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

St. Olaf Student Employment Program

INTRODUCTION

The main section of this *Online Student Employment Authorization Form: A User's Guide for Supervisors* was put together to follow the sequence of steps that the supervisors and students will take in order to complete and submit an online student employment authorization form.

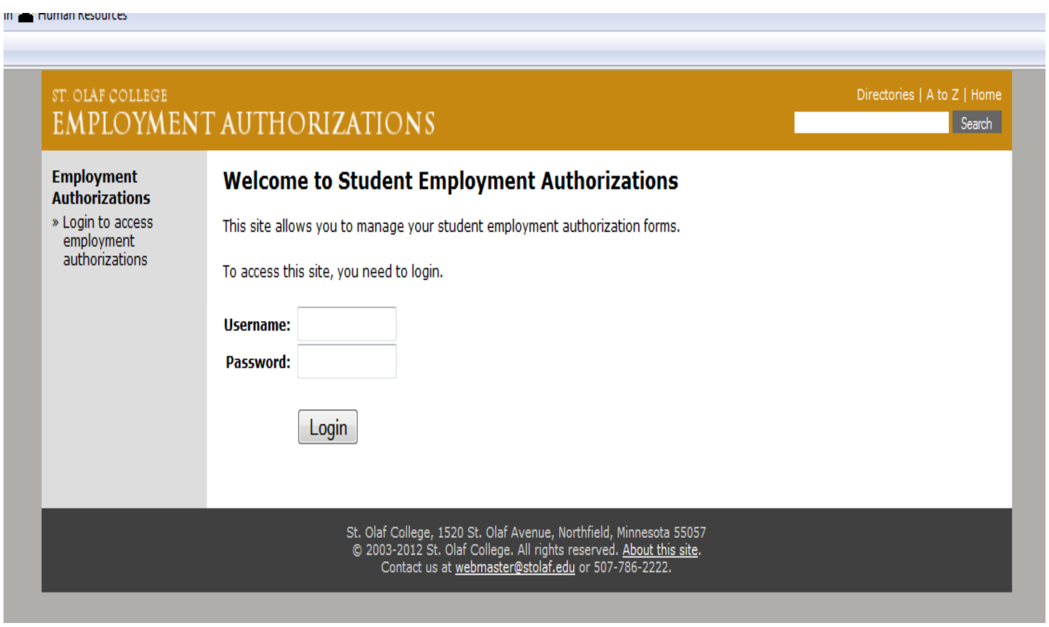
The employment authorization as well as the federal I-9 and W-4 forms are the essential forms that need to be completed in order for a student to get on the student employment payroll. Once on the payroll for a particular position the student will remain active and will be paid for any hours submitted 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 #1 – 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.

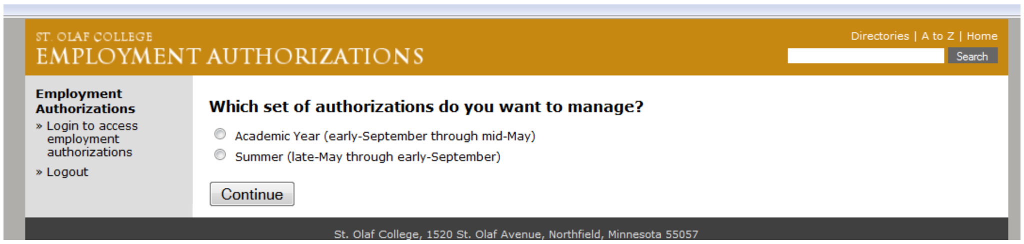
IMPORTANT NOTE #2 – For students who are working at St. Olaf for the first time, the employment authorization is only one of THREE required forms that the human resources office must receive before the student is actually on the payroll.

