

# Student Employment Structure

## Decentralized Model



STUDENT EMPLOYMENT



PAYROLL



FINANCIAL AID



# Student Employment Structure

## Decentralized Model

- **Student Employment**

- Support to supervisors and students
  - Hiring and onboarding - posting positions, hiring students, tax paperwork and employment eligibility, training and orientation.
  - Employment management – student employment needs, performance management, job descriptions.
- Handshake system administrator for the University
- Student employment process creation and maintenance



- **Payroll**

- Timecard creation for the University
- Processes student employee timecards
- Sets timecard submission and approval deadlines

- **Financial Aid**

- Sets and adjusts work study awards
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# Student Employment Impact on Success

## Maslow's Hierarchy of Needs



- Having a job and getting paid is important to satisfying needs!
  - Tuition payments
  - Food, shelter, clothing
  - Family security
  - Sense of belonging/connection
  - Respect, self-esteem

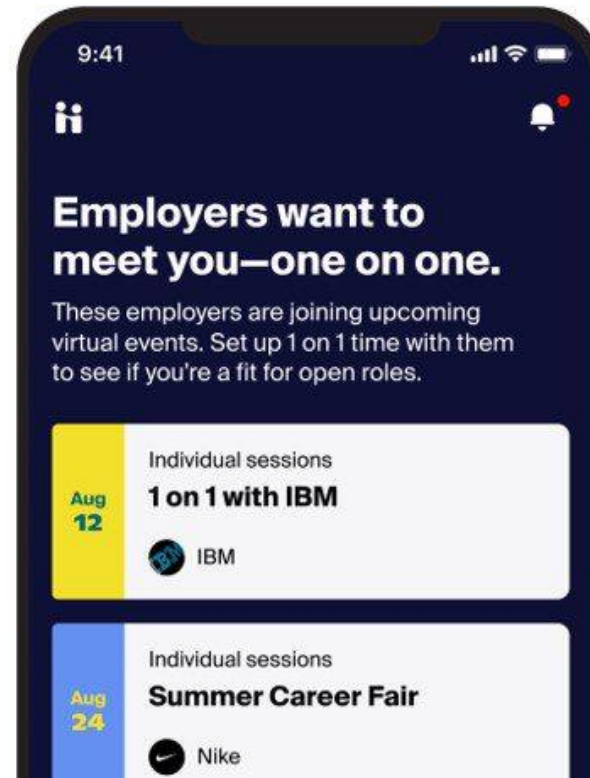
# Handshake

INTRO TO HANDSHAKE

## Handshake is the #1 way college students find jobs

Join today and get recruited by the top employers for full-time, part-time jobs, and internships

**Handshake**



# Handshake Workflow

- Department requests position posting
- Student Employment approves posting
- Students apply
- Departments review applicants and host their selection process (before and/or after posting expires)
  - Interviews
  - Shadowing
  - Knowledge or skills tests
  - Additional application/form completion

# Handshake Workflow

- Departments make their selections
- Departments change student application statuses
  - Pending (Default)
  - Reviewed (will automatically change when you've downloaded applications)
  - Declined
  - Hired
- "Hired" candidates are received by Student Employment
  - Students & Supervisors notified:
    - Tax Paperwork complete – OK to work and Payroll notified for time card creation.
    - Tax Paperwork NOT complete – Student asked to schedule a tax paperwork appointment.

# Student Employment Hiring Details

## Posting Positions

- **MINIMUM of 10 calendar days**
  - A standard posting minimum provides equity and access for students.
- **MAXIMUM of 60 calendar days\***
  - Students want to feel confident that the job is still available. Leaving positions open for a long time creates doubt/confusion about position availability and students will not apply.

## Hiring & Onboarding Students

- All students **MUST** apply in Handshake to be hired.
- Students are **NOT** permitted to work until tax paperwork is **COMPLETE** and student employment eligibility has been confirmed.

\*Any consideration for exceptions to this will need to be discussed with Student Employment

# Student Employment Termination Details

- Graduating students' positions will be terminated upon graduation.
- Withdrawing students' positions will be terminated on withdrawal date.
- Departments must communicate terminations and separations communicated on the Student Employment website.
- Departments terminating for disciplinary reasons MUST show evidence of having followed the disciplinary process outlined in the Student Employment policies. Consult with Student Employment prior to any disciplinary or performance termination action.



# Student Employment Hire Process

## \*EXAMPLE\*



**Position:** COMPASS  
Student Success  
Consultant



Position Posting  
Requested: February

Position active for 10 MIN  
calendar days & 60 MAX  
calendar days



Students "HIRED": by  
February 20



Student start date:  
March 1



Student tax paperwork  
**COMPLETE & received:**  
by March 1