

Student Employment Handbook for Supervisors

Student Employment

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

Eligibility Requirements for Students

- 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. To request a review of a position for specialization categorization use this form:
https://docs.google.com/forms/d/e/1FAIpQLSfyB2-XCgeApFv_1cG1tAGrideM1W4nyy-aEx0ucsXR-7KiYg/viewform?usp=dialog
- 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.
- **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.**

Student Employment Guidelines

- If a student is new to employment at DePauw, they are NEVER allowed to start working before their paperwork has been finished. Due to employment laws, there is NO exception to this rule. Students must first be legally cleared to work.
 - Workday will send a notification to the supervisor and the student once the students have been cleared for work.
 - If the supervisor is unsure, reach out to student employment.
 - It is the supervisor's responsibility to avoid a situation where a student ends up breaking employment laws because they started work before they were cleared.
- Students who have worked on campus before will still need to be hired in Workday. They will not have to redo any paperwork but still require clearance from student employment before they start working.
- Supervisors should schedule student hours based upon their student employment budget in combination with the student's work study award cap.
 - It is the supervisor's responsibility to track budget spending.
 - It is the student's responsibility to track their work study award.
 - As a reminder, students should not work more than 8-10 hours per week total in order to stay within their work study award cap.
 - If the student employment budget allows for more than 8-10 hours per week per student, then the supervisor should hire more students for the job.
 - For example: Hire two students at 8 hours per week, versus one student at 16 hours per week.
- Students are responsible for inputting their own hours into Workday. While the supervisors must approve those hours, they should not be recording hours on behalf of the student.
 - If the student needs 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 DePauw, may be taken.
- It is the supervisor's responsibility to make sure hours are correctly input into Workday and approved timely.

- Supervisors are not permitted to have students complete personal tasks for them while on the clock.
 - 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.
 - Some examples include: babysitting, picking up kids from daycare, grocery shopping, etc.
- 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 education (proctoring exams, teaching or tutoring in a professors' absence, etc.)
- Supervisors will assume full responsibility for any and all necessary training for the students' positions.
- 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 individual area expectations.

Processes for Supervisors

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."

Payroll

- 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 the Helpdesk at 765-658-4294 or helpdesk@depauw.edu.

Hiring Process

- Job aids for student hiring processes in Workday are located at: https://drive.google.com/drive/u/0/folders/1GcFPtbJ7fk8XIV09rxw1G_Ix8TwPJqwO

Support

- Need a Supervisory Organization? Missing a Job Requisition? Use the Student Employment Support Form to request updates, add roles like timekeepers or recruiting coordinator, or submit system concerns.
<https://forms.gle/voXgdW8Dp3cSe2aq9>

Wage Guidelines

Tier 1 — \$9.00 / hour

- Requirements: Entry-level; no prior experience required.
- Scope: Covers the majority of student employee positions.

Tier 2 — \$10.00 / hour

- Requirements: Intermediate experience (1+ year in role) or returning students with demonstrated proficiency.
- Scope: Roles requiring intermediate specialization or routine task leadership.

Tier 3 — \$11.00 / hour

- Requirements: Advanced experience (2+ years) or specialized skills/certifications.
- Scope: Positions requiring high-level subject matter expertise or specific certifications.

Tier 4 — \$12.00 / hour

- Requirements: Highly specialized skill set and formal VP approval.
- Scope: Executive-approved roles with unique, critical responsibilities.

Conduct Issues

DePauw University recommends using a staged progressive discipline approach when dealing with student conduct issues. They are as follows:

1. Counseling: having a discussion with the student regarding corrective action to their behavior
2. Verbal Warning: having a discussion with the student letting them know that the behavior discussed in counseling has not improved and that this is to be considered a verbal warning.
 - a. Supervisors will document this by putting the minutes of the discussion in an email sent to that student after the discussion. Copy student employment on this email.
3. 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.

- a. Copy student employment on this email.
- 4. 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 including but not limited to termination.
 - a. Copy student employment on this email.
- 5. Further Action/Termination: in most cases, the final action will be termination.
 - a. All student terminations must be run by HR and student employment before proceeding.
 - b. Depending on the severity of the circumstances, the termination may occur in-person discussion at HR with the student and the supervisor present.
- It is VERY important that supervisors **document every stage**, barring any student behavior that is significant enough to accelerate the policy to further disciplinary action, up to and including termination.
- It is also critical to communicate to students that there are consequences for their actions.
 - For example: If a student has an attendance issue, it is not enough to remind them that they are expected to come to work. Supervisors MUST also tell them that if they are absent again, there will be further disciplinary action, up to and including termination.

Updated August 2026