



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:

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Supervisors

General 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.
- Supervisors should schedule student hours based upon the remainder of their student employment budget.
- 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).
- It is expected that student supervisors at DePauw will assume full responsibility for any and all necessary training for their students to thrive in their positions. If you are a supervisor and need the basics of supervising a student employee at DePauw, please reach out to chloeosullivan@depauw.edu to schedule a training session

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. Submit the [Requisition Request Form \(RRF\)](#) when you have a hiring need. (Please note that the RRF has been altered to include a space to upload a job description if this is a new position. This has replaced the now-deactivated job description form)
2. Monitor your applicants and review/confirm a student's eligibility by checking [financial aid's list of eligible students](#). Once you've confirmed their eligibility, interview as necessary. (Checking of eligibility is not required for jobs that are considered skilled/specialized)
3. Once you've made your hiring decisions, ensuring that each student is eligible, submit your hires via the [Intended Student Hire Form \(ISH\)](#)
4. Monitor your inbox for individual student clearances from student employment.

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](#).

Exceptions:

- If you feel that a job you supervise needs to be reclassified from standard to skilled/specialized, please reach out to chloeosullivan@depauw.edu with a justification. The exceptions committee will meet to discuss their situation and you will hear back one way or the other with an answer via email.

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/1FAIpQLSedqy71OMkNx5VQd0RyapQWUtiRb75yz1iNtmiNUDQWbBh69A/viewform?usp=sf link](https://docs.google.com/forms/d/e/1FAIpQLSedqy71OMkNx5VQd0RyapQWUtiRb75yz1iNtmiNUDQWbBh69A/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.