

Florida Atlantic University

Student Employment Handbook

A Guide for Supervisors



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Introduction

The FAU Student Employment Handbook has been prepared to communicate policies and procedures as they apply to supervisors. This handbook seeks to:

- To explain policies and procedures used in the employment process
- To communicate expectations for supervisors



For more information, please contact the following:

Student Employment Department
Bldg. 10, Rm. 102
561-297-6156

Student Employment Manager
Shari Powell
Bldg. 10 Rm. 102C
561-297-2807
Spowell2@fau.edu

Funding

The Student Employment Office links students and Colleges/departments with jobs on campus. Funding for student employees' salaries come from the hiring department's OPS funds, OPS grant funds, or from Federal Work Study funds. The Federal Work Study Program provides jobs for students with documented financial need. The amount of funds awarded to a student depends on that student's financial need as determined by the Financial Aid office. The Student Employment Office does not determine need.

Job Posting

All job posting will be done through PeopleAdmin, which is an online database containing all open positions for the University. It is suggested that hiring departments post their open student positions, but they are not required to do so. Students will be encouraged to use this database to search for open positions.

It is the College's or department's decision to interview and select students for employment. The Student Employment Office cannot make any recommendations as to who the department should hire.

Hiring

Upon offering a student a position, the employing supervisor will need to advise the student to complete and submit a student application in PeopleAdmin, if they haven't yet done so, and to complete the orientation session.

New student employees must complete a background check. The paperwork authorizing the university to complete a background check must be completed along with additional employment documents. If the student has completed the orientation session and all employment paperwork, and the appointment form has been received by Student Employment, the student may begin to work while the background check is pending. If the results of the background check are unsatisfactory, the student's appointment may be terminated.

Eligibility and Hour Requirements

Eligibility to Work

A student's eligibility to work is based on their enrollment status and their ability to legally work in the United States. Students do not need to demonstrate financial need in order to work in Student OPS positions on campus.

All students must be enrolled, taking classes and degree-seeking in order to be eligible to work on campus. All students, except for international students, must be registered for at least six credits. International students must be full-time unless they are in their graduating semester. Full-time means 12 credits for undergraduate students and 9 credits for graduate students.

If students are not registered for classes or they are non-degree seeking during the semester, they are ineligible to work as student employees. To be eligible to work over the summer term, students would have had to have been registered and taking classes in the preceding spring semester and must show intent to register for the upcoming fall semester.

Hour Requirements

Students may work up to 20 hours per week during the fall and spring semesters and up to 40 hours per week during winter and spring breaks, as well as the summer term. Students can work more than 20 hours per week during the fall and spring semesters with required approval. Undergraduate students working more than 20 hours per week need to provide the Student Employment Office with approval from their academic advisors. This information can be e-mailed to the Student Employment Office. Graduate students wishing to work more than 20 hours per week need to petition the Graduate College for approval to work over the 20 hour limit.

International Students are not permitted to work more than 20 hours per week under any circumstances during the fall and spring semesters. They can work up to 40 hours per week during winter and spring breaks and during the summer term. No student employee can work for a combined total that is over 40 hours per week.

Student Appointment Forms

Student Temporary Appointment Form

Supervisors shall complete the appropriate Student Temporary Appointment form for Exempt and Non-Exempt students when a student has been selected for a position. The Student Temporary Appointment form must be sent to Student Employment before the student starts working. Those departments who use the Electronic Personnel Action Form (E-PAF) for new student employees must provide the student with the New Student Employee form to be added to the employment documents.

Employee Acknowledgment of Maximum Hours to be Worked Form

This form is to accompany every Temporary Non-Exempt Student Appointment form. The purpose of this form is for the student employee to acknowledge that they cannot work more than the hours in which they were hired to work, if it will put them into overtime. It also lets the supervisor know if the student is working in another department. To view this form, [click here](#).

Employee Acknowledgement form for Tutors

This form should accompany every Temporary Student Appointment form for tutors. Per FLSA policies, tutors are professional exempt employees, but for accurate record keeping, timesheets should be submitted. To view this form, [click here](#).

Position Job Identification Form

This form is required for all Exempt Student Appointment forms (Graduate Teaching/Research Associate, Graduate Teaching/Research Assistant, and Resident Assistant). Supervisors must check off all of the duties listed on the form that make the position exempt. To view this form, [click here](#).

Student Employee Classifications

500000-Student Assistant (124020): Enrolled, degree seeking undergraduate students, paid on an hourly basis, whose assigned duties encompass any variety of academic, clerical, manual, skilled/technical or other functions.

