

*Online Student Employment  
Authorization Form:  
A User's Guide for Students*



St. Olaf Student Employment Program

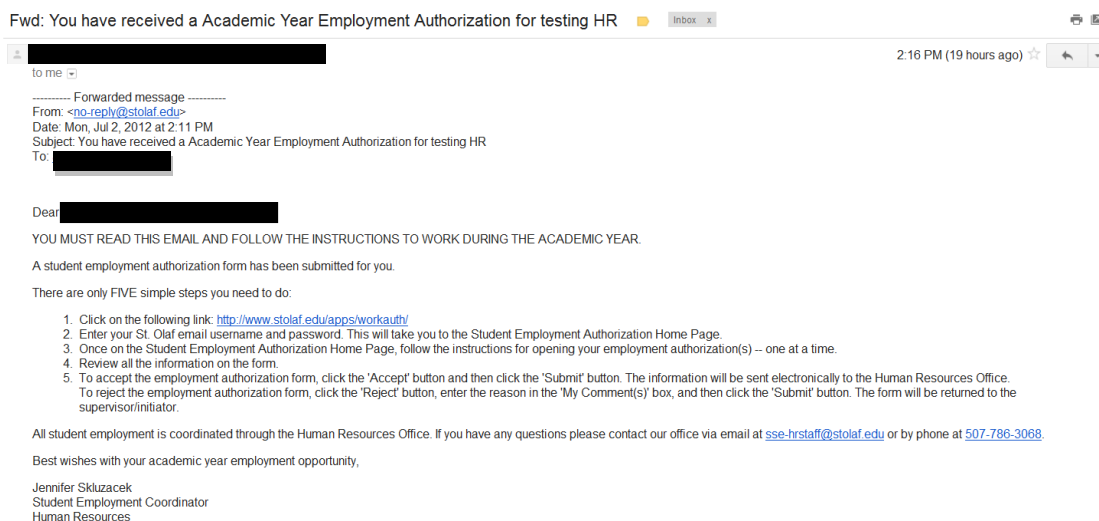
The main section of this *Online Student Employment Authorization Form: A User's Guide for Students* was put together to follow the sequence of steps that students will take in order to accept or decline an online student employment authorization form. **Please note that all student employment authorization forms can only be initiated by a supervisor; students are not able to initiate a student employment authorization form.**

The employment authorization as well as the federal I-9 and W-4 forms (most returning students will have completed these) are the essential forms that need to be completed in order for a student to get on the student employment payroll. Once on the payroll for a particular position the student will remain active and will be paid for any hours submitted through the Time Entry System (TES) for that position until the end date specified on the employment authorization form (with the default end date being the last day of the academic year).

***IMPORTANT NOTE – A separate employment authorization form must be completed for each job a student is hired for and a new form must be completed each year for students returning to the same job.***

## SEQUENCE OF STEPS FOR ACCEPTING OR REJECTING THE ONLINE STUDENT EMPLOYMENT AUTHORIZATION FORM

***Step 1 – Student Receives an Email Notification that an Employment Authorization Form Has Been Created and Submitted for Them by a Supervisor.*** After a supervisor has completed an online student employment authorization form and submitted it, the student will receive an email notification. The sender of the email will be listed as “no-reply” and the subject line will read as follows: “You have received an Academic Year Employment Authorization for [Job Title].” This email will provide step-by-step instructions for what you need to do to review and accept/reject your employment authorization form.



**Step 2 – The Student Clicks the Link in the Email, Goes to the Student Employment Authorization Home Page, and Logs In.** The student logs in using their St. Olaf username and password.

**Step 3 – The Student Accesses the Employment Authorization Form from the “Student’s Home Page”.** The Student’s Home Page shows all the employment authorization forms that have been created for the student and are waiting for a response. The student clicks on the “ID” number to the left of the supervisor’s name.

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**Welcome to Academic Year Employment Authorization for Students**

Please review the employment authorization form(s) by the deadline shown below or it will be automatically rejected and returned to the supervisor/initiator.

**Choose one of the forms below by clicking on the ID**

**Current Employment Authorizations**

Click a column heading to sort or Type to filter results

ID	Supervisor	Job Title	Deadline	Status
155	Erin E Bang	ASC Deskworker	04-27-2012	Expired
262	Erin E Bang	ASC Deskworker	05-07-2012	Accepted
755	Jennifer D Skluzacek	testing HR	07-09-2012	Awaiting Response

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Contact us at webmaster@stolaf.edu or 507-786-2222.

**Step 4 – The Student Reviews the Employment Authorization Form and Either Accepts or Declines It.** Once the form is opened the student can then review the job information as well as the Confidentiality Agreement. At the bottom of the form they must click either “Accept” or “Reject” before submitting the form. Since all students must log into the Employment Authorization system using their username and password, all submitted employment authorizations are considered “signed” electronically.

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**Employment Authorization Form Review**

Date Submitted: Monday, July 02, 2012

**IMPORTANT:** Please review all the details and select if the information is correct or not. If the information is incorrect, the form will be sent back to the supervisor/initiator for editing. If correct, you will be allowed to review the Federal guidelines and choose to accept or reject them.

