Range; wages start at $7.65 per hour and should not exceed $50 per hour. However, four wage levels with different recommended pay ranges have been provided below.

Federal Work-Study and hourly employment share the same wage levels and recommended pay ranges. Wage placement within Open Range should be in relation to the types of duties performed and in consideration of other student worker wage rates in similar jobs.

<table>
<thead>
<tr>
<th>Level</th>
<th>Pay Rate</th>
<th>Job Level Descriptions</th>
</tr>
</thead>
<tbody>
<tr>
<td>I</td>
<td>$7.65 $8.30</td>
<td>Duties are of a routine and simple nature. Requires direct supervision with relatively specific instructions. Little or no training or experience is required.</td>
</tr>
<tr>
<td>II</td>
<td>$7.90 $9.30</td>
<td>Duties are varied and less routine and involve a moderate degree of responsibility and judgment. Student may lead or coordinate activities of other student employees. Requires previous knowledge, skill or equivalent experience or training.</td>
</tr>
<tr>
<td>III</td>
<td>$8.55 $11.30</td>
<td>Duties are technical and complex and involve a high degree of responsibility and judgment. Student may supervise or direct activities of other student employees. A significant amount of specialized training or experience is required.</td>
</tr>
<tr>
<td>IV</td>
<td>$10.05 $16.30</td>
<td>Duties are highly technical or complex and involve a significant degree of responsibility and judgment. This classification is limited to the type of work performed by teaching or research assistants, or those positions requiring highly specialized skills or technical knowledge.</td>
</tr>
</tbody>
</table>

Hiring Process

http://cfo.asu.edu/fs-datamanagement

Creating your Position Number in HCM

Questions can be sent via email to DataMgmt@exchange.asu.edu.

You must have the department position manager role in order to create or modify a position number.

You can create group position numbers for student employees who share the following same characteristics:
- Job Class Code (981000, 982000, 983000 or 984000)
- Job Title (Student Worker I, II, III or IV)
- Department Code
- Report to the same position number
- Funding (Accounts and Account percentage’s) must be the same.

Position numbers for student positions can easily be created by cloning an existing position number and then changing attributes of the position number, or it can be created from scratch.

Go to: ASU Customizations > ASU HCM Custom > ASU Position Management > Create/Modify Positions

- Click Create New Position
- Click Clone from Existing Position
- Enter the position number to be cloned.
- The title appears and most position attributes have been copied over.
- Identify the attributes you want to change.
- Make sure that all fields have been completed.
Position Attributes for Student Work-Study

All student worker position numbers automatically default to the S7030 Split. As long as you hire students without FWS eligibility (award) your account will still automatically pay 100% of the wages.

When hiring a student with an actual FWS award, your account will automatically be charged only 30% of the wages.

If you do not want your position number to be work-study, make sure that your funding source always pays 100% of the wages by changing the SWS Split Code to “None”.

- Select Save and Submit or Save for Later

The system will give you the newly created position number. Write it down, or make a screen print of the information before submitting it.

If you also have the department financial manager role, you can add the distribution funding for the position.

Make sure you select the correct fiscal year.

- Enter the correct account number or look it up.

Your account percentages have to add up to 100%. Even for FWS, set up your account numbers to total 100% distribution (your accounts will only be charged the 30% based on the split code).

- Click Save and Submit

The position number is now complete and will need HR’s approval.
**Create/Modify Positions**

**Create New or Modify Existing Position**
- Create New Position
- Modify Existing Position

**Enter Position to Modify**
- Position Number: 132072
- Student Worker I

**Proposed Position Data**
- **Position Number:** 132072
- **Status:** Not Saved
- **Emp Class (BOR):** Student Worker
- **Job Code:** 081000
- **Student Worker I**
- **Appointment Type:** Not Applicable

**Effective Date:** 05/28/2012

- **Effective Status:** Active

- **Action Reason:**

- **Detailed Title (254 char):**

**Position Only Attributes**

- **Standard Hours:** 20.00
- **FTE per Head:** 0.500000

- **Max Head Count:** 8
  - **Budgeted FTE:** 0.500
  - **Fingerprint required:**

- **EEO Job Group:** 999
- **Students Workers**
- **Workers' Comp Code:** 8888
- **Low Exposure**
- **U**

**Position Attributes Affecting Job (No Job Data Overrides)**
- **Company:** ASU
- **Arizona State University**
- **Pay Group:** STU
- **Student Hourly**
- **Business Unit:** B0101
- **B - Provost Tempe**
- **Department:** B0121
  - **Student Financial Assistance**

- **Sal Admin Plan:** STDT
- **Student Workers**
- **Salary Grade:** 1
  - **SW**
- **FLSA Status:** Nonexempt

- **Reports-To Posn:** 102127
  - **Executive Asst**

**Position Attributes Affecting Job (May Override on Job Data)**
- **Full/Part Time:** Part-Time
- **Reg/Temp:** ST Temp

- **Location Code:** TEMPE
- **Campus: Tempe**

**Position Attributes for Student Work Study**
- **SWS Split Code:** S7030
- **70% WS / 30% Dept Split**

**Funding/Distribution Links**

- **Fiscal Year Distribution**

- **Save for Later**
- **Save and Submit**
- **Cancel / Reset**
Posting the Position
All campus employers interested in posting hourly or work-study jobs must use our website to enter their job information directly into an online form. We will review the submitted job listing for content, clarity and compliance with compensation requirements. Jobs will be made available to students within 48 hours, or employers will be notified.

This online process allows employers to submit, edit, close and repost their student job openings. A tutorial is available on the website.

Be sensitive to the large diversity of our student population and provide equal employment opportunities.

Go to: http://students.asu.edu/employment

- Click For Employers > Post an On-Campus Part-Time Job > Proceed to Student Employment System
- Sign on:

Click Post a New Job:

Job Type: Select the appropriate job type (hourly, work-study or both).

Category: Select the appropriate category describing your job posting.

ASU Privacy Statement
**Job Title:** Enter the appropriate job title of the position. Do not use “student worker,” rather select any descriptive title for the position. Students will use the job title on future resumes.

**Position Description:** Enter the job duties and responsibilities.

**Position Qualifications:** Enter any required training or experience. List all minimum requirements you are seeking in order to screen and endure a fair and equitable hiring process. You may require English language proficiency only if English language skills are necessary to perform that specific job.

**Pay Rate:** Please see details under Classification and Compensation Plan. To enter a pay range enter the lower amount in the pay rate field and enter the pay range in the job description.

