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.

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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 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 WorkForce Now. Students ARE NOT permitted to begin working until their online paperwork has been completed.
- In order for the office of Student Employment to complete their paperwork, students are required to sign their acknowledgment of significant policies, and 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/](https://www.ssa.gov/ssnumber/)
  - Letter from DePauw’s DSO (currently Beth Haymaker 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 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.

**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.
- In all cases, students must accept their work study award by filling out this form.

**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 in ADP WorkForce Now.

- Job aids for both WFN and RM will be made available on the Hubbard Center Website

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**

Students are currently responsible for keeping track of how many hours they work per week in order to maintain their work study award. Further communication from student employment regarding hour limitations will be sent out at a later date.

**Supervisors**

**FAQ**

- If a student is new to student employment at DePauw, they are **NEVER** allowed to start working before their paperwork has been finished. Student employment will always notify you once they have cleared; if you’ve not gotten that notification, do not start them. If you’re unsure, reach out to student employment. It is on you as a student supervisor to avoid a situation where a student ends up breaking the rules because they were started before they should have been. There are never any exceptions to this rule; we **CANNOT** have students working who aren’t legally cleared to do so.
- Work study balances can now be seen in ADP by the student: if a supervisor wishes to know their student’s balance, they can reach out to student employment, financial aid or payroll.
- Students who have worked on campus before will still have to apply through ADP; they will not have to redo any paperwork.
- ADP RM acts as a regular job board so academic year-based date restrictions will no longer be in place, like they were in eServices.
- Further guidance regarding hour limitations for students will be forthcoming from the university VPs at a later date. **As of right now, supervisors should schedule student hours based upon the remainder of their student employment budget.** A decision on more permanent hour limitations is pending VP approval; further communication will be sent at a later date.
● Students are responsible for inputting their own hours into ADP. While you as a supervisor must approve those hours, you should not be recording them on behalf of your student who is simply not doing so. If you have informed your student that they need to input their hours and they continue not doing so, inform student employment immediately. A meeting will be scheduled with the student to warn them that if they do not start inputting their own hours, further disciplinary action, up to and including their suspension from student employment at DPU, may be taken.

● It is on you as a student supervisor to make sure hours are correctly input into ADP and approved when they should be. If you have issues approving or getting a student to input their own hours, please reach out to student employment.

● Supervisors are not permitted to have students complete personal tasks for them while on the clock. Some examples include; babysitting, picking up kids from daycare, grocery shopping, ETC. Student employees are to carry out the tasks included in their job descriptions pertaining to DePauw functions; they are not personal assistants and should NEVER be treated as such.

● Unless a student is specifically hired in a teaching related position (STEM guide, tutor, ETC) they should not be participating in activities related to other student’s educations (proctoring exams, teaching or tutoring in a professors’ absence, ETC.)

Process:

Everything student employment related will now be centralized in ADP. Students will apply for jobs, fill out all of their paperwork, input their pay methods and track their time through ADP RM/WFN. The step by step process is stated below.

Process for Supervisors

1. When a supervisor has a hiring need and wants their position posted on the ADP student job board, they will fill out this Requisition Request Form: Student Employment will then create the req and post the job online

2. When creating the req, student employment will add the direct student supervisor to the req so that they can review their applicants; student employment will have hiring process transitioning abilities (the ability to hire and disposition out) within ADP, direct student supervisors will not have this access.

3. Once applications have been reviewed and interviews conducted, the student supervisor will make student employment aware of their hiring decision(s) by filling out the intended student hire form: student employment will move the student(s) through the hiring process in ADP, progressing them to a hired status, and triggering their offer and their EI9.

4. The student(s) will receive an automated email prompting them to accept their offer of employment in ADP. They will then receive another automated email prompting them to sign their EI9 in ADP.

5. The student(s) will then bring their identification documents to the Hubbard Center where student employment will process them, clearing them to work; the student will also fill out and their acknowledgement of significant policies at this time.
6. Student Employment will then send an email notifying the student supervisor and the payroll department letting them know that the student(s) is/are cleared to work.

7. Payroll will set up timecard access and the student(s) may begin working.

**ADP – RM & WFN**

- ADP WFN (WorkForce Now) is the HRIS (Human resource information system) we use for timecards and paychecks; we will now use ADP RM (Recruitment Manager) for job applications and for paperwork as well. All student supervisors will need to have an ADP RM login so they can manage their students and review applications for their positions. They will not actually be able to move students along in the hiring process; that responsibility will go to student employment.
- All a supervisor will have to do is interview and choose which student(s) they want to hire and notify student employment utilizing the ISH form: student employment will disposition them in the system and prompt them to get their paperwork done. All standing job descriptions are currently being loaded into ADP so we can make job applications from them. If you have a new job or want to make a change to an existing job description, please reach out to chloeosullivan@depauw.edu
- All supervisors should be familiar with approving hours in ADP WFN for their students; this process will not change. Students will input their hours onto their timecard with every shift, at the end of the pay period, supervisors will review and approve those hours so their students can get paid. For more information about approving hours, please refer to this job aid.

