

Student Employment Handbook

Student Employment Office

DePauw Student Employment coordinates employment for students and supervisors during the academic year. Reporting directly to Human Resources and indirectly to Financial Aid.

Contact Information:

Student Employment

Administration Building

313 S. Locust Street Greencastle, IN 46135

765-658-4281

studentemployment@depauw.edu

Financial Aid

765-658-4030

financialaid@depauw.edu

Workday

DePauw University uses Workday for job posting, hiring, document collection, payroll, etc. The link to Workday can be found at <http://workday.depauw.edu/> and will be referenced many times throughout this handbook. Students and supervisors should familiarize themselves with these processes.

Training resources are available at:

https://drive.google.com/drive/u/0/folders/1GcFPtbJ7fk8XIV09rxw1G_Ix8TwPJqwO

and

<https://www.depauw.edu/it/workday/support/>:

- Click on **Workday - Support Guides & Related Materials for Campus**
- Click on “Training Materials & Recordings” and/or “Human Resources Processes.”

Eligibility Requirements

- Students who have either Federal Work Study or DePauw (Institutional) Work Study in their financial aid package are eligible to apply for any job on the student employment job board.
 - All Work Study eligibility is determined through the financial aid process.
- Students who do not have work study in their package will only be permitted to apply for jobs that require a certain skill or specialization.
- Students can review their financial aid package and determine their work study eligibility on Workday or by contacting the Financial Aid office directly.

Monitoring Work Study Limits

- Students may not exceed their work study award for the academic year.
 - In most cases, students should not work more than 8-10 hours per week in order to stay within their work study award cap.
- Students are responsible for keeping track of how many hours they work per week in order to stay within their work study award.
- Students and their supervisors will be notified when:
 - A student is no longer allowed to work as they have met or exceeded their work study award limit.
 - A student is approaching their work study award limit.
- Students are currently permitted to have up to two on-campus jobs at a time.
 - If a student cannot get at least seven hours per week between their two jobs, they may reach out to student employment via email to ask for an exception to pursue a third job.
 - The exceptions committee will meet to determine if their situation fits the predetermined criteria for an exception. The student will be notified of the committee's decision via email.

Academic Requirements

- A student employee must be in good academic and student employment conduct standing with the university.
- A student employee of DePauw must be enrolled at least half-time during the semester they want to work in order to be eligible for student employment.
 - If a student drops classes, which puts them below half-time during a semester, the student will immediately become ineligible to continue working as a student employee.
- Students are not permitted to work during periods where they would normally attend classes. Skipping class to pick up an extra shift at work is strictly not allowed, under any circumstances.

Legal Requirements for Domestic Students

- The link to Workday can be found at <http://workday.depauw.edu/>.
- The job search process for students is located exclusively in Workday.
- Once a student has been offered a job, they will be prompted to complete their hiring paperwork/onboarding through Workday. Students **ARE NOT** permitted to begin working until their online paperwork has been completed.
- If a student has already worked on campus and gets a new job, they only have to apply and accept an offer of employment in Workday. They do not have to redo their onboarding and hiring paperwork.
- In order for the Office of Student Employment to complete their paperwork, students are required to present identification documents in person at the Human Resources Office.

- Copies, pictures or faxes of these documents will NOT be accepted.
- A link to the DHS approved list of documents for the I9 can be found at <https://www.uscis.gov/i-9-central/form-i-9-acceptable-documents>.
- Students **ARE NOT** permitted to begin working before completing their paperwork and receiving confirmation from Student Employment clearing them to work.

