



## Student Employment Handbook

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## Section 1: Introduction

The purpose of the Federal Work Study and Regular Campus Employment Program is to stimulate and promote part-time employment of undergraduate students who need earnings to pursue course of study at McPherson College. This employment, whenever possible, should complement and reinforce the educational program or career goals of the student.

The following is information on the rights and responsibilities of everyone involved in the Federal Work Study and Regular Campus Employment programs. This handbook was developed to assist students, faculty, and administrators in understanding not just the generalities of the programs, but the specific responsibilities involved. Please refer to this source of information when questions or difficulties arise.

If you have any further questions, the Federal Work Study Program is administered through the Office of Financial Aid in Mohler Hall. For on campus positions, placement is handled by Career Services located in Miller Library. Student pay is administered by Payroll, located in Mohler Hall.

## Section 2: Eligibility & Federal Work Study

All students are eligible to apply and work campus jobs. For students eligible for Federal Work Study, Federal Work Study eligibility is based on financial need which is determined through the processing of financial aid. If a student is eligible, it will be included in his/her financial aid award notice. When a student returns the signed official aid award notice to the Financial Aid Office, they are asked to specify whether they accept the FWS/Regular employment award or not. This is done on Bulldog Connect by accepting the award.

Any Federal Work Study student whose financial aid application has been selected for verification by the U.S. Department of Education, State of Kansas or by McPherson College will not be allowed to work and will not be cleared until all documentation is complete and cleared with the Financial Assistance Office.

## Section 3: Job Description

To comply with federal regulations, campus departments requiring student help during the year must submit to Career Services a Job Description for each new position available. This will describe in detail the job qualifications, the location, the length of employment, and the pay rate. In addition, to comply with the American with Disabilities Act Amendments Act (ADAAA) 2013, job descriptions must include the percentage of time spent doing specific tasks i.e., walking, standing, sitting, lifting, etc. This will be a helpful tool for McPherson to use in referring students to suitable positions. The job description has several purposes.

- It will provide the information needed to explain the position to students and will help them select the type of employment closest to their educational or career objectives.
- It will help the Career Services Office, the student, and the supervisor determine the number of hours of work required at the specified wage rate to meet the student's financial need.

- It provides a written record for both the student and employer (department) of the specific duties and responsibilities of the position.

## Section 4: Job Search & Placement

Career Services is responsible for assisting students with placement. All campus positions are posted in the online platform, Handshake.



Students may sign up for an account on Handshake at <https://mcphersoncollege.joinhandshake.com>, or download the Handshake app to confirm their account using their McPherson College **Bulldog email**.

If you have questions about on-campus employment, contact Amy Beckman, located on the main floor of Miller Library, or email her at [beckmana@mcpherson.edu](mailto:beckmana@mcpherson.edu). You will apply to on-campus jobs in Handshake. Learn how to access Handshake by clicking on the links below.

[Getting Started with Handshake](#)

[Search for On-Campus Jobs in Handshake](#)

**Career Services will refer students to the hiring supervisor in order of priority. The order is as follows:** Supervisors are asked to give priority to applicants who are Federal Work-Study eligible or Debt Project participants. If the position requires specialized skills and there are no work-study eligible or debt project applicants with these skills, the employer may hire the best candidate for the position.

## Section 5: Student Approval, Selection & Contracts

To see full details about the Student Employee Approval and Selection Process see full details per policy: [Student Employment Approval Process](#)

- I. Department Head will report candidate selections to Director of Career Services so candidate selections, declines and withdrawals can be noted in Handshake per the Applicants icon.
- II. Department Head will then issue a contract (pre-approved by Director of Career Services) to the student and advise them to go to the Business Office with all required paperwork.
  - a. **No student will be allowed to work UNTIL ALL required paperwork is submitted to the Business Office. This includes Student Employee Contract, I-9 with required documentation, K4 and W4.**
  - b. **New student employee process**
    - i. Department Head fills out contract, reviews job duties and the contract with the student and then has the student sign the contract.
    - ii. Remind student about required paperwork they must complete before beginning work. They will need to have required documentation for the I-9 when they go to the business office. See [I-9 List of Acceptable Documents](#).