**How to Respond:** Enter the contact instructions for students to follow (call for appointment/fax/resume/apply in person).

**Submit Job Posting Button:** Please click Submit only once:
Important: The system will assign a job number to your posting. Keep this job number as a reference.

**Job Status:**
- **Pending**
  - When a job is submitted, the Student Employment Office will verify the information listed. Once approved, the status will change to “Posted.” Please keep in mind your status may stay at pending for a maximum of three working days during high volume processing periods. You may contact us if you have any questions or concerns at 480-965-5186, or email at seo@asu.edu.
- **Posted**
  - Your job is viewable to students on our website. To view your job on our website, copy the link: https://students.asu.edu/employment/search/job/#####
  - ##### is the job number.

**Your position must be posted for at least 48 hours or until you have interviewed at least three applicants, whichever comes first.**

**Application Process**
The application process is used to screen out applicants who do not have the qualifications you have requested on your job position. By having your student applicants complete an application (or submit a resume) you are providing an opportunity for your students to learn job-seeking skills. The application or resume provides the personnel information you may need for your student employee's file. This process also reduces the pressure of setting up on-the-spot interviews.

If you do not have an application created, we have a sample student employment application at: https://students.asu.edu/forms/student-employment-application

We recommend that you review all applications at the same time. This will provide a better perspective of your choices and allows you to make an informed decision.

We recommend that you tell the applicants that all applications will be reviewed, but that only the top candidates will be contacted for an interview.
- Rate the applications based on the qualifications listed on the job description you posted.
- Select the applicants with the top scores for an interview.
- If desired, notify those applicants who were not selected.

The applications of hired employees should go into the student’s file that you create. We recommend you put the following in the student's file as well:
- Date student hired
- Position title and position description
- Pay rate
Interview Process

The interview process is used to gather information about how well each applicant meets the posted requirements. Make up a list of job related questions and ask each interviewee the same questions. Ask open-ended questions so that applicants can tell you something about themselves. Do not ask questions about age, marital status, number of children, religion or any other questions that could be perceived as discriminatory. Give a brief overview of the job. Too much detailed information may bias their answers.

Sample Questions:
- Why do you want to work in this office?
- What things are most important to you in your job?
- What did you like best about your previous job?
- What would your last supervisor say about you?
- Tell us about your work experience in…
- Comment on your….experience.

Take control of the interview by making comments, ask questions and use good listening skills. When interviewing several applicants, take notes to recall answers later (but keep eye contact). Give the applicant the opportunity to elaborate on any skills or experience that was not brought out in the interview. Rate each interview after the applicant has left, before the next interview. Tell applicants when you intend to make a decision and when they can expect to hear from you.

Hiring Decision

All applicants being considered for hire must meet the minimum requirements posted in your job advertisement. When checking references, be consistent. Check the references of all your top candidates. Select the candidate from those interviewed who you believe to be the best qualified and best suited for your job.

Observe ASU’s policy on Nepotism:

Arizona law prohibits any employee of the university to hire, appoint, review, supervise, direct, promote or participate in decisions involving hire, renewal, retention, supervision, promotion, evaluation or compensation of a relative or member of the employee’s established household.

Background Check

The necessity for background checks depends on the sensitive duties the employee would perform and the potential consequences of criminal behavior. See also Human Resources information and policy ACD 126: Reference Check and Background Verification at http://www.asu.edu/aad/manuals/acd/acd126.html.

This is required if the student employee is handling cash and checks on a regular basis; otherwise it is the discretion of the department. It can also be included when working with minors or handling some chemical agents.

Records Retention

Contact the applicants who were interviewed, but not selected. We are required to keep documentation of each interview for a minimum of two years. After that, the sensitive material can be boxed and shredded.

Completing the Personnel Transaction Request (PTR)

- In PeopleSoft go to: ASU HCM Custom > ASU HR > Personnel Transaction Request > Personnel Transaction Request
- Make sure you enter the correct position number for the job.

PTR will determine the student’s work eligibility. If the student is not eligible to work, PTR or the Student Employment Office will contact you with the reason of the student’s ineligibility.
Students who have not worked for ASU during the last 12 months must submit a completed new hire packet and I-9 documentation to the Human Resource department on their campus within 72 hours of hire. Return the hiring packet in person with I-9 documentation to:

**DOWNTOWN PHOENIX CAMPUS**
Return to your department contact or to Human Resources
Post Office Building
522 N. Central, Room 245
Office Hours: Monday 9a.m. to 4p.m.
Phone: 855-278-5081

**TEMPE CAMPUS**
Human Resources Employee Service Center
University Services Building, 1st Floor
1551 S. Rural Rd., Tempe
Office Hours: Monday – Friday, 8a.m. to 5p.m.
Phone: 855-278-5081

**WEST CAMPUS**
Human Resources
Faculty/Administration Building (FAB), Third Floor South
13591 N. 47th Ave., Phoenix
Office Hours: Monday, Wednesday, Thursday, 8a.m. to 5p.m.
Phone: 855-278-5081

In addition, they must complete the Federal W-4 tax form and Direct Deposit form online at:
My ASU > Faculty/Employee Info > Human Resources Info > Paycheck and Payroll Information

**Closing your Job**
Your job remains posted until you close it.

Your job must be advertised for at least 48 hours or until you have interviewed three applicants.

Go to: [http://students.asu.edu/employment](http://students.asu.edu/employment)

- For Employers → Post an On-Campus Part-Time Job → Proceed to Student Employment System
- Sign on:
Select the **Close/Repost existing job** link:

---

**ARIZONA STATE UNIVERSITY**

[Job Search](#)

[home ► employment ► job administration](#)

**Job Administration**

**Post a new job**

**Close/Repost existing job**

**Update your employer contact information**

**Personnel Transaction Request (PTR)**

**Logout**

---

Select the job number you want to close:

---

**ARIZONA STATE UNIVERSITY**

[Job Search](#)

[home ► employment ► job administration ► view posted jobs](#)

**View your posted jobs**

<table>
<thead>
<tr>
<th>Job #</th>
<th>Title</th>
<th>Date Created</th>
<th>Date Changed</th>
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<tr>
<td>#</td>
<td>Technical Support Assistant</td>
<td>01/27/2012</td>
<td></td>
<td>Posted</td>
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</tbody>
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Records 1 to 1 of 1

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Scroll to the bottom of the posting and click on the **Close Job** button:

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**Deadline Date:** 02/03/2012

**How to Respond:** Fax Resume

**Include Phone #:**

**Include Fax #:**

**Include Email:**

[Repost Job](#)

[Close Job](#)

---

This will remove the job posting from our website and students will no longer view the posting.
Reposting the Job

This process is required in order to get a new applicant poll for your position. If your job has been closed for more than 60 days, you will be required to repost in order to submit a PTR. Once you submit for a repost, it may take 24 to 72 hours before you can submit a PTR.