**Employment Authorization Information**

<b>Name:</b>	<b>Job Title:</b>	<b>Department:</b>	<b>Initiator:</b>
	testing HR	Human Resources	Jennifer Skluzacek
<b>Hourly Rate or Summer Rate/wk:</b>	<b>Start/End Date:</b>	<b>Supervisor:</b>	
7.40	09/06/2012 - 05/22/2013	Jennifer D Skluzacek	

**Status: Awaiting Response until July 9, 2012**

Federal regulations require that each student must complete an I-9 Form and a W-4 Form prior to the first day of employment at St. Olaf. If the student has worked at St. Olaf and has completed these forms in the past, they are usually not required again. Supervisors and student employees must also complete an employment authorization form for each job and submit it to the Human Resources Office prior to the first day of employment.

- Your work award amount represents the maximum amount you are authorized to earn during the academic year. You are responsible for scheduling the correct number of hours to work in order to meet, but not exceed, your work award limit. You can refer to the table in the online Student Employment Handbook for assistance. Also, listed in the Student Employment Handbook are the Student employment policies. Failure to follow student employment policies may result in dismissal from your job.
- Hours worked will be logged using the Time Entry System (TES). Once you have logged into TES, you may select the "Help" heading on the left for more information.

Federal regulations require that all students have a timesheet that documents the dates, hours, and total hours worked. This is done using the Time Entry System (TES).

- Hours worked must be recorded with time "in" and "out" indicated throughout each day.
- Time records must be entered by the student and approved by their supervisor.

- Pay dates are listed on the left side of TES under the heading of "schedules". Late submissions will be processed with the following pay period. No payment of student employment earnings will be made in advance of the published pay schedule.
- This assignment and agreement covers all examination periods, including final exams.
- If you must be absent from work you should: a) notify your supervisor as far in advance as possible, and b) arrange a substitute for your shift, if required by your supervisor.
- Students who choose to terminate their employment should give two weeks notice to their supervisors. The college assumes no obligation to reassign students who have chosen to terminate their employment.
- Your work performance may be evaluated by your supervisor and can become a part of your permanent student work file.

7. The hourly rate for first-year students and sophomores is \$7.40 and for juniors and seniors is \$7.65.

8. **Confidentiality Agreement:** As an employee of St. Olaf College, I understand that I may have access to St. Olaf's Confidential Information. I agree as a condition of my employment not to disclose Confidential Information to students or to anyone who is not affiliated with St. Olaf College unless directed to do so by my supervisor. I further agree that I may share Confidential Information with other St. Olaf employees only if they need to know the information to do their jobs, and I have been directed by my supervisor to share the Confidential Information. I understand that "Confidential Information" includes all information St. Olaf desires to keep confidential, including for example, office conversations, information relating to finances, personnel, management, students, donors, and development plans. I understand that a breach of this Agreement will subject me to disciplinary action, up to and including dismissal from employment. In addition to understanding the need for overall confidentiality as an employee, each employee should be aware of FERPA - Family Educational Rights and Privacy Act. This federal law provides for the privacy of the education records of students while they are enrolled at St. Olaf and after they graduate or leave St. Olaf. Please familiarize yourself with the law by visiting the Registrar's office website on FERPA: <http://www.stolaf.edu/offices/registrar/ferpa.html>

If you have any questions, please contact Human Resources via email at [studentemployment@stolaf.edu](mailto:studentemployment@stolaf.edu) or by phone at: 507-786-3066.

Thank you!

I have read this agreement and the [Student Employment Handbook](#), and I accept the student employment under the terms stated.

of 2

7/2/2012 2:18 PM

Student Employment Authorizations

<http://www.stolaf.edu/apps/workauth/index.cfm?fuseaction=auth.view&au>

Accept:  Reject:

Reason(s) Rejected:

As an employee of St. Olaf, you are entitled to participate in the St. Olaf Salary Reduction Savings Plan. In other words, you are entitled to elect to have a portion of your pay deducted from your paycheck and credited to a retirement account under the plan to help you to save for your retirement. You are not obligated to make contributions to the Salary Reduction Savings Plan, but if you would like to make such contributions, please contact the Human Resources Office at extension 3066 to receive an enrollment form and additional information regarding the plan terms. Finally, you should be aware that student employees who perform services that are exempt from FICA under Code Section 3121 are not eligible to participate in the plan. Accordingly, you will not be eligible to participate in the plan during periods in which you perform such services.

Submit | Reset

If the student decides not to accept the job then they click the “Reject” button; however, they will not be allowed to submit the form until they have written a comment in the “Reason(s) Rejected” section.

After the student submits the form, the next window that appears informs them where the form has been sent, depending on whether they accepted or rejected the form. All accepted forms go directly to the Human Resources office with a copy emailed to the supervisor. All rejected forms are returned directly to the supervisor. If the supervisor modifies the form and submits it, the process will start over with the student receiving an email notification.

Student Employment Authorizations <http://www.stolaf.edu/apps/workauth/index.cfm?fuseaction=auth.reply>

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**Thank you for reviewing your summer employment authorization form.**

If you clicked the "Accept" button before submitting, then your employment authorization form is now complete. This completed employment authorization form has been sent to the Human Resources Office and a copy has been emailed to your supervisor.

If you clicked the "Reject" button and provided the reason for rejecting the employment authorization form, it has been returned to the supervisor/initiator. You and your supervisor (or the initiator) should be in contact regarding your reason for the rejection as soon as possible.

**VERY IMPORTANT: You may not begin work until you have completed the federal I-9 and W-4 forms. The Human Resources Office will contact you if your employment forms require updating or are incomplete.**

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