SEQUENCE OF STEPS FOR COMPLETING AND SUBMITTING THE ONLINE STUDENT EMPLOYMENT AUTHORIZATION FORM

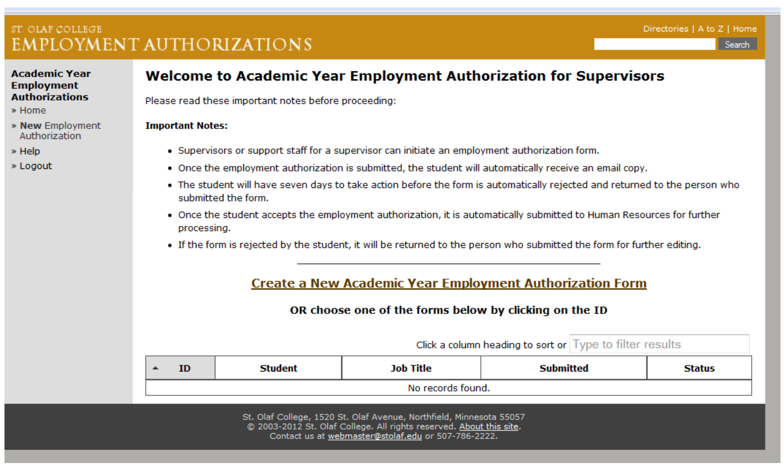
Step 1 – The Supervisor Goes to the St. Olaf Employment Authorizations Page and Logs In. The Online Student Employment Authorization Form is accessed through the St. Olaf Employment Authorizations webpage (URL: http://www.stolaf.edu/apps/workauth/index.cfm?fuseaction=login.login). Supervisors log in using their St. Olaf username and password (the same ones used for email). Only a supervisor can initiate an online employment authorization form (with a few possible exceptions for student supervisors). All faculty and staff email logins and passwords will be enabled to use this system.



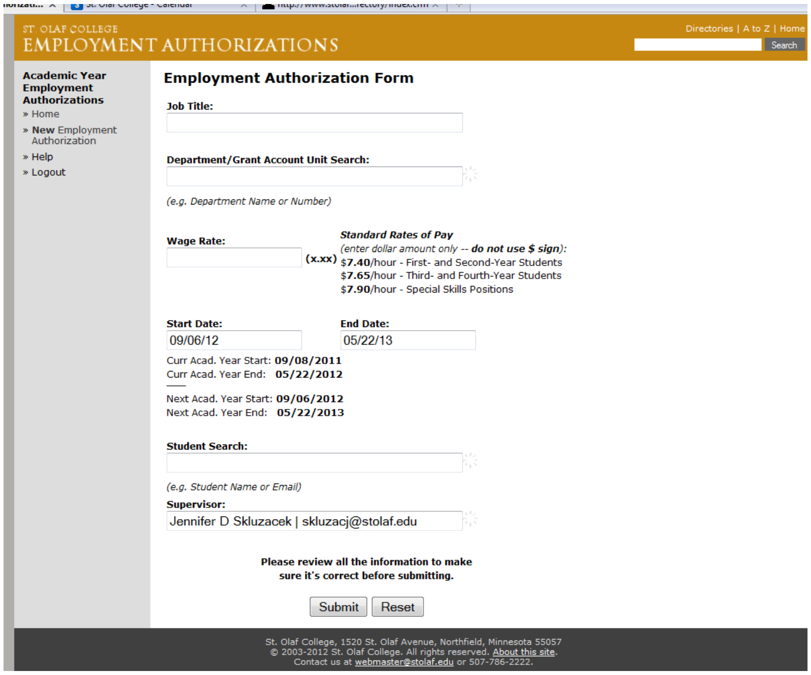
Once the supervisor has logged in, they will be prompted to choose a set of authorizations to manage, either academic year or summer.



From this page the supervisor can initiate a new employment authorization form by clicking on the "Create a New Academic Year Employment Authorization Form" link in the center of the page. Also, the supervisor is able to view the status of each employment authorization form he or she has initiated. This information is at the bottom of the screen.



Step 2 – The Supervisor Completes the Employment Authorization Form. There are seven fields of information to be completed on the employment authorization form.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EMPLOYMENT AUTHORIZATIONS

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Search

Academic Year Employment Authorizations

» Home

» **New** Employment Authorization

» Help

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Employment Authorization Form

Job Title:

Department/Grant Account Unit Search:

(e.g. Department Name or Number)

Wage Rate: **(x.xx)**

Standard Rates of Pay

*(enter dollar amount only -- **do not use $ sign**):*

$7.40/hour - First- and Second-Year Students

$7.65/hour - Third- and Fourth-Year Students

$7.90/hour - Special Skills Positions

Start Date: 09/06/12 **End Date:** 05/22/13

Curr Acad. Year Start: **09/08/2011**

Curr Acad. Year End: **05/22/2012**

Next Acad. Year Start: **09/06/2012**

Next Acad. Year End: **05/22/2013**

Student Search:

(e.g. Student Name or Email)

Supervisor:

Jennifer D Skluzacek | skluzacj@stolaf.edu

Please review all the information to make sure it's correct before submitting.