You do not need to advertise your job to rehire a former student employee, if: The student is returning to the same job and department within the same semester, or the student is continued in the same job from one semester to the next. Contact Student Employment at seo@asu.edu so we can repost internally for you.

Go to: http://students.asu.edu/employment

- Click on the following links: For Employers → Post an On-Campus Part-Time Job → Proceed to Student Employment System
- Sign on:

  ![Job Search](https://students.asu.edu/employment)

  Don't have an Employer ID # Yet? Register here!
  Forgot your Employer ID # or Password? Click here.

  ASU Privacy Statement

Select the Close/ Repost existing job link:

  ![Job Administration](https://students.asu.edu/employment)

  Post a new job
  Close/Repost existing job
  Update your employer contact information
  Personnel Transaction Request (PTR)

  Logout
Select the job number you want to repost:

![Job Search](image)

View your posted jobs

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Records 1 to 1 of 1

Update the text of the posting, if necessary then scroll to the bottom of the screen and click on Repost Job:

![Job Posting Information](image)

This will upload your job posting again for review. The job will retain the same job number.

**Emergency Hire Procedure**

This procedure was developed to provide a method for an immediate hire in emergency situations for periods of less than 10 working days.

In emergency staffing situations, student staff may be hired for periods **not to exceed 10 working days** without going through the usual student employment hiring process. Student staff hired through this emergency procedure must still meet student employment eligibility requirements and cannot be employed beyond 10 working days, unless the position is opened in accordance with normal hiring procedures.
Process for Hiring Units:

- Enter a job posting into the Student Employment web system.
- Type “Emergency Hire” in the job description field followed by a general job description.
- Send an email to Student Employment (seo@asu.edu). Type “Emergency Hire” in the subject line and include the justification for the request.
- The Student Employment Office will review the request for approval.
- Once approved, in PeopleSoft go to: ASU Customizations > ASU HCM Custom > ASU HR > Personnel Transaction Request > Personnel Transaction Request
  - Under Recruitment Type in PTR, select Emergency Hire.
  - Complete the Personnel Transaction Request (PTR) and submit.

Community Service Federal Work-Study

We encourage on-campus departments to consider FWS job advertisements and FWS hires for positions that meet community service criteria. ASU is required to spend a certain percentage of its FWS allocation on community service. In an effort to increase this expenditure, we are actively promoting the availability of paid community service positions to students and try to provide students with interesting job opportunities.

Community service FWS jobs are designed to engage the student in improving the quality of life for community residents, particularly low-income individuals, or to address issues such as:

- literacy training
- social services
- housing
- neighborhood improvement
- public safety
- recreation
- at-risk youth
- community improvement

Student Employment Job Fairs
[https://students.asu.edu/employment/jobfair](https://students.asu.edu/employment/jobfair)

Looking for an opportunity to fill all your job openings fast? Attend one of the student employment job fairs that each campus holds during the first weeks of the start of the fall semester.

This is an effective and efficient way to meet incoming and returning students and discuss your job openings. It also provides incoming freshmen with an opportunity to get involved and connected with ASU right from the start.

This is a free service and allows you to promote your department in a casual setting while collecting resumes and handing out applications or information flyers.

STUDENT EMPLOYEE

Student Employees are Different
Excerpted from “Context of Student Employment” by Tom Little and Nancy Chinn

For most students work is not a primary life activity. Job security and advancement are of much lesser concern, because they think that their careers will be pursued outside of the institution. In many cases termination doesn’t prompt motivation. Lost earnings can be replaced by parents, loans or other jobs. We need to find a different set of motivators for better performance.

As a supervisor you are the primary motivator and role model for the student employee. In addition, personal achievement, group acceptance and recognition can provide motivation. Also added responsibilities or advancement possibilities are motivational elements.

Many students are looking for opportunities for growth and development and desire duties which challenge their skills and abilities. An alternative to simplicity and boredom could also be job rotation and the inclusion of the student employee in work teams or long range projects.
Supervisors must recognize that student employees are first and foremost college students. Their academic work must take priority. Especially in conflict situations during exam periods, employers need to be able to accommodate work schedule changes.

Remember, that students are not just learning skills, but also their attitudes towards professional work ethics, standards and responsibilities.

Student Employment is a learning setting, a co-curricular classroom. Therefore, as supervisors we must create meaningful work, work that leads to a positive learning outcome.

**Rights and Responsibilities**

Make sure that your new student employee has completed the new hire packet with Human Resources, if applicable.

Now that the student is a representative of your office and ASU, they have certain responsibilities. Student employees should become familiar with their Rights and Responsibilities, posted at [http://students.asu.edu/employment/resources](http://students.asu.edu/employment/resources).

However, it is still important to communicate the department goals, job standards and work expectations during an orientation.

**Orientation**

**Overview**

It’s time to welcome and introduce your new student employee to your office. This does not have to be a lengthy process, but take enough time to be thorough. It should consist of two parts:

- A brief overview of the office structure and organization:
  - Overview of the office functions
  - General information about student’s job
  - Introduction to work station (restrooms, water fountain, lunch room, etc.)
  - Introduction to other staff and their duties

- An outline detailing what you expect of them as employees. For example:
  - Duties and responsibilities
  - Rules and regulations
  - Professionalism and confidentiality
  - Work schedule
  - Confirm pay rate and duration of employment
  - Optional counseling procedure

For the specifics of the student’s job, as well as office rules and regulations, it might be helpful to provide this in writing for the student to reference.

**Dress Code**

Student employees are expected to dress appropriately for the positions they hold. The supervisor may establish a specific dress code appropriate to the activities conducted by the office.

**Time Off**

We encourage employers to be understanding during exam periods and allow for reasonable time off for studying. *All time off* should be requested in advance and should only be taken with the supervisor's permission.

