



DEPAUW RESOURCES
FOR
INTERNSHIPS, VOCATION,
EMPLOYMENT

Student Employment Handbook

Drive/On-Campus Employment

The “DePauw Resources for Internships, Vocation, and Employment” Program (referred to as DRIVE) provides students with the opportunity to work on campus during the academic year. Federal Work Study (FWS) & DePauw Work Study (DWS) positions are listed on Handshake. The majority of on-campus student positions are posted at the beginning of each semester; however, they may be posted at any time throughout the academic year. There are on-campus student positions available in nearly every department and building on campus. There are also on-campus student positions available for students of all different skill levels and academic/career interests. It is recommended that you prepare your resume and begin applying early and that you apply to many positions you feel you are qualified for. DRIVE is supported by the Office of Student Employment located in The Hubbard Center. We are available to help you with both on-campus employment and we serve as a resource for supporting your future career and internship aspirations! Our mission is to empower you to be a responsible leader and to promote professional growth. Student employment work experience is intended to complement the educational experience and to enhance future employment. The Financial Aid Office awards all student employment on campus. The Hubbard Center administers the DRIVE program. Student employment is a great opportunity for students to gain experience that will prepare them for the ever-changing job market. It provides the chance for employers to mentor students, helping them gain both hard and soft skills needed in today’s work force.

The Hubbard Center for Student Engagement, which houses the office of Student Employment & Career Services, offers students assistance with employment training, employment programs, professional development, resumes, and interview skills. Our goal is to provide students with access to programming and training that will equip them with the tools for meaningful employment.

Contact Information:

Hubbard Center for Student Engagement Memorial Student Union Building

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765-658-4281

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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 he/she wants to work in order to be eligible for student employment.
 - If a student drops classes, which puts him/her 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. (E.G, skipping class to pick up an extra shift at work is strictly not allowed, under any circumstances)
 - The only potential exception to this rule is situations where a student’s job has to do with class, i.e. ADA Notetakers

Legal Requirements for Domestic Students

- The link to ADP RM can be found [HERE](#)
- The job search process for students is located exclusively in ADP RM. In order to be legally hired, ALL students must fill out an application for whatever position they wish to have. Students must create an account in ADP RM to view and apply for any student jobs available at DePauw.
- Once a student has been offered a job, they will be prompted to complete their hiring paperwork through ADP RM. 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 ADP RM: 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 Hubbard Center. Copies, pictures or faxes of these documents will NOT be accepted. Examples include but are not limited to: one picture ID such as a driver's license or DePauw ID and a non-picture ID such as a social security card or birth certificate. A valid passport is acceptable for both picture and non-picture ID. Again, NO pictures or copies of your documents will be accepted unless notarized; documents presented must be original. A link to the DHS approved list of documents for your I9 can be found [here](#). 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 ADP RM can be found [HERE](#)
- The job search process for students is located exclusively in ADP. In order to be legally hired, ALL students must fill out an application for whatever position they wish to have. Students must create an account in ADP to view and apply for any student jobs available at DePauw.
- International students are **required** to begin their social security application before they can begin working on campus. The CDI and the Hubbard Center will provide a limited amount of transportation to the Terre Haute SSA office at the beginning of every semester, depending on demand; if the demand isn’t high enough, students will be responsible for arranging their own transportation. Once these shuttles are no longer offered, the student is responsible for scheduling an appointment and providing

transportation. For more info on scheduling an appointment and transportation options, please email chloeosullivan@depauw.edu.

- 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 DSO (currently Beth Haymaker or Sasha Taxter in the CDI)
 - Job Offer letter from on-campus supervisor (template found [here](#), wet signature **required**)
- Once a student's application has been processed, SSA should give them a receipt from the application. The student may bring that receipt, their I94, their I20, and their passport to the Hubbard Center; these documents will tentatively clear the student to work for 90 days while their SSC comes in the mail. Once their SSC has arrived in the mail, they are required to bring it to the Hubbard Center where they will complete the rest of their paperwork on paper in the Hubbard Center, 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.

Eligibility Requirements

- Students who have either federal or DePauw work study in their financial aid package are eligible to apply for any job on the student employment job board. Students who do not have either type of work study in their package will only be permitted to apply for jobs that require a certain skill or specialization. To view your financial aid package and determine your work study status, you can look at your portal in eServices or you can reach out to financial aid.