800000-Graduate Student Worker (124010): Enrolled, degree seeking graduate students, paid on an hourly basis, whose assigned duties encompass any variety of academic, clerical, manual, skilled/technical or other functions.

300000-Student Assistant (HOUSING) 124022: Enrolled, degree seeking undergraduate or graduate students, paid on bi-weekly basis (Salaried), whose assigned duties are within the department of Housing.

300000-Graduate Research Assistant (125010): Enrolled, degree seeking graduate students, paid on a bi-weekly basis, whose assigned duties are primarily research related in nature

300000-Graduate Teaching Assistant (125020): Enrolled, degree seeking graduate students, paid on a bi-weekly basis, whose assigned duties are primarily teaching in nature

300000-Graduate Research Associate (126010): Enrolled, degree-seeking graduate students, paid on a bi-weekly basis, who have completed a minimum of 30 graduate credit hours and perform research duties that are related to their academic program.

300000-Graduate Teaching Associate (126020): Enrolled, degree seeking graduate students, paid on a bi-weekly basis, who have completed a minimum of 30 graduate credits hours and perform teaching duties that are related to their academic program.

Non Exempt: This means that the position does not meet the criteria to be exempt from the FLSA. Employees in non-exempt positions are required to be paid, or receive compensatory time, equal to 1.5 times their regular rate of pay for all hours worked in excess of 40 hours in one work week. In addition, they are subject to minimum wage requirements and the department must keep a record of time worked. Non-Exempt student employees must submit timesheets on a bi-weekly basis.

Exempt: This means that the position meets the criteria to be exempt from the FLSA. Positions designated as “exempt” are not eligible for overtime pay. Exempt student employees do not need to submit timesheets.

Supervisor Timesheet Guidelines

Supervisors are to review and sign the student's timesheet. Review that each timesheet is signed by the student, verify that dates correspond to actual days worked, and ensure that all calculations are correct. The supervisor is to then submit the timesheet to the department timekeeper for entry. This is to be done no later than the Thursday before the pay period ends.

All new student employees will be provided with an acknowledgement form stating that they have completed the orientation session and all of the employment paperwork. The form will direct timekeepers to pay the student an extra 15 minutes for completing the orientation session. This form is to be maintained with the timesheet.

Failure to follow proper procedures by either supervisors or students may result in untimely payment to students.

Separation of Employment

Departments are required to send terminations in writing. Hourly student employees are terminated via e-mail instructions or by faxing the timesheet to the Student Employment Office. The timesheet termination box has to be completed and signed by the supervisor. Salaried (exempt) student employees are terminated through e-mail notifications alone.

Interview Tips for Supervisors

Job interviewing is an integral part of the employment process. It provides a valuable opportunity for the interviewer and the candidate to learn more about each other. Learning more about candidates will enable hiring managers to predict more accurately how each candidate might perform in the specific position to be filled.

Pre-Planning

Prior to the interview, outline job functions, duties, and the requirements for successful performance. This is essential for selecting the most suitably qualified candidate to fill your position.

When developing interview questions, you should only use questions and topics that are job-related. Questions should be based on

- the position's duties
- knowledge, skills, and abilities required for the position
- job responsibilities, expectations, and qualifications

During the Interview

You should approach each interview remembering that, although you are a prospective employer, you are also a "salesperson" for the job you want to fill. You will be interviewed by the candidate as you interview them. Behavior and attitude during the interview are a direct reflection on you and the University.

These elements should be incorporated into the interview process:

- Introduction-Introduce yourself to the candidate with a handshake and a smile.
- Review the Application- Go over the information documented on the application and ask the candidate to elaborate on their previous job responsibilities.
- Describe the Job- Provide the candidate with a brief description of the position and review its major responsibilities.
- Ask Questions- Use good questioning techniques and employ effective listening to accurately assess if the candidate may be suitable for the position.
- Closing- Explain what happens next in the interview process and thank the candidate for their time.

After the Interview

Assess each candidate objectively against the requirements of the job. After you have interviewed all the candidates, narrow the field to those you would consider hiring for the position. Before making a final decision, involve others in the hiring decision.

Sample Interview Questions

- Tell me about yourself.
- What are your greatest strengths/weaknesses?
- Why have you applied for this position?
- What do you know about the College of (Business, Education, Science, etc)?
- What skills or experiences do you have that would help you to be successful here in (Human Resources, Admissions, Undergraduate Affairs, etc)?
- Describe your experience working with (computer application, function, skill, etc).
- Describe a time when you were faced with a stressful situation.
- Tell me about a time when you had to go above and beyond in order to get a job done.
- Give me an example of when you showed initiative.
- Why do you want to work for us?