**Breaks**

[http://www.asu.edu/aad/manuals/ssm/ssm305-06.html](http://www.asu.edu/aad/manuals/ssm/ssm305-06.html)

The supervisor should allow for reasonable rest periods. Students are paid only for the time actually worked. Arrangements for unpaid lunch breaks should be made between the student and the supervisor. We recommend the following:

- For a **four-hour block** of time, allow a 15-minute paid break.
- For a **six-hour block** of time, allow an unpaid half-hour lunch break.
- For an **eight-hour day**, allow an unpaid lunch break (half-hour to an hour) and two 15-minute paid breaks.

**Training**
The amount of training varies from job to job and also depends on the level of required skills and experience for the position. Most training occurs on the job with the supervisor demonstrating and describing the correct methods and skills to be utilized. Many departments rely heavily on experienced student workers in training newcomers.

In addition, the use of **printed material**, which explains procedures and processes necessary for the job performance, is helpful for the student to keep and refer to.

Work settings in which training can be undertaken as a one-time operation are rare. Each week presents situations or assignments, which require new instructions for the student employee. **Ongoing training and staff meetings** are essential to review operating principles and discuss changes or problems.

It's important to **train students in work skills, attitudes and habits**, such as perseverance, time management, phone skills, customer service, quality service practices and handling difficult situations. These are the skills that can be transferred to other jobs.

Students must learn to **develop a positive attitude about their abilities**. When employees are well trained, they are more confident of their work performance and tend to be more efficient and productive.

FWS students as well as hourly students may not work and may not be required to attend training sessions or staff meetings during hours they are scheduled to be in class.

**Work Performance**

**Fraud**


Fraud is a serious offense and warrants special mention. It is the employer’s responsibility to explain the consequence of fraud to their student employees.

Fraud is defined as intentional deception to cause a person to give up property or some lawful right. Incidences of fraud include theft, criminal offenses and **falsely reporting, forging or altering information of time worked**.

Allegations of any kind of fraud should be reported to the manager overseeing student employees. The Student Employment Office will usually refer alleged cases of fraud to the Office of the Dean of Students for investigation and determination of the course of action. This might include consultation with Internal Audit, DPS or the General Counsel’s Office. The dean of Student Life will enforce the Student Code of Conduct with educational and developmental sanctions.

This procedure for handling cases of fraud is mandatory. As with any criminal offense, failure to report known incidences of fraud may be viewed as participation in or facilitation of that activity.

Departments should not investigate a misappropriation on their own or enter into any kind of discussion regarding settlement or restitution. Do not negotiate an arrangement with the student and let the student resign in order to be hired somewhere else and have the problem continue.

**Continued Employment**

During the orientation, you may want to communicate that only performance which meets or exceeds the expectations will warrant rehire for future semesters.

However, the decision to continue a student’s employment from one semester to the next is solely the decision and responsibility of the supervisor.
Evaluation
The evaluation process adds accountability to the student's jobs. Evaluating student performance, and basing any increases in pay on these evaluations, rewards students who do their job well, encourages improvement in students who do not, and provides an opportunity for students and supervisors to communicate about the position. In addition, only good performance should warrant a rehire or continuation for future semesters. There should be no surprises for students, as obvious problems should always be addressed right away. Evaluation generally takes the form of praise or criticism, as both deserve equal attention.

Although criticism is never pleasant to give or to receive, these guidelines might help:
• Be constructive and specific.
  o Bring up examples and discuss ways for improvement.
• Maintain privacy.
  o Criticism should never be given in front of staff or peers.
• Be positive.
  o Start on a positive note. Tell the student what you like about their work. Then address what areas need improvement. When presented in a friendly and positive way, students usually realize that we're trying to help them.
• Don't feel guilty.
  o Students usually know when they need improvement. Ignoring unacceptable work may lose you the respect of other workers in the department.
• Be sensitive.
  o Don't expect everybody to perform at the same level of proficiency. Differences in abilities and aptitudes should be taken into consideration.

The long range goal of the evaluation is not simply to grade work, but to assist students in their development and to enhance the work experience.

Documenting Work Performance (Record Retention)
Keep a file for each student, and document both good and poor work performance.

You should be prepared to give future employers a recommendation based on documentation you have on file. Keep track of the positive qualities the student has. You may not receive a call until a later time, so write these down as you observe them.

In case it is necessary to terminate a student's employment, we recommend you keep documentation to support your action, including a record of specific incidences of poor performance, behavior and records of your attempts to help the student improve.

After the student has left your employment keep records and documentation on file:
• Two years for hourly employment
• Three years for FWS employment

Optional Counseling Procedures

Student employment can be terminated at any time without cause. However, for educational purposes we recommend meeting with the student in order to clarify expectations and provide the student employee an opportunity to correct any infractions.

The university recognizes that student employment has an educational purpose and is an opportunity to develop effective work habits and skills. Therefore it is recommended that a student employee with performance deficiencies be counseled, in an attempt to change the behavior or performance. Although a lack of counseling does not preclude the department from terminating the student’s employment at any time.

When appropriate, we recommend the following counseling procedures:
• Documentation:
Keep records of counseling and coaching attempts and specify what you have asked the student to do to correct the unsatisfactory performance or behavior.

- **Verbal Counseling:**
  - Meet in private to discuss the issue. Be sure the student understands the job expectations or expected behavior. Provide an opportunity to make corrections. Arrange a schedule for additional training, if necessary.
  - Follow a fair process and keep the developmental aspect of student employment in mind.

- **Written Notice:**
  - If a problem continues after the initial discussion, the employer must give a written notice. Refer to the previous discussions and address reoccurring problems. Let it be known that failure to comply with expectations will result in termination. The written notice should:
    - Clearly state the problem
    - Outline the remedy
    - Be dated
    - Be signed by the student and supervisor
  - The student can be dismissed for the day.

- **Termination:**
  - If the issues continue after verbal and written notices, the employee may be terminated. Advance notice before termination is not required.

**Payroll Changes**

**Pay Increase**

University employers are allowed to provide pay increases to student employees whose knowledge and skills have risen within their current wage level and whose performances have exceeded the job requirements.

This allows for pay adjustments after completed training periods, to reward seniority, and to compensate a student’s dependability, initiative and competency in accordance with department guidelines. Each hiring unit develops their own evaluation guidelines in order for supervisors to follow a fair process.

The amount of the pay increase must be justified and reasonable when compared to other positions within the unit.

Departments initiate the pay rate increase within the student’s current wage level by making the change in the student’s job assignment.