Submit Reset

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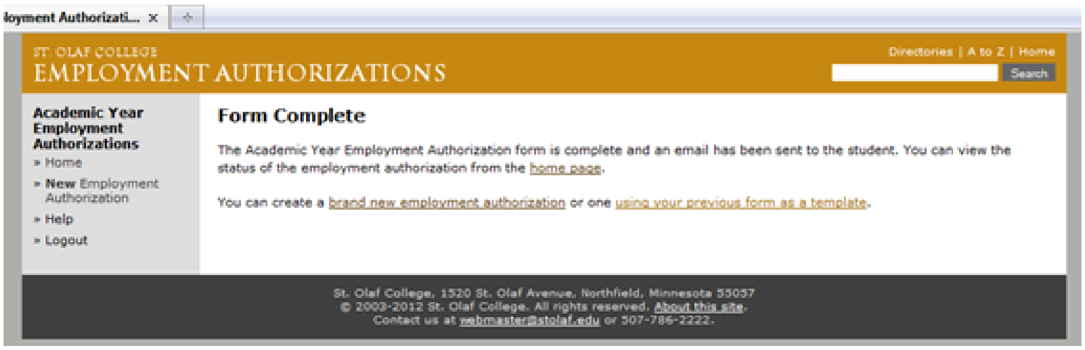
Contact us at webmaster@stolaf.edu or 507-786-2222.

- "Job Title" Field – Type the job title in this field. The contents of this field will appear in the subject line of the confirmation emails that are sent to you (as well as the student) regarding this employment authorization form.
- "Department/Grant Account Unit Search" Field – This field contains both the department unit and department name and is a pop-down list. The list will appear when you start typing the first few numbers of your department unit (you do not have to include the Company 10-) or the first few letters of your department name. The more numbers or letters you type the smaller the list of choices gets in narrowing it down to your department, much like when you're typing an email address in the Google email program. NOTE: Please do not type too fast. You must select the department from the pop-down list. If you type all the characters into the field rather than select it from the pop-down list it won't work.
- "Wage Rate" Field – Type in the correct hourly rate following the pattern indicated in the parenthesis to the right of the field – 7.45, 7.65, etc. (no dollar signs).
- "Start Date" and "End Date" Fields – These fields will already be populated with the first and last days of the academic year (9/06/12 and 5/22/13 for the 12-13 academic year). Please change these dates if the student is only working for part of the academic year. You can change the dates by clicking on the field. A calendar pop-down will appear that will allow you to select the month and day you wish to enter. No typing is necessary.
- "Student Search" Field – This field contains the student's name and email address (for security reasons the ID is not visible but is added to the record before it's uploaded into the student employment database). This is also a pop-down list. As you begin typing the student's name, the list appears. The more letters you type the smaller the list of choices gets in narrowing it down to your student. We recommend that you use the student's email address as much as possible in filling in this field in order to minimize errors.

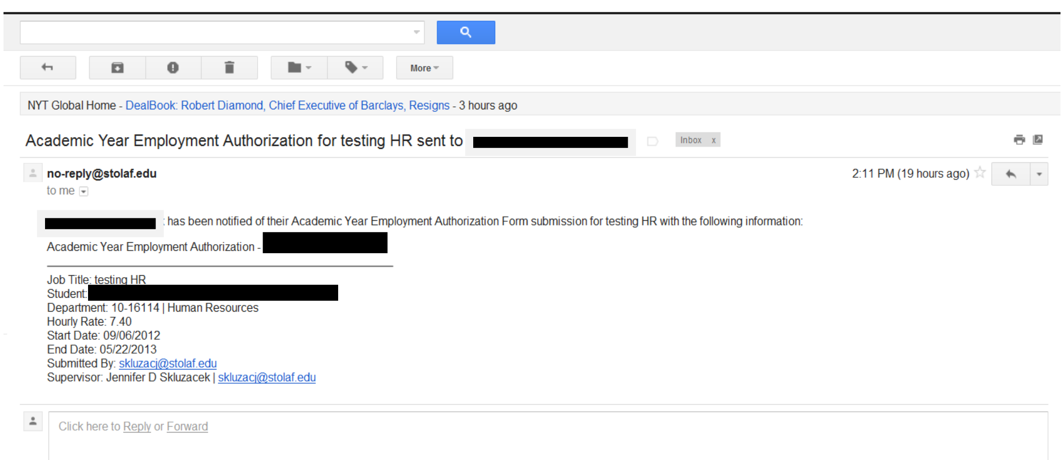
- "Supervisor" Field – The name of the person completing the online form will appear in this field. If you are completing this form for another faculty or staff member who will be the actual supervisor for the student then search for that faculty or staff person's name from the pop-down list to enter it in this field. If you will supervise the student and sign their time sheets then leave this field with your name and email address.