- iii. Please encourage the student to visit the business office once with their required documentation to help minimize traffic.
  - iv. Contracts will be reviewed for thorough completion by the business office.
  - v. Business office will notify Department Head of confirmation to start.
- c. **Returning student employee process**
- i. Department Head fills out contract, reviews job duties and the contract with the student and then has the student sign the contract.
  - ii. Returning student employees do not need to provide the business office with the required I-9 documentation since it has been collected before.
  - iii. The student does need to take the signed contract to the Business Office.
  - iv. Contracts will be reviewed for thorough completion by the business office. If anything further is needed of the student, the business office will contact the student.
  - v. Business office will notify Department Head of confirmation to start.

## Section 6: Payroll Procedures

### Section 6.1: Work hours

The workweek is Wednesday thru Tuesday.

**\*ALL STUDENTS:** All students must work less than 20 hours per week from ALL campus jobs while school is in session. Campus student jobs are not eligible for employee benefits. During breaks, up to 40 hours of work from all campus jobs is allowed.

- **Students must enter time daily and monitor hours worked per week so that the total of all campus jobs totals less than 20 hours per week during school or less than 40 hours per week during breaks.**
- **No Overtime is allowed.**
- **Supervisors are strongly encouraged to monitor work hours weekly.**

**\*INTERNATIONAL STUDENTS:** Per the US Department of Homeland Security Immigration and Customs Enforcement, International Students may work less than 20 hours per week from all campus jobs while school is in session. During breaks (Fall break, Thanksgiving, winter break not including interterm, or Spring break), up to 40 hours of work from all campus jobs is allowed. To learn more about this regulatory requirement,

<https://www.ice.gov/sevis/employment>.

- **VIOLATION of work hours could result in loss of F1 VISA status and potential deportation.**

Before a student employee may work more than 20 hours in a work week, the student employee must have the approval of their supervisor and Human Resources.

## Section 6.2: Daily Time Entry



1.

**Log in to J1:** <https://mphj1.jenzabarcloud.com/J1Web/Home/Index>

Login using the credentials you use to login to your college email account. Username is the letter combo before the “@” sign. Password is the same as Office 365 password.



2.

**J1 Instructions for Employee Time Entry: Review pages 1-4**

<https://www.mcpherson.edu/wp-content/uploads/2024/12/J1-Employee-Hub-instructions-with-Timecard-entry-12.21.2024.docx>

3. You must Clock In when you start your scheduled work shift and Clock Out at the end of your scheduled work shift.
  - a. Click Clock In button at start of shift.
  - b. Click Clock Out button at end of shift.
  - c. Click Save button.
  - d. If you forget to Clock In or Clock out or punch an inaccurate time, you must report the correct Clock In or Clock out time and date to your supervisor promptly so they can enter the time for you. You are not able to enter time worked in the past.
4. At the end of every month, remember to finalize hours for the month by clicking “Finalize timecard”. This submits your time worked to your supervisor for their review and approval.
  - a. Do this by the end of your last work shift on the last day of the month, but no later than the 2<sup>nd</sup> day of the following month.
5. If entering time at the beginning or end of a month, two pay periods (months) may be open at the same time. Choose the correct pay period (month) you are entering time for.
  - a. Finalized timecards are due to Payroll within 2 business days after the end of the month.

## Section 6.3: Getting Paid

Payment is generated from time finalized on time cards. Students are not paid for meal breaks or holidays. For instance, if a student worked from 9am to 4pm and took an hour for lunch, the total hours the student worked must total 6. If students are scheduled over a meal period, they must clock out when they go on break and clock back in upon returning to work.

The pay period is the 1<sup>st</sup> day of the month through the last day of the month. Approved/Finalized time cards are due to Payroll within 2 business days after the end of the pay period (e.g. 2<sup>nd</sup> day of the month following the month worked). Pay Day is on or around the 15<sup>th</sup> of the month following the month the student employee worked. If the 15<sup>th</sup> falls on a weekend or federal reserve holiday, students will be paid the business day prior. If time sheets are not received by the Payroll and Accounting Clerk within 2 days of the end of the pay period, the student will not be paid until the following pay period.

