

Student Employment Process Standards

Human Resources:

1. Input student documents within 24 hours of receipt if complete and accurate; develop a process internal to HR that meets this standard
2. Respond to phone calls and emails from Coordinators and KRONOS Supervisors within 24 hours of receiving them
3. Communicate on a regular basis with Coordinators and KRONOS Supervisors
4. In working with Coordinators and KRONOS Supervisors, determine after the 2006-07 academic year if we're reaching the goals; evaluate the student employment process and improve; determine revised goals
5. Contact Coordinator within 24 hours of receipt of student documents if not complete and accurate. HR collaborates with Coordinator to resolve
6. Facilitate the Coordinator and KRONOS Supervisor getting access to the appropriate student employment systems, e.g. PeopleSoft, UWPC, KRONOS, WISDM
7. Perform the bi-weekly KRONOS sign-off and checks payroll edits
8. Distribute earnings statements to students
9. Review paperwork of all Coordinators the first year of the new employment process; thereafter at random, for a minimum of once every three years
10. Provide appropriate reports and training to Coordinators and KRONOS Supervisors to enable them to do their jobs effectively and efficiently - serve as a "consultant" to both
11. Provide effective and timely training to Coordinators and KRONOS Supervisors
12. Develop and implement a process to work with Coordinators and KRONOS Supervisors who are not following their student employment responsibilities

Accountabilities:

1. Periodic evaluation/feedback from the Employing Unit to HR Director regarding completion of HR standards
2. HR Director responsible for making sure HR standards are accomplished

Employing Unit Coordinator:

1. Participate in training for student employment
2. Check for appropriate information after a student has accepted employment
 - a. Undergraduate students must be enrolled for a minimum of 6 credits during the academic year; during the summer must be enrolled for a minimum of 3 credits OR enrolled for a minimum of 6 credits in the coming fall semester
 - b. Graduate students must be enrolled for a minimum of 4.5 credits during the academic year; during the summer must be enrolled for 3 credits OR enrolled for a minimum of 4.5 credits in the coming fall semester
3. Help student complete required employment documents; send or bring documents to HR in a complete packet
 - a. I-9 with appropriate identification information filled in, W-4, Selective Service if applicable, direct deposit with voided check
 - b. If not a citizen or national of the U.S., send the student to HR with the 4 documents listed in #3a above, to complete tax paperwork before the appointment can be entered

4. Enter the student appointment according to training after HR has input the student documents
5. Do not allow the student to begin working until all of the required employment forms, including students that are not citizen or national of the U.S., have been completed and processed by HR
6. Ensure that students are trained how to enter their hours worked into KRONOS and how to approve them
 - a. If a student has not approved their hours for a particular pay period, the KRONOS Supervisor will manually remove them from KRONOS and the student will not be paid that pay period
 - b. If a student has not entered their hours into KRONOS they will not be paid that pay period
 - c. **Exception:** The KRONOS Supervisor is responsible for approving an exception to this standard. If an exception, the KRONOS Supervisor will contact HR, print out timesheet for student to sign and file timesheet in student record located in department
7. Enter lump sum payments into KRONOS for students that meet the definition of being paid via this method. If a student no longer works for the KRONOS Supervisor, any future payments in the system are removed before payment occurs
8. Ensure that student hours worked are verified and approved by KRONOS Supervisor in KRONOS
 - a. Each pay period ends Saturday at midnight; student hours are not approved before then (Otherwise, problems are created for a student employee who has more than one campus job.); exceptions for holidays will be communicated by HR to KRONOS Supervisors and Employing Unit Coordinators
9. Pay students in a timely fashion after hours have been worked
10. Keep the appropriate paperwork for each student employee
11. When a current student continues to work in an appointment beyond the initial employment period, the Coordinator extends the “end date” in UWPC
12. When a student is no longer working in an appointment, the Coordinator enters the “end date” on UWPC within 48 hours of notification
13. Participate in a periodic audit of the student employment process
14. Maintain confidentiality of student employment records and the integrity of the employment systems

If the Employing Unit Coordinator does not comply with these standards, Human Resources will implement the following 4-step process:

- Step 1: contacts Coordinator to remind them of responsibility in an area and asks if need more training
- Step 2: provides follow-up training
- Step 3: contacts Supervisor of Coordinator to discuss unresolved issues
- Step 4: Employing Unit loses ability to employ and pay students

Employing Unit Facilitator:

1. Participate in training for student employment
2. Check for appropriate information after a student has accepted employment
 - a. Undergraduate students must be enrolled for a minimum of 6 credits during the academic year; during the summer must be enrolled for a minimum of 3 credits OR enrolled for a minimum of 6 credits in the coming fall semester
 - b. Graduate students must be enrolled for a minimum of 4.5 credits during the academic year; during the summer must be enrolled for 3 credits OR enrolled for a minimum of 4.5 credits in the coming fall semester
3. Direct student to HR so that (s)he may complete the employment paper work
 - a. Instruct student about necessary employment documentation for I-9 (bring appropriate identification materials), W-4, Selective Service if applicable, and direct deposit with voided check
 - b. If not a citizen or national of the U.S., advise the student to make an appointment with HR so that all International tax paper work may be completed at the same time as the above documentation
4. Enter the student appointment according to training after HR has input the student documents
5. Do not allow the student to begin working until all of the required employment forms, including students that are not citizen or national of the U.S., have been completed and processed by HR
6. Ensure that students are trained how to enter their hours worked into KRONOS and how to approve them
 - a. If a student has not approved their hours for a particular pay period, the KRONOS Supervisor will manually remove them from KRONOS and the student will not be paid that pay period
 - b. If a student has not entered their hours into KRONOS they will not be paid that pay period
 - c. **Exception:** The KRONOS Supervisor is responsible for approving an exception to this standard. If an exception, the KRONOS Supervisor will contact HR, print out timesheet for student to sign and forward the timesheet to the HR office so it may be kept on file for the appropriate amount of time
7. Enter lump sum payments into KRONOS for students that meet the definition of being paid via this method. If a student no longer works for the KRONOS Supervisor, any future payments in the system are removed before payment occurs
8. Ensure that student hours worked are verified and approved by KRONOS Supervisor in KRONOS
 - a. Each pay period ends Saturday at midnight; student hours are not approved before then (Otherwise, problems are created for a student employee who has more than one campus job.); exceptions for holidays will be communicated by HR to KRONOS Supervisors and Employing Unit Facilitators
9. Pay students in a timely fashion after hours have been worked
10. Keep the appropriate paperwork for each student employee
11. When a current student continues to work in an appointment beyond the initial employment period, the Facilitator extends the “end date” in UWPC
12. When a student is no longer working in an appointment, the Facilitator enters the “end date” on UWPC within 48 hours of notification
13. Participate in a periodic audit of the student employment process
14. Maintain confidentiality of student employment records and the integrity of the employment systems

If the Employing Unit Facilitator does not comply with these standards, Human Resources will implement the following 4-step process:

- Step 1: contacts Facilitator to remind them of responsibility in an area and asks if need more training
- Step 2: provides follow-up training
- Step 3: contacts Supervisor of Facilitator to discuss unresolved issues
- Step 4: Employing Unit loses ability to employ and pay students

KRONOS Supervisor:

1. Ensure that students are trained on how to enter their hours worked into KRONOS and how to approve them
 - a. If a student has not approved their hours for a particular pay period, the supervisor will manually remove them from KRONOS and the student will not be paid that pay period
 - b. If a student has not entered their hours into KRONOS they will not be paid that pay period
 - c. **Exception:** The KRONOS supervisor is responsible for approving an exception to this standard. If an exception, the supervisor will contact HR, print out timesheet for student to sign and file timesheet in student record located in Human Resources
2. Ensure that student hours worked are verified and approved by KRONOS Supervisor in KRONOS
 - a. Each pay period ends Saturday at midnight; student hours are not approved before then (Otherwise, problems are created for a student employee who has more than one campus job.); exceptions for holidays will be communicated by HR to KRONOS Supervisors and Employing Unit Coordinators
3. Pay students in a timely fashion after hours have been worked
4. Keep the appropriate paperwork for each student employee in designated folder within the employing unit
5. When a current student will need to continue to work in an appointment beyond the initial employment period, the Coordinator must be notified so the “end date” in UWPC may be extended
6. When a student is no longer working in an appointment, the KRONOS Supervisor must notify the Student Employing Unit Coordinator so the “end date” can be entered on UWPC
7. Participate in a periodic audit of the student employment process
8. Maintain confidentiality of student employment records and the integrity of the employment systems

If the KRONOS Supervisor does not comply with these standards, Human Resources will implement the following 4-step process:

- Step 1: contacts them to remind them of responsibility in an area and asks if need more training
- Step 2: provides follow-up training
- Step 3: contacts Supervisor of KRONOS Supervisor to discuss unresolved issues
- Step 4: KRONOS supervisor loses ability to employ and pay students

Student:

1. Provide appropriate documentation to employer for completion of I-9, selective service, direct deposit, W-4
2. If are not a citizen or national of the U.S., go to HR to complete additional paperwork

3. If are not a citizen or national of the U.S., can only work a maximum of 20 hours per week for all employment when school is in session
4. Must enter their hours worked into KRONOS and approve them each pay period

Accountabilities:

1. Cannot begin work until all required documents are furnished and the appointment is entered into UWPC
2. Does not get paid during the current pay period if hours are not entered into KRONOS or if hours in KRONOS are not approved (exceptions approved by supervisor)