Once all the fields are complete, click the "Submit" button. You will see the following screen:

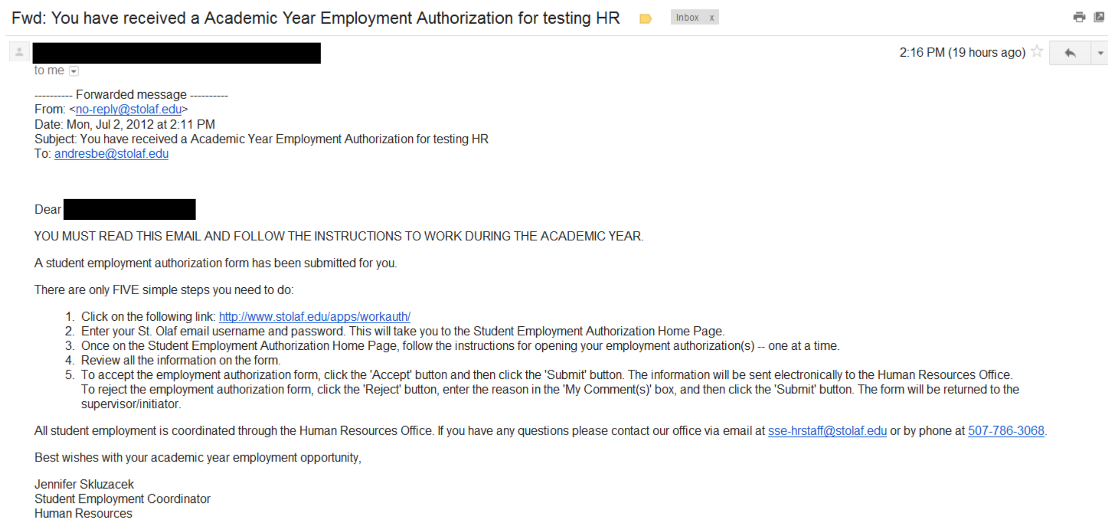


This will give you the option to create a brand new authorization, or create one using the previous form as a template.

Step 3 – The Supervisor Receives Email Confirmation of the Submitted Employment Authorization. After completing and submitting an employment authorization form the supervisor will receive an email with the sender listed as "no-reply." The subject line will read "Academic Year Employment Authorization for [Job Title/Description] sent to [Student Name]." This email will contain all the information that was just entered on the employment authorization form.



Step 4 – The Student Receives an Email Notification that an Employment Authorization Form Has Been Created and Submitted for Them. Every employment authorization created by a supervisor will generate the following email to the student that provides step-by-step instructions for what they have to do.



Fwd: You have received a Academic Year Employment Authorization for testing HR Inbox x

[redacted]

to me

2:16 PM (19 hours ago)

---------- Forwarded message ----------
From: <no-reply@stolaf.edu>
Date: Mon, Jul 2, 2012 at 2:11 PM
Subject: You have received a Academic Year Employment Authorization for testing HR
To: andresbe@stolaf.edu

Dear [redacted]

YOU MUST READ THIS EMAIL AND FOLLOW THE INSTRUCTIONS TO WORK DURING THE ACADEMIC YEAR.

A student employment authorization form has been submitted for you.

There are only FIVE simple steps you need to do:

1. Click on the following link: http://www.stolaf.edu/apps/workauth/
2. Enter your St. Olaf email username and password. This will take you to the Student Employment Authorization Home Page.
3. Once on the Student Employment Authorization Home Page, follow the instructions for opening your employment authorization(s) -- one at a time.
4. Review all the information on the form.
5. To accept the employment authorization form, click the 'Accept' button and then click the 'Submit' button. The information will be sent electronically to the Human Resources Office. To reject the employment authorization form, click the 'Reject' button, enter the reason in the 'My Comment(s)' box, and then click the 'Submit' button. The form will be returned to the supervisor/initiator.