**Wage Guidelines**

- After reviewing job descriptions, student employment will be responsible for assigning a wage tier to each student position by analyzing the duties of the position.
- The current wage tiers are as follows:
  - $9 an hour for jobs with a lower specialization level
  - $10 an hour for jobs with an intermediate specialization level
  - $11 an hour for jobs with a higher specialization level
- If your position currently makes more than these tiers, or you feel it should make more than these tiers, you will need approval from your VP to pay it at a higher rate, documentation of which will need to be sent to student employment and payroll.
- If you feel that the wage tier assigned to your position does accurately reflect the duties of the position, you may request a review by filling out this form.
  ([https://docs.google.com/forms/d/e/1FAIpQLSedqy71OMkNnx5VQdORyapQWi75yz1iNtmiNUDUQWbbh69A/viewform?usp=sf_link](https://docs.google.com/forms/d/e/1FAIpQLSedqy71OMkNnx5VQdORyapQWi75yz1iNtmiNUDUQWbbh69A/viewform?usp=sf_link))

**Office Guidelines**

- As mentioned in the student portion, there are no official office guidelines that stretch across every department on campus, aside from attendance, punctuality, and conduct at work.
- This is because every department is unique and has their own set of needs. What works in terms of dress code for the Hubbard Center may not work for athletics. What works in terms of homework on the clock might not be the same for the CDI as it is for the post office.
- Therefore, it is up to individual departments to determine what their stance on these issues (dress code, cell phone usage, and homework on the clock) is and to make sure that their students are aware
of it. It is imperative to ensure that students are aware of your expectations of them for progressive discipline reasons.

**Progressive Discipline (For further information, please refer to the PD policy found [here](#))**

- The progressive discipline policy has 5 stages. They are as follows:
  - Counseling (having a discussion with your student regarding corrective action to their behavior)
  - Verbal Warning (having a discussion with your student letting them know that the behavior discussed in counseling has not improved and that this is to be considered a verbal warning. You will document this by putting the minutes of the discussion in an email sent to that student after the discussion. CC student employment on this email.)
  - Written Warning (The written warning will be an email sent directly to the student letting them know that their behavior has still not improved and that this is to be considered a written warning. At this point, they should also be informed that if their behavior does not improve, further disciplinary action may be taken. CC student employment on this email.)
  - Final Warning (This is an email sent directly to the student informing them that this is their final warning. If their behavior does not improve immediately, disciplinary action WILL be taken. CC student employment on this email.)
  - Further Action/Termination (In most cases, the final action will be termination; just make sure you touch base with student employment if you have anything else in mind.)

- It is VERY important that supervisors follow every step of the progressive discipline policy and document every stage past counseling, barring any student behavior that is significant enough to accelerate the policy to further disciplinary action, up to and including termination. (This includes 3 no call/no shows.)
- This might be uncomfortable sometimes, but to ensure we are covered legally, it is very necessary.
- It is also critical to communicate to students that there are consequences for their actions. If a student has an attendance issue, it is not enough to remind them that that they are expected to come to work; you MUST also tell them that if they are absent again, there will be further disciplinary action, up to and including termination.
- It is very important that this is communicated to them throughout this process so that if they do reach the termination stage, they aren’t shocked/cannot claim that they didn’t know this was a possibility.
- In many cases, problematic behavior can be curbed with the use of a performance review.

**Performance Reviews**

- Performance reviews are a way of developing your students professionally and making sure that your department is getting what it needs from your student workers.
- Often, behavioral issues can be addressed and solved with the usage of a performance review.
- Performance reviews should be conducted every semester.
- First, the supervisor should have their students fill out a self-evaluation. Then, the supervisor will fill out theirs. Then, the supervisor and the student should meet to discuss the results and address anything that needs changing. (Supervisors who employ high numbers of students do not have to meet with their students unless corrective behavioral action is needed)
- The template for the self-evaluation can be found [here](#); the supervisor evaluation can be found [here](#).

**Terminations**
● All student terminations must be run by HR and student employment before proceeding.
● The steps of the progressive discipline policy must have been followed and documented/sent to student employment, barring any student behavior that is significant enough to accelerate the policy to further disciplinary action, up to and including termination. (This includes 3 no call/no shows.)
● Depending on the severity of the circumstances, the termination may occur via email or an in-person discussion at student employment with the student, the supervisor and student employment present.
● Depending on the severity of the situation, student employment might have to document the offense(s) that led to termination and inform potential future supervisors of the circumstances surrounding the termination of the student in question.