Legal Requirements for International Students

- The link to Workday can be found at <http://workday.depauw.edu/>.
- The job search process for students is located exclusively in Workday.
- International students are required to begin their social security application before they can begin working on campus.
<https://www.depauw.edu/academics/centers/cdi/internationalstudents/taxes/apply-for-an-ssn/>
 - International Student Affairs in the Center for Diversity & Inclusion (CDI) may provide a limited amount of transportation to the Crawfordsville Social Security Administration (SSA) office at the beginning of every semester.
 - the student is responsible for scheduling an appointment and providing their own transportation.
- SSA requires students to bring a list of documents to their appointment to start the application process. They are as follows:
 - A passport from country of residence
 - I94 + I20
 - Reference number from online application (<https://www.ssa.gov/ssnumber/>)
 - Letter from DePauw's Designation School Official (DSO) in International Student Affairs in the CDI
 - Job Offer Letter from on-campus supervisor (wet signature required)
- Once a student's application has been processed:
 - SSA should give them a receipt from the application.
 - The receipt must not indicate being denied or not approved.
 - The student must bring that receipt, their I94, their I20, and their passport to the Human Resources Office.
 - These documents will tentatively clear the student to work for 90 days while their Social Security Card (SSC) comes in the mail.
 - Once their SSC has arrived in the mail, they are required to bring it to the Human Resources Office where they will complete the rest of their paperwork, along with signing their acknowledgement of significant policies on paper.
- Students ARE NOT permitted to begin working before completing their paperwork and receiving confirmation from Student Employment clearing them to work.
- **International students may NEVER exceed 20 hours per week of employment. Violating this rule can lead to serious consequences in terms of immigration. International students must carefully monitor their hours.**

Federal Work Study and Community Work Service

- Federal work study can be used at any on-campus position. However, there are some off-campus employment opportunities available for students with *federal* work study.
 - These opportunities include tutoring in Greencastle schools and working with nonprofits in the Greencastle community to do things like graphic design or tech support.
 - Federal work study students interested in being paid for community service should reach out to studentemployment@depauw.edu.

Payroll

- DePauw utilizes Workday for payroll and students must fill out timecards to be paid.
- Job aids for entering hours worked in workday are located at <https://docs.google.com/document/d/1fi4ubjbwEefFIPQD66fssmdKzaTx7m2Qb6R0edkoUbY/edit?tab=t.0>.
- For any questions regarding Workday (timecards or payments/payment methods,) please reach out to helpdesk@depauw.edu.

Conduct at Work

- Definitions:
 - Absence: Failure to be on the job at any time during the scheduled hours of work, including arriving after the scheduled start time, or leaving before the end of the scheduled hours of work.
 - Tardiness: Failure to report to work at the designated starting time.
 - Unapproved or Unscheduled Absence: An absence not pre-approved by the immediate supervisor.
 - No Call/No Show: Any time an employee is absent and fails to notify their immediate supervisor.
 - Chronic Absenteeism: Occurs when a pattern of absenteeism becomes noticeable to the supervisor. This may include such situations as calling in sick or being tardy primarily on Mondays or Fridays, before or after holidays, or on paydays. A pattern of chronic absenteeism will be addressed by the supervisor .
 - Excessive Absenteeism: Occurs when the employee has missed work or is late to work to the extent that it:
 - exceeds the standards set by the supervisor,
 - is higher the average absenteeism for the work unit or department, and/or
 - results in or contributes to the employee's failure to perform his/her duties in a satisfactory manner.
- Employees should always make their best effort to avoid unexcused absences, tardiness, and no call/no shows.

- NoCall/No Shows of three or more consecutively scheduled work days can be construed as voluntary resignation of the employee without providing proper notification to the university and may result in immediate termination of employment.
- DePauw University reserves the right in all cases to, at its sole discretion, take disciplinary action up to and including termination of employment of employees who demonstrate poor attendance and punctuality even if the employee meets other performance expectations of the position held. In some instances:
 - The student employment office and Human Resource (HR) may place students on an employment hiatus until further actions have been completed.
 - Situations may be documented and communicated to potential future supervisors.
- The student employment office does not have an official policy regarding dress code, cell phone use, and homework on the clock. Different departments across the university have different needs, work environments, and expectations. However, it is likely that individual departments will notify student employees of their own personal sets of expectations.
- In the event that students leave a position (for whatever reason), they should submit an official written resignation to their supervisor for documentation purposes.
- It is expected that, by accepting employment offered by DePauw University, students agree to adhere to the above policies defining what is considered unacceptable work conduct. Students acknowledged the receipt and responsibilities of these terms when signing their offer letter.

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