

STUDENT SUPERVISOR INSTRUCTIONS (Rev 3/09)

NEW HIRES: Please send the student to the Payroll office ***BEFORE THE STUDENT BEGINS WORK***. This will enable our office to make certain the proper paperwork is completed within 3 business days as required by Federal law. Students that do not complete the required paperwork within 3 business days may be terminated. Students will be given a green “approved to work” sticker on the Student ID card after they have completed the paperwork. Please check for the sticker and do not let them work without verifying that they have completed paperwork. (Returning students who already have an “Approved to Work” Sticker do not need to re-do the paperwork, but may wish to update information or W-4 at the Payroll Office.)

20 HOUR RULE: Eastern’s policy is that students may work no more than 20 hours weekly, except during vacations or summer break. International students may jeopardize their Visa status by working over 20 hours per week and students with work-study may jeopardize their work-study status.

PART-TIME STUDENTS: Undergraduate students less than 6 credit hours per term and graduate students less than 9 credit hours per term must get, in advance, written approval from the Director of Human Resources to work on campus. To request forms to hire part-time students, please e-mail Lori Presley at lpresley@eou.edu or go to www.eou.edu/hr and find the downloadable forms. Please forward all requests to hire part-time students to the Payroll Office. Permission is good for only one fiscal year (July through June).

TIME SHEETS: Have students sign time sheets at the beginning of the month. That way, if they are gone, you can still turn in the time sheet; however we will accept them as long as your signature is on it. Please audit time sheets before you turn them into. *Please ensure that the index code is listed and hours are totaled. We will not re-add your numbers, so please check for accuracy before sending them.* Time sheets are due in the Payroll Office (**INLOW 203**) by 5 p.m. on the 15th of the month. If the 15th falls on a Saturday or Sunday they need to be in our office on the preceding Friday. If the 15th falls on a holiday, the time sheets need to be in the day before. Monthly reminders of due dates will be sent by e-mail. If you are gone when the time sheets are due, please make arrangements so that time sheets are turned in on time.

There is a time slot with two ins and outs for students that work split shifts and it is important when the students have more than one job that the time of day they start and stop work needs to be entered. Have the students record their time in 15minute increments. If the student works 5 minutes over a 15-minute increment, round down; if the student works 10 minutes, round up to 15 minutes.

WAGES: Skill level differentiates between the student employee 1 through 4 positions. The student positions require different knowledge, skills and abilities. Please contact Lori Presley if you need assistance.

JOB CATEGORY

HOURLY RATE

Student Worker 1

\$8.40

Performs routine, non-complex, unskilled or semi-skilled work. Work requires sufficient education and training to follow and understand simple established instructions and may require a brief orientation period. Work is characterized by standardized methods or processes. Examples of these jobs would be sorting and delivering mail, answering phones, scanning material into a computer, stuffing mailers, making photocopies, emptying trash, sweeping, vacuuming, moving office furniture, assisting with set-ups, watering plants.

Student Worker 2

\$8.75

Performs specialized work of a vocational nature requiring knowledge and application of specific procedures. Positions usually require some analysis of situations or circumstances before proceeding with work. Work requires some developed skills such as typing, composition, small equipment or machinery operation. Examples of these jobs would be certified life-guard, accounting clerk, chemistry storekeeper, audio/visual aid, custodial work requiring the operation of buffers, grounds work requiring the operation of mowers.

Student Worker 3

\$9.00

Performs technical or paraprofessional work requiring a combination of basic scientific or technical knowledge and manual skills. The work may require some application of analytical skills in identifying and defining work issues and the application of specialized techniques. Examples of these include artist model, complex duties an office setting such as spreadsheet and Access database development and manipulation, compilation of data and statistical analysis, operation and maintenance of machinery such as loaders, dump trucks, backhoes used in construction and maintenance activities.

WAGES:

JOB CATEGORY

HOURLY RATE

Student Worker 4

\$9.75

Performs technical or paraprofessional work requiring good analytical skills, leadership and organizational skills. This level typically directs/oversees project management from inception to completion under the guidance of faculty or university representatives but with minimal oversight. This level may require creating/managing contracts, preparing, proposing and managing operating budgets. Students working at this level may be responsible for advertising and interviewing applicants as their replacements. Students at this level may oversee the work of other student workers.

Student Worker 5

\$10.75

Performs pre-professional/professional work requiring major academic training/coursework/training or skilled work at a journey level. Work tends to be analytical in nature, guided by principles and practices of the profession and may require some interpretation of policies. Work is highly skilled. Examples include accountant, computer programmer, plumber, carpenter, and electrician.

WORKSTUDY: For 2006-2007, the Federal Government will fund 75% of wages. The remaining 25% will be charged to the department. This is subject to change at any time and notification may come after the fiscal year begins.