- In PeopleSoft go to: ASU Customizations > ASU HCM Custom > ASU HR > Personnel Transaction Request > Personnel Transaction Request
- Complete the Personnel Transaction Request (PTR) and submit.

**Reclassification**

As students become more experienced in their position they are able to take on more responsibilities. For this reason we have implemented a reclassification system for student employees. Follow this process if you think the duties and responsibilities of your student employee have increased, thereby warranting a pay rate increase from one level to the next.

**Instructions:**

- Create or have a new position number for the new wage level.
- Go to PTR at https://www.asu.edu/go/mss/ptr.
- Check My Departments and enter the student’s ASU ID.
- Check Promotion and Pay Rate Change.
- Enter the requested information into PTR.
- In the PTR comment section, type “Student Level Reclassification,” then describe how the job has changed and list the additional job responsibilities.
- Our office will receive the PTR for approval.
Demotion
A demotion to a lower wage level (job code) is considered a new job assignment and requires a job posting.

Termination

Students have the status of temporary employees. As such, they are not guaranteed continuous employment and can be terminated without cause or advance notice. The student employee must be provided written notification of the termination and their grievance rights.

Immediate Termination Infractions
Following is a list of infractions that can be reason for immediate termination and other department issues that might influence the decision to terminate a student employee:
- Being under the influence of drugs or alcohol while working
- Theft or gross negligence resulting in serious injury to property and people
- Physical violence or obscene language when dealing with the public or other staff members
- Misuse of confidential information
- Incidences of fraud
- Excessive tardiness
- Excessive absences
- Absence without legitimate excuse
- Sloppy or unclean appearance
- Carelessness or lack of attention that results in injury to property or person
- Conduct inappropriate to a representative of ASU
- Discourtesy or failure to work harmoniously with fellow employees
- Failure to serve the public with courtesy
- Sleeping on duty

Non-Performance Termination Issues
Issues that could lead to termination of student employees include:
- Budget constraints
- Completion of project
- Lack of work

PeopleSoft Auto Termination
Data Management/HR will auto terminate students who have an active pay line but have not been active on payroll for four months.

PTR (Personnel Transaction Request) Termination
In order to delete a student employee from your position number, whether due to voluntary resignation or involuntary termination, follow these steps:
- In PeopleSoft go to: ASU Customizations > ASU HCM Custom > ASU HR > Personnel Transaction Request > Personnel Transaction Request
- Complete the Personnel Transaction Request (PTR) and submit:
  - Enter Effective Date (this is the day after the last day worked)
  - Select Reason for Termination
  - Click on Submit

Student Employee Grievances

Student employees who have employment-related complaints or grievances may bring such matters to the attention of their supervisors. Situations related to job performance, personality disputes, wages, hours worked, etc. should be settled within the hiring department.
As the first step, the student should bring the situation to the attention of the supervisor who should make reasonable efforts to respond to or resolve grievances. If the situation still persists the student should contact the department hiring authority or department head. The decision of the department hiring authority or department head will be final.

In cases of termination, the student may appeal **within two working days** to the department head who will then render a final decision **within seven days** after receipt of the appeal. (See USI 304-12.)

**Discrimination/Sexual Harassment**


Grievances of this nature must be submitted to the Office of Equity and Inclusion (480-965-5057). Neither student nor staff should tolerate discrimination or sexual harassment. Individuals may contact the Student Life offices on any campus about conduct of this type involving students. It is the supervisor’s responsibility to see that this conduct does not occur.

**INJURIES**


**Student Actions**

**Immediate Action**
- Notify the supervisor of the injury.
- Seek medical attention, if necessary.
- Address the needs of student employees first. (Campus Health Service is always our first choice.)
- Call 911 if it’s an emergency.

**Within 48 Hours of the Injury**
- Contact the State of Arizona Worker’s Compensation Early Claims Reporting Service at 602-542-WORK or 800-837-8583. This number is available 24/7.
- Report the claim and complete work compensation forms as indicated at http://www.asu.edu/hr/benefits/documents/wcflowchart.pdf.
- Reporting must be done within the first 48 hours.

**Supervisor Actions**

**Immediate Action**
- Address the needs of student employees first. (Campus Health Service is always our first choice.)
- Call 911 if it’s an emergency.

**Within 48 Hours of the Injury**
- Notify Employee Health and Safety at 480-965-1823.
- Contact the State of Arizona Worker’s Compensation Early Claims Reporting Service at 602-542-WORK or 800-837-8583. This number is available 24/7.

**Within Five Days of the Injury**
- Complete the Employer’s Report of Industrial Injury, Supervisor’s Accident Investigation Report and have the injured employee sign and date the State Risk Management Authorization form.
- Forward completed forms to Human Resources within 5 days from the date of injury.

**Human Resources Reporting**

The staff may contact the employee or supervisor for additional information. Human Resources must file the claim with state risk management within 10 calendar days to avoid penalties. If the injured employee’s department is untimely in reporting the claim, the State of Arizona Risk Management assesses a fine to the employee’s department, which is 20 percent of the cost of the claim, up to $10,000.
In accordance with the Arizona Worker's Compensation Act, the university provides specific benefits to student employees if they are injured while performing work-related duties or incur work-related illnesses. (The commute to and from work is not covered.)

These benefits include:
1. Medical attention
2. Hospital care
3. Compensation for temporary or permanent disability in relationship to the salary received at the time of injury. If the student is not able to work for a longer period of time, Workmen's Compensation will start paying 66 2/3 of the student's pay after seven days.

In accordance with the provisions of the Social Security act, student employees are not entitled to Social Security benefits, disability insurance or unemployment compensation.

SUPERVISOR

Submitting Hours Worked
A student employee can work up to 40 hours per week (except international students on student visas and graduate teaching assistants or research assistants).

Student employees, like staff, are paid on a lagged biweekly basis, with actual pay days every other Friday.

Once the student has completed the new hire information and the job assignment has been entered into the system, they will be able to log on to the online timesheet. If students work in more than one job, they must make sure to select the correct job before entering hours worked.

- Student employees go to: My ASU > My Compensation > Payroll > Time & Leave Reporting > Timesheet
- Employees will enter the number of hours worked for each day of that week. The department time administrator (DTA) needs to approve the hours before the deadline at the end of the pay period.

Instructions on how to complete the online timesheet are available at www.asu.edu/timesheet.

Departments are encouraged to develop their own time tracking system. For example, use of the paper time sheet on which employees manually record their time worked would require signatures from the student and supervisor, to verify the hours worked, before the DTA approval. Falsely reporting, forging or altering information of time worked constitutes fraud.