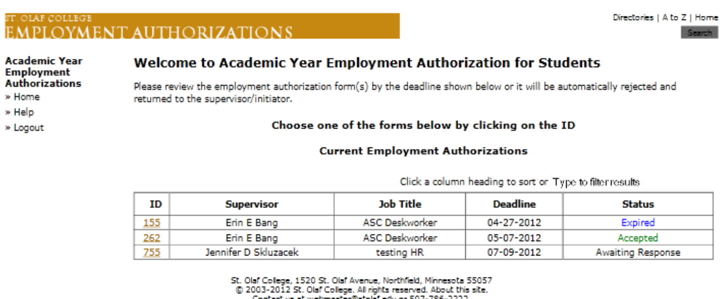
All student employment is coordinated through the Human Resources Office. If you have any questions please contact our office via email at sse-hrstaff@stolaf.edu or by phone at 507-786-3068.

Best wishes with your academic year employment opportunity,

Jennifer Skluzacek
Student Employment Coordinator
Human Resources

Step 5 – 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 6 – The Student Accesses the Employment Authorization Form from the "Student's Home Page". The Student's Home Page shows all the authorization forms that have been created for the student and are waiting for a response. The student clicks on the "ID" number of the authorization they wish to open.



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EMPLOYMENT AUTHORIZATIONS

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Academic Year Employment Authorizations
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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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Step 7 – The Student Reviews the Employment Authorization Form and Either Accepts or Declines It. Once the form is opened the student can review the job information and 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 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

Name:	Job Title:	Department:	Initiator:
[redacted]	testing HR	Human Resources	Jennifer Skluzacek
Hourly Rate or Summer Rate/wk:		**Start/End Date:**	**Supervisor:**
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.

1. 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.
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 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.
3. This assignment and agreement covers all examination periods, including final exams.
4. 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.
5. 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.
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 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 or by phone at:507-786-3068.

Thank you!

I have read this agreement and the Student Employment Handbook, and I accept the student employment under the terms stated.

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 3068 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.

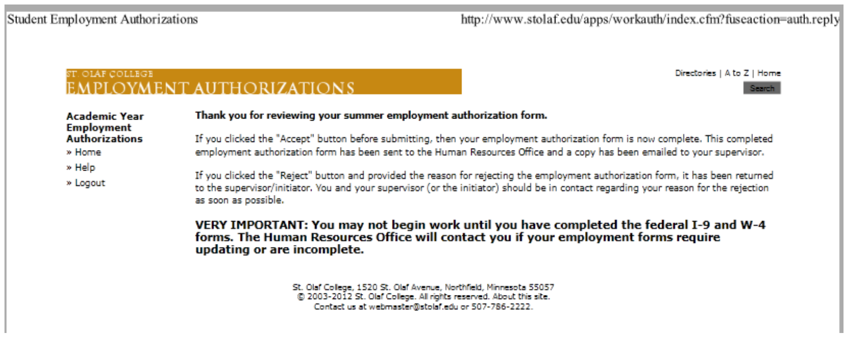
Submit Reset

If the student decides to reject the positions, they will be required to list a reason.

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's St. Olaf email address. All rejected forms are returned directly to the supervisor and can be accessed through the Supervisor's Home Page on the Workflow Application. ***Supervisors are not able to access a copy of the accepted forms through the Supervisor's Home Page on the Workflow Application.*** There isn't enough storage room on the server for this. Supervisors will receive a copy of all accepted forms via email.

Step 8 – If the Form was Rejected, the Supervisor Receives Email Notification.

If the student rejects the employment authorization then the supervisor will receive an email notification with a subject line that reads as follows: "The Academic Year Employment Authorization Form for [Job Title] for [Student Name] was rejected and is Available for Review." The email will contain a link back to the Employment Authorization page in order to review the rejected authorization.



Step 9 – The Supervisor Reviews the Rejected Employment Authorization Form.
When the supervisor logs onto the Employment Authorization site, there will be an entry at the bottom of the screen. The supervisor then clicks the ID number to the left of the student's name. The rejected authorization can be viewed, the supervisor can make changes or updates and send the form back to the student for further consideration. The revised authorization form will then be sent out again just as a new authorization would.

If the supervisor wants to delete the rejected form after reviewing it they can return to the "Supervisor's Home Page" by clicking the "Home" link in the upper left-hand corner. To delete the form they simply click the button to the left of the work authorization form they want to delete and then click the "Delete" button in the "Action" column on the right.