
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.

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.
Employment Authorization Form Review

Date Submitted: Monday, July 2, 2012

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

Employment Authorization Information

<table>
<thead>
<tr>
<th>Name:</th>
<th>Job Title:</th>
<th>Department:</th>
<th>Initiation:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Reading HRT</td>
<td>Human Resources</td>
<td>Jennifer Bollmann</td>
</tr>
</tbody>
</table>

Weekly Rate (or Hourly Rate/hourly): Start/End Date: Supervision:
7.44 09/06/2012 - 09/20/2013 Jennifer Bollmann

Federal regulations require that each student must complete an S-4 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 Resource Office prior to the first day of employment.

1. Your work award amount represents the maximum amount you are authorized to earn during the academic year. You are responsible for providing the income source for the income I-listed on your income tax return. You can refer to the table in the online Student Employment Handbook. 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.

2. 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 approved by the student and approved by their supervisor.

Pay dates are listed on the left side of TES under the heading of "Paychecks." Late submission will be processed with the following pay period. Non-payment of student employment earnings will be made in advance of the actual pay schedule.

3. The assignment and agreement covers all examination periods, including final exams.

4. If you are absent from work you should a) notify your supervisor as soon as possible and b) arrange a substitute for your shift, if required by your supervisor.

5. Students who choose to terminate their employment should give two weeks notice to their supervisors. The college assumes no obligation to replace students who choose to terminate their employment.

6. 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 the current academic year is $7.44 and for summer is $7.55.

Confidentiality Agreement: As an employee of St. Olaf College, I understand that I have access to St. Olaf's Confidential Information. I agree as a condition of my employment not to disclose confidential information to students or anyone who is not authorized to receive it. If I do not agree, I may be terminated or disciplined, and I may be subject to civil or criminal penalties. I understand that I may be required to sign this agreement in order to continue my employment at St. Olaf College.

The Federal law provides the United States copyright statute. 17 U.S.C. 104, 106, 106A, 107, 108, 117, 122 and 123. Section 117 of this statute provides that you may authorize or perform the following activities:

http://www.sos.wisconsin.gov/copyright/fc.htm

If you have any questions, please contact Human Resources at 507-222-4500 or by email at humanresources@stolaf.edu.

Thank you.

I have read the agreement and the Student Employment Handbook and accept student employment (fill in the same state).

I understand the Employment Authorizations are
http://www.sos.wisconsin.gov/workforce/index.cfm/sah撄ffaction/view.cfm?data=1

Accept:  Reject:  

Employee(s) requesting:

As an employee of St. Olaf, you are required to participate in the St. Olaf Salary Reduction Savings Plan. If you elect to participate, your earnings will be reduced by the amount you elect to contribute. If you elect not to participate, your earnings will not be reduced.

If you would like to make such contributions, please consult the Human Resources Office and complete the appropriate paperwork. If you are not sure whether you participate in the plan, please review the plan documents or contact Human Resources.

I have elected to participate in the plan during this period, and I am willing to participate in the plan.

Date: 2012-07-03

St. Olaf College, Human Resources REQUEST

Date of Approval: 2012-07-03

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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.