Student employees will get paid 100% for all hours worked from the account number indicated in the position number. However, before this amount is posted to the system, the FWS Redistribution process will move the appropriate percentage amount from these earnings to the FWS account for eligible FWS students.

For this to happen, the position number must be set up with a FWS split attribute, the student must have a FWS award and must still have available eligibility in the award amount. Otherwise the earnings will post automatically 100% to the department’s account.

For FWS students with more than one student job, all submitted hours worked will draw from the same FWS award amount (as long as the position numbers of the jobs are set up with a FWS split option).

Use the Pay Correction Form to request corrections to an employee’s pay (available at www.asu.edu/hr/forms).

- Click on the Payroll Redistribution Form and instructions at www.asu.edu/hr/forms for payroll expense transfers.

If you need to transfer hourly to FWS earnings or vice versa send an email to seo@asu.edu.
Successful Supervision

As a supervisor we train, motivate, communicate, guide, evaluate and relate to the student. We serve as role models for the development of good work habits such as punctuality, dependability, cooperation, honesty and efficiency. Perhaps the most important skill required for good supervision is the ability to work with people, since much of the supervisor’s time is spent in the business of human relations.

As supervisors we formulate certain expectations of the actions and responsibilities of students. Initially they must assist in providing necessary goods and services as assigned. Students are also expected to display initiative, creativity and efficiency in learning from their experience and in using the work experience for personal growth and skill development. Once properly trained in their specific area of responsibility, they should require minimum supervision, should be self-starting and should be able to work independently in meeting work assignments and responsibilities punctually and dependably.

Helpful Tips

- **Communicate** department goals, job standards and work expectations
- **Define job responsibilities**
- **Reinforce instructions** with demonstrations or visual information
- **Follow up** on work assignments
- **Correct unsatisfactory behavior or performance** in privacy right away
- **Reinforce a job well done** by giving recognition in front of staff and peers
- **Use advancement possibilities and added responsibilities** as motivational elements
- **Let students know their jobs are important** by planning assigned work in advance
- **Teach by example** with good work habits and attitudes
- **Develop rapport and listening skills** by showing interest and respect for the other person’s ideas and thoughts
• **Be flexible** by accommodating academic obligations

• **Show appreciation:**
  - Luncheon, ice cream social
  - Birthday parties (monthly?)
  - Prizes, certificates
  - Handwritten note /card /email of thanks
  - Pat on the back, handshake, simple and sincere “thank you”
  - Recognition bulletin board
  - Recognition potluck,
  - Treat day – staff bring treats for students
  - Kudos candy bars
  - Take pictures – create an “our team” staff bulletin board
  - Certificates or awards for quality service, innovation, teamwork and customer service
  - Encourage students to recognize peers
  - Empower students with higher responsibilities
  - Care packages for holidays or finals week
  - Hang a banner: “Thank You Student Workers”

Work satisfaction for student employees comes partly from being genuinely appreciated for what they do. Employee appreciation and recognition improves commitment, retention and productivity. Recognizing students does not have to be expensive!

**The Art of Supervision**

*Excerpt from The Context of Student Employment by Tom Little and Nancy Chinn*

In a definition by the Department of Labor, supervising is “determining or interpreting work procedures for a group of workers, assigning specific duties to them, maintaining harmonious relations among them, and promoting efficiency. A variety of responsibilities is involved in this function”. Consider the following different models of supervisory roles as a composite profile of “The Complete Supervisor”, one striving for balance in both production and human relations skills.

The Teacher - Goals of every teacher include widening the student’s awareness and perception through introduction of new knowledge and encouraging creativity and self-improvement by the student’s appropriation of knowledge. Students need to know what’s expected of them. Description of the work tasks, work schedule, deadlines, proper dress, evaluation procedures, policies, payroll details, supervisory structure should be stated in precise terms, much like an outline of course requirements. At the highest level the student can be a self-directed learner with the teacher serving in a mentor role.

The Coach - A coach is often perceived as motivator, morale booster, and builder of team spirit, encourager - but also demanding performance. This role model nearly displays the ideal balance between concern for work production and concern for employee harmony. A competent coach also has the ability to start the right player in the right position. This means interpreting to each employee precisely where he or she fits into the organization. Even the most menial tasks can lose much of their monotony if a worker sees how this small activity is required for the total product.

The Counselor - The counselor is a listener who can respond with positive warmth. Approachability, a sense of humor and openness are perceptions to be nurtured in being effective in this role. Humanism, trust and honest concern can be part of every supervisor’s style. Employees respect a supervisor who listens.

The Judge - This is the most unpopular and difficult role of the supervisor. A good judge has a reputation for fairness. He listens to both sides and the concern is justice. Discipline is proportionate to the offense, the long-term goal being rehabilitation. The evaluation of both a worker’s productivity and work attitudes is a necessary responsibility of the supervisor.
If the roles of Teacher, Coach and Counselor are present in the supervisor’s interaction with student workers, the rapport of student and supervisor will be sufficient to maintain employee trust and respect even in the most challenging situations.

**PAYROLL CHANGES IN PEOPLESOF**

**Pay Increase**
Employers are permitted to give pay increases up to the maximum of the student’s current job code, by following a fair process within their department.

- In PeopleSoft go to: **ASU Customizations > ASU HCM Custom > ASU HR > Personnel Transaction Request > Personnel Transaction Request**
- Complete the Personnel Transaction Request (PTR) and submit.

**Promotion**
Student employees, becoming more experienced in their jobs and taking on increased duties and responsibilities, may be compensated at a higher wage level. Contact the Student Employment Office for procedures.

**Rehire**
If you terminated a student employee’s job assignment during the last or current semester and now you wish to rehire the same student, follow these steps:

- In PeopleSoft go to: **ASU Customizations > ASU HCM Custom > ASU HR > Personnel Transaction Request > Personnel Transaction Request**
- Complete the Personnel Transaction Request (PTR) and submit.

**Moving to New Position Number**
If you need to move a student employee to a new position number within your department (no change in job class involved):

- In PeopleSoft, go to: **ASU Customizations > ASU HCM Custom > ASU HR > Position Management > Create/Modify Positions**

After creating the new position number, complete a Data Management Exception Form, available on the HR/Forms site. The form should be sent to the eFax number 480-993-0005 or it can be emailed to Data Management.