Students may be paid via direct deposit or paper check. However, students are strongly encouraged to receive pay via direct deposit as funds apply to their bank account of choice sooner than processing a paper check.

If a student works at more than one job on campus, the student will receive only one payment for all jobs. If a student did not receive pay or there is a discrepancy in the amount received, the student or the supervisor should contact the Payroll Office.

Paper paychecks may be picked up from the Business Office. You will receive an email when your paycheck is available for pickup.

#### Section 6.4: Hourly Pay Rates

Hourly pay rates are determined by the college's Business Office and Career Services and will not be lower than the federal minimum wage.

### Section 7: Evaluations

No formal evaluation schedule is required for student employees. However, the supervisor can perform an evaluation of the student as deemed necessary or if desired.

Evaluations are a means of rating the progress of a student where students are judged on quality and quantity of work in addition to reliability, punctuality, and attendance. The evaluation should be discussed with the student and should include comments, praises, or criticisms in a constructive manner that will encourage further development. The supervisor may note if the student wishes to rehire the student for the following year. If completed, evaluations are to be submitted to Career Services to be kept on file. They are often referred to when off campus job opportunities arise, and they are a source of reference for the potential employer.

### Section 8: Attendance and Absences

#### Section 8.1: Attendance

Per McPherson College policy, attendance is considered an essential function for all employees unless an exception to the attendance policy is specifically noted on the employee's job description or the supervisor has otherwise approved an alternate attendance schedule. The Career Office should be notified of any exceptions or alternative attendance schedules.

The regular work week is Wednesday through Tuesday, 8:00 am to 5:00 pm, except for weekends, with lunch from 12:00 pm to 1:00 pm. Offices and individual staff schedules may

vary according to the requirements of the work assignment. Approved alternative work schedules may also be utilized in departments.

### Section 8.2: Absences

Students should notify their supervisor immediately if a student cannot maintain the scheduled hours. If a student knows in advance that the student cannot work, the student should notify the supervisor at least 24 hours in advance. If a student is ill, the student should call their supervisor as early in the working day as possible. If circumstances arise that require a period off, a student should arrange it in advance, preferably more than 24 hours in advance.

PLEASE NOTE: Permission to be absent from work is a request and must be approved by the supervisor. Repeated absence or tardiness can be cause for termination.

## Section 9: Termination of Employment

If a department is considering termination of a student because of unsatisfactory job performance, there are procedures that should be followed. **Supervisors must contact Human Resources before terminating a student employee.**

Any student who is having trouble with a supervisor should first discuss the issue with the supervisor. If the student feels the problems are continuing, the student can contact Career Services for guidance.

Any student who believes they have been discriminated against while employed has the right to register their concern with the Dean of Students.

## Section 10: Resignation

If a student wishes to resign from his/her position, **the student must give their supervisor two weeks notice and notify Career Services**. The prompt notification will enable the department to request and locate a replacement.

## Section 11: Community Service-Reading Tutors

The Community Service Program provides services to students that are designed to improve the quality of life for community residents or to solve problems related to those residents' needs. These services range from health care, childcare, literacy training, education (tutoring), and recreation. In addition, Community Service includes students that have disabilities and are enrolled at our local schools. America Reads Challenge (Reading Tutors Program) provides opportunities for FWS students to tutor pre-school age children and children in elementary schools. The FWS students must undergo a brief training period prior to their assignment. Students interested in working in these positions should contact the Career Services office.

## Section 12: Policies and Procedures

[Attendance and Absences](#)

[Non-Discrimination/Equal Employment Opportunity](#)



[Sexual Harassment and Title IX Grievance Procedures](#)

[Discrimination, Harassment, and Retaliation and Complaint Procedure](#)

[Americans with Disabilities \(ADA\) Reasonable Accommodation](#)

[Drug Free Workplace](#)

[Confidentiality](#)

[Employment At Will](#)

[Workplace Breastfeeding](#)

[Admission or Employment of Sexual Offenders](#)

## Section 13: International Students

[International Students: On & Off Campus Info on Bulldog](#)

*\*\*You will need to login to Bulldog Connect to access this page.*