Types of Work Study

- There are two types of work study awards at DePauw; Federal work study and DePauw work study.
- Federal work study is an award given to a student based on their financial need. This money is given to DPU by the federal government to be dispersed to students who are financially eligible in order to give them the opportunity to work on campus. Students should check with the office of financial aid to see if they are eligible for federal work study.
- DePauw work study is money used for work study awards for students to give them the opportunity to work on campus. It is provided by DePauw and is awarded to students when they are offered an on-campus position.
- Eligibility for work study is determined by financial aid.

Federal Work Study and Community Work Service

- Federal work study can be used at any on campus position. However, there are many 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 chloeosullivan@depauw.edu.

Payroll

- DePauw utilizes the HRIS (human resource information system) ADP for both job applications, paperwork and payroll. Once students have completed their paperwork, they will be sent information on timecards and pay methods, both of which are managed by payroll in ADP WorkForce Now.
- **Job aids for both WFN and RM are made available on the Hubbard Center Website**
- **For any questions regarding ADP Workforce Now (timecards or payments/payment methods,) please reach out to payroll@depauw.edu.**

Conduct at Work

- Definitions
 - Absence: An absence is the failure to be on the job at any time during your scheduled hours of work, including arriving after your scheduled start time or leaving before the end of your scheduled hours of work.
 - Tardiness: You will be considered tardy if you fail to report to work at the designated starting time.
 - Unapproved Absence: An unscheduled and unapproved absence is an absence not pre-approved by your immediate supervisor.
 - No Call/No Show: A no call/no show is any time an employee is absent and fails to notify their immediate supervisor.
 - Chronic Absenteeism: 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 or before or after holidays or on paydays. A pattern of chronic absenteeism will be addressed by the supervisor through the progressive disciplinary policy and procedures (see Progressive Discipline).
 - Excessive Absenteeism: Excessive absenteeism occurs when the employee has missed work or is late to work to the extent that it a) exceeds the standards set by the supervisor, b) is higher the average absenteeism for the work unit or department, and/or c) results in or contributes to the employee's failure to perform his/her duties in a satisfactory manner. **However, NoCall/No Shows of three (3) 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.** The 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.
- Employees should always make their best effort to avoid unexcused absences, tardiness, and no call/no shows.
- 3 consecutive no call/no shows will result in the termination of your student position
- Poor attendance, consistent tardiness, chronic absenteeism will be addressed by the progressive discipline policy. These are not the only behaviors that are subject to the progressive discipline policy; more severe offenses will be handled on a case by case basis by the student employment office. Depending on the severity of your offense and whether or not it led to termination, the student

employment department may place you on an employment hiatus until further counseling has been completed, during which time you will not be allowed to participate in student employment at DePauw. Once again, depending on the severity of the situation, it may be documented and communicated to potential future supervisors.

- Regarding dress code, cell phone use, and homework on the clock, the student employment department does not have an official policy; we recognize that different departments across the university have different needs, work environments, and expectations and should not all be held to the same standard on these issues. However, it is likely that your individual departments will have you agree to their own personal sets of expectations; you are expected to adhere to these expectations.
- It is expected that, by accepting employment offered by DePauw university, that you agree to adhere to the above policies defining what is considered unacceptable work conduct. You will also acknowledge the receipt of these significant policies signing the form in-person at the Hubbard Center.
- In the event that you need to leave a position for whatever reason; that's ok! Just make sure that you send an official resignation (a text, an email, a letter, ETC) to your supervisor so they can have it for documentation purposes.

Number of hours per week/Number of jobs

- Students are currently responsible for keeping track of how many hours they work per week in order to maintain their work study award.
- International students are permitted to work up to 20 hours a week maximum, per federal regulations. Violating this rule can lead to serious consequences in terms of immigration. If you are an international, make sure you are paying close attention to the number of hours you are working in a week, and be sure not to work more than 20.
- All eligible students are currently permitted to have up to 2 on-campus jobs at a time. If a student cannot get at least 7 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 pre-determined criteria for an exception. Either way, the student will receive a response via email.