**Termination**
In order to delete a student employee from your position number, whether due to voluntary resignation or involuntary termination, follow these steps:

- In PeopleSoft go to: **ASU Customizations > ASU HCM Custom > ASU HR > Personnel Transaction Request > Personnel Transaction Request**
- Enter **Effective Date** (this is the date after the last day worked)
- Select **Reason for Termination**
- Complete the Personnel Transaction Request (PTR) and submit.

**New Students Hired**
Students who have not worked for ASU during the last 12 months must complete the New Employee Payroll Packet and submit the documentation to the HR office shown on the cover sheet of the packet.

- In PeopleSoft go to: **ASU Customizations > ASU HCM Custom > ASU HR > Personnel Transaction Request > Personnel Transaction Request**
- Complete the Personnel Transaction Request (PTR) and submit.

**Federal Work-Study Notification**
Contact the Student Employment Office for the amounts of your FWS students.

**Monitoring the Federal Work-Study Expenditure**
MyReports allows departments to run reports against ASU’s data in PeopleSoft. The query **HR Expenditures by Emplid.bqy** will allow departments to create a listing of gross pay including student work-study pay.
There are three pre-built queries within the HR Expenditures query:
- Query Salaries, Wages, and ERE (contains salaries, wages and ERE)
- Query Salaries and Wages (contains only salaries and wages)
- Query ERE/Tuition Remission (contains only ERE)

If you do not have access to myReports, please refer to this link [http://www.asu.edu/it/eds/welcome](http://www.asu.edu/it/eds/welcome).

**Personnel Transaction Request (PTR)**

Hiring a new student worker in PTR:

In order to hire a new student worker in PTR, you will need the following information:
- ASU Affiliate ID
- Position number
- Effective date (hire start date)
- Salary (hourly pay rate)
- Recruitment type (earning type)
- Job opening (job order number/job posting number)

Entering information in PTR:
- Go to: ASU Customizations > ASU HCM Custom > ASU HR > Personnel Transaction Request.
  1. Enter student's ASU Affiliate ID
  2. Click on the **Search** button
3. Enter position number
4. Enter effective date (hire date/start date)
5. Enter salary (hourly pay rate)

PTR uses the following recruitment types for Student Employment:

- **STE Student Worker Emergency Hire**
  In emergency staffing situations, student staff may be hired for a period not to exceed 10 work days without going through the usual student employment hiring process. Student staff hired through this emergency procedure must still meet employment eligibility requirements and cannot be employed beyond 10 work days, unless the position is opened in accordance with normal hiring procedures.

- **STH Student Hire Hourly**
  All enrolled students are eligible to work in hourly student positions. ASU departments pay 100% of the student’s pay.

- **STI Student Stipend**
  This process allows ASU departments to hire a student who has a stipend-paid job. This option of paying a flat stipend is reserved for elected and appointed positions, where a stipend is part of the specific position, or positions in the residence halls that include room and board. Salary must equal zero.

- **STS Student Internship**
  This process allows ASU departments to hire a student who is receiving a stipend that is paid via an hourly wage. Salary must have an hourly wage amount.

- **STW Student Hire Work-Study**
  Hiring a work-study student requires the student be eligible for federal financial aid and meet all requirements for aid.
6. Enter the Recruitment type
7. Enter your Job Opening (Job Order Number/Job Posting Number). This number is on your posted jobs website:
8. Click **Save as Draft**
   a. Use this to determine if any edits will show prior to submitting your hire request.
9. Click **Save & Send for Approval**:

Possible Edits/Alerts in PTR

- **Job Posting has been closed for more than 60 days.** Your job posting needs to be open within the last two months to request a student hire. If your job has been closed for at least two months, it should be re-opened to students to apply.
- **Your student is not eligible to work based on their visa status.** Students with F-1 or J-1 visas are eligible to work.
- **Your student is not eligible to work based on their enrollment status.** Recruitment types of STE, STH, STI or STS require at least one credit hour of enrollment. Recruitment type of STW requires at least part-time enrollment.
- **Your student is not eligible to work as STW because we do not have a financial aid application on file.** In order to work as STW (Federal Work-Study), students must have a financial aid application on file. Ask your student to contact the Student Financial Assistance Office at 480-965-3355 or in person at any one of the campuses. You may also change the recruitment type to STH, and no financial aid application would be required.
- **Your student is not eligible to work as STW because your student has not received an award.** In order to work as STW (Federal Work-Study), students must be awarded a work-study award. Ask your student to contact the Student Financial Assistance Office at 480-965-3355 or in person at any one of the campuses. You may also change the recruitment type to STH, and no financial aid application would be required.
- **Your student is not eligible to work as STW based on their financial need.** In order to work as STW (Federal Work-Study), students must qualify for work-study. At this point your student does not meet the criteria for work-study. Ask your student to contact the Student Financial Assistance Office at 480-965-3355 or in person at any one of the campuses. You may also change the recruitment type to STH, and no financial aid application would be required.
- **Your student is not eligible to work as STW based on Satisfactory Academic Progress (SAP).** In order to work as STW (Federal Work-Study), students must qualify for work-study. At this point your student does not meet the criteria for work-study. Ask your student to contact the Student Financial Assistance Office at 480-965-3355 or in person at any one of the campuses. You may also change the recruitment type to STH, and no financial aid application would be required.
- **Your student is not enrolled in a summer term.** In order to work as STW (Federal Work-Study), students must qualify for work-study. At this point your student does not meet the criteria for work-study summer enrollment. Your student will need to enroll in the correct amount of credit hours.
- **Warning: Your international student has other active jobs. Their FTE is more than 50%.** Full time employment percentages over 50% affect international students on F-1 or J-1 visas.
- **Your student has a current athlete status.** In order to be in compliance with NCAA rules, ICA must approve your student athlete’s employment status.
- **Your international student is in less than full-time enrollment status.** ISSO must approve your student’s employment status based on less than full-time enrollment.
- **Your hire pay rate is not consistent with your posted pay rate on your job posting.** The Student Employment Office will need to look into your request for changing your pay rate. You should be receiving an email or phone call within the day for clarification.

- **Pay rate change on an existing pay line above the wage scale.** If you are changing a pay rate above the wage scale, the Student Employment Office will be notified to assist you on this process.

- **Your student employment job code (981000, 982000, 983000, 984000) does not match your position number.** If you are changing your position number with a different wage job code, the Student Employment Office will be notified to assist you on this process.

- **Your recruitment type is STI or STS; the student employment office will need to approve.** The Student Employment Office will need to verify that this is the correct recruitment type for your position.

- **Your student currently has another classification posted with HR.** The Student Employment Office will verify your student worker’s positions and contact you for clarification.

### Retrieving and Reviewing Processed PTRs

PTRs are in ASU Dashboards. You may request access to Dashboards at this website.

- Go to: [http://www.asu.edu/dashboard/](http://www.asu.edu/dashboard/)
- From the General links menu, you may click on **Personnel Transaction Requests:**
By entering the information below, you may pull up a PTR you processed earlier:

**Summer Employment Process**

### Summer International Students
- New or continuing F-1 visa students may work 40 hours per week during a summer term if they are enrolled full time for the upcoming fall semester.
  - The start date for continuing F-1 visa students is the day after spring term Commencement.
- New or continuing F-1 visa students will need approval from International Students and Scholars Office (ISSO) before working during the summer term if they are enrolled less than full time for the upcoming fall semester. Students will need to email isso@asu.edu or call 480-727-4776.
- New or continuing F-1 visa students are not eligible for summer employment if they are not enrolled in either a summer term or the upcoming fall semester. There are no exceptions to this situation.
- New or continuing J-1 visa students (in a degree-seeking program) wishing to work during the summer will need ISSO approval first.
- New or continuing J-1 visa students (in a nondegree program) will need permission from the ASU Center for Global Education Services, cges@asu.edu or 480-965-5965, before being permitted to work during a summer term.

### Summer Regular Degree-Seeking Students
- Continuing students may work during the summer without enrolling for summer classes if they are enrolled in a degree program, were enrolled in the spring semester, and did not graduate in the spring semester. Summer continuation will start after spring semester Commencement.
- New students who are admitted and enrolled in the fall semester may work during the summer without enrolling for summer classes. The start date to work must be the first day of summer classes and cannot be earlier.

### Summer Nondegree Students
- Continuing nondegree students may work during the summer if they enrolled in just one credit hour in the spring semester and are in enrolled in either the summer or fall semester. Summer continuation will start after spring semester Commencement.
- New nondegree students may work during the summer if they were not enrolled in the spring semester but are enrolled in a summer session (A, B or C). They can only work during and up to the last day of the summer sessions they are enrolled in.
- New nondegree students may work during the summer if they were not enrolled in the spring semester but are enrolled in the upcoming fall semester. The start date to work must be the first day of summer classes and cannot be earlier.
Summer America Reads (Federal Work-Study)
- America Reads students can work during the summer. They must be enrolled for at least two credit hours. No exception to the two credit hour requirement due to FICA Tax Exemption which requires two credit hours during the summer sessions. [http://cfo.asu.edu/fs-studentwages](http://cfo.asu.edu/fs-studentwages)
- We must terminate the student’s position during the summer if they fall below two credit hours of summer enrollment.
- They must have a current-year FAFSA on file and awarded/packaged with need.
  - They cannot be on academic disqualification for either the summer or upcoming fall semesters.
  - They cannot be on satisfactory academic progress for either the summer or upcoming fall semesters.

Summer Federal Work-Study
- FWS students may work during the summer if they are not enrolled during the summer sessions.
  - They must have a current-year FAFSA on file and be awarded/packaged with need.
    - They cannot be on academic disqualification for either the summer or upcoming fall semesters.
    - They cannot be on satisfactory academic progress for either the summer or upcoming fall semesters.
  - They must have a next year FAFSA on file and be awarded/packaged with need.
    - A prior year work-study award will be posted for the next year with the actual summer amount earned. This is considered a resource for the upcoming year.
      - They cannot be on academic disqualification for either the summer or upcoming fall semesters.
      - They cannot be on satisfactory academic progress for either the summer or the upcoming fall semesters.
- FWS students may work during the summer if they are enrolled in at least one credit hour during the summer session.
  - They must have a current year FAFSA on file and be awarded/packaged with need.
  - They cannot be on academic disqualification for either the summer or upcoming fall semesters.
  - They cannot be on satisfactory academic progress for either the summer or upcoming fall semesters.

Enrollment Requirements for Summer Work 2013

<table>
<thead>
<tr>
<th>REGISTERED SPRING</th>
<th>REGISTERED SUMMER</th>
<th>PREREGISTERED FALL</th>
<th>ELIGIBLE SUMMER?</th>
</tr>
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<tr>
<td>Y (degree program)</td>
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<td>Y</td>
</tr>
<tr>
<td>Y (nondegree)</td>
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<td>N</td>
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<td>Y 1</td>
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</tr>
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<td>Y 4</td>
</tr>
<tr>
<td>GRADUATED</td>
<td>N</td>
<td>N</td>
<td>N</td>
</tr>
</tbody>
</table>

1. Students who did not attend ASU during the current academic year but are registered for the coming fall semester may work **HOURLY** during the summer. They will only qualify for FWS if they:
   - Have a 2012-2013 FAFSA on file and are awarded/packaged with need
     - Are not on suspension or termination for the summer
     - Are not on academic disqualification for the fall 2013 semester
   - Have a 2013-2014 FAFSA on file and are awarded/packaged with need
     - A prior year award will be posted for 2013-2014 with the actual summer amount earned. This is considered a resource for 2013-2014
     - They cannot be on academic disqualification for 2013-2014
     - They cannot be on suspension or termination for fall 2013
2. Students who graduated in May but are attending summer classes and are registered for fall may work **HOURLY.** They will **only qualify for FWS if they:**
   - Are in a new degree program and are admitted for summer
   - Have a 2012-2013 FAFSA on file and awarded/packaged with need
     - Are not on suspension or termination for summer
   - Are not on academic disqualification for fall 2013

3. Students who graduated in May and are not attending summer classes but are registered for fall may work **HOURLY.** They will **only qualify for FWS if they:**
   - Are in a new degree program and admitted for the fall semester
   - Have a 2012-2013 FAFSA on file and are awarded/packaged with need
     - Are not on suspension or termination for the summer
     - Are not on academic disqualification for the fall 2013 semester
   - Have a 2013-2014 FAFSA on file and are awarded/packaged with need
     - A prior year award will be posted for 2013-2014 with the actual summer amount earned. This is considered a resource for 2013-2014
     - They cannot be on academic disqualification for 2013-2014
     - They cannot be on suspension or termination for fall 2013

4. Students who graduated in May and are attending summer classes but will not return in the fall may work **HOURLY only.** **No exceptions.**