



STUDENT EMPLOYMENT HANDBOOK: SUPERVISOR

STUDENT EMPLOYMENT PROGRAM

Academic Year 2023-2024
Summer 2024

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INTRODUCTION

This document serves as a general guide for supervisors of student employees to operate within the Student Employment Program at St. Olaf College. Departments, programs, and initiatives may have its own department student employment guide specific to the scope of operations.

Version History

[2012-2013 Handbook](#)
[2013-2014 Handbook](#)
[2014-2015 Handbook](#)
[2015-2016 Handbook](#)
2016-2017 Handbook (Unavailable)
[2017-2018 Handbook](#)
[2018-2019 Handbook](#)
[2019-2020 Handbook](#)
2020-2021 Handbook (Unavailable)
2021-2022 Handbook (Unavailable)
2022-2023 Handbook (Coming Soon)

Student Employment Program, Human Resources Office

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SECTION 1 - INTRODUCTION

Section 1.01 – Purpose

This manual represents the current Student Employment policies and procedures of St. Olaf College. The purpose of this manual is to provide student employees and supervisors with information regarding policies and procedures that affect their employment. This manual will serve as an operational tool for the Student Employment supervisors or appropriate personnel responsible for the supervision of student employees.

Section 1.02 – Updates

St. Olaf College retains the right to modify or revise these policies and procedures based upon its professional and business concerns at any time, with or without notice.

Note: Some or all processes included within this document may change due to the HR information system management update effective 01/01/2024.

Section 1.03 - Effect of Student Employment Policy Manual

This manual constitutes the official Student Employment Operations Manual of St. Olaf College. It replaces and supersedes all other previously written policies, verbal policies, past practices and any written memos establishing student employment policies and practices. Future written memos and policy change suggestions will be submitted to the committee for incorporation into the Student Employment manual.

Section 1.04 - Applicable Federal Student Aid Policy

Federal Work Study (FWS) - eligible for on and off campus jobs

Established to provide part-time employment to assist in the cost of high education.¹ There are over 3,400 institutions currently participating as of 2014. The program adheres to FLSA as well as local jurisdiction labor laws including minimum wages.² To receive aid, the U.S. Department of Education requires all students to submit a Federal Application for Financial Student Aid (FAFSA) where work study may be selected as part of the aid package consideration. For more information, please visit the following resources:

Link:

[Federal Student Aid Website](#)
[Federal Student Aid Handbook 2022-2023](#) (Digital)
[Federal Student Aid Handbook 2023-2024](#) ([Digital](#)) ([PDF](#))
[FAFSA Application](#)

¹ U.S. Department of Education (04/17/2014). Programs: Federal Work-Study (FWS) Program. <https://www2.ed.gov/programs/fws/index.html>

² U.S. Department of Education (04/17/2014). Programs: Federal Work-Study (FWS) Program. <https://www2.ed.gov/programs/fws/index.htm17>). Minnesota State Work Study Program Administration: Minnesota Work Study Program. <https://www.ohe.state.mn.us/mPg.cfm?pageID=3471>

Section 1.05 - St. Olaf College Operational Policies

State of Minnesota (SWS) - eligible for on and off campus jobs

Provides a work study program for financial assistance in the cost of higher education. The number of Minnesota residents enrolled determines the amount awarded to the school.³ The program operates in a similar manner as the Federal Work Study Program. For more information, please visit the following resources:

Link:

[Minnesota State Work Study Program](#)
[State Work Study Program Handbook](#)
[Work Study Rules](#)
[Work Study Statues](#)
[State Work Study Data](#)

College Work Study (CWS) - eligible for on campus jobs only

Work study aid that derives directly from the college. This type of funding source is limited to on-campus positions. Annual budgets are prepared and allocated by the Finance Office.

The following policies derived from both internal operational procedures and federal/state guidance.

1. The Student Employment program is a Financial Aid program.
2. Students must be registered for at least one credit to qualify to work as a student employee.
3. All students are required to have a work award (need-based or non-need-based)
4. Priority for employment must be given to a student that has a need-based work award. If a student does not have a work award, a "non-need based work award" may be requested by outlining the student's specialized qualifications for a particular position and must be submitted by the supervisor to the Human Resources Office for review before any non-need based work award will be granted.
5. Students may not work over the amount of their work award. This may affect their other financial aid and cause them to owe on their tuition account.
6. Student's TES and paystub will indicate the status of their work award at the time of payroll processing.
7. Students are allowed to work up to the following hours:
 - a. 20 hours per week during academic sessions (Domestic and International students; Fall and Spring semesters)
 - b. 40 hours per week during interim break (if not taking classes; domestic and international students)

³ Minnesota Office of Higher Education. (20

- c. 40 hours per week during summer semester/break (if not taking classes; domestic and international students)
8. International students may not work off-campus during their first year of enrollment
9. After first-year of enrollment, International students may work off-campus providing the position/work is related to their field of study (see International Student Office for more information)
10. Employment documentation is required before start of work (I-9 Employment Eligibility Verification form)

Section 1.06 – New Student Hiring Workflow

The following is the workflow of supervisors and student employees' normal lifecycle.

Section 1.06.1 - Supervisor New Hire Workflow

Curent	
<ol style="list-style-type: none"> 1. Create/Update Job (Instructions) 2. Post Job (Instructions) 3. Interview and selection 4. Eligibility Verification <ol style="list-style-type: none"> a. I-9 Form (Instructions) b. Work Award (Instructions) 5. Required Paperwork <ol style="list-style-type: none"> a. W-4's b. Payment Authorization 6. Work Authorization (Instructions) 7. Onboarding <ol style="list-style-type: none"> a. Required Trainings (Instructions) b. Issue workplace training (as appropriate) 	

Section 1.06.3 - Student New Hire Workflow

Current	
---------	--

Section 1.06.5 -
Rehire/Returning **Supervisor**
Workflow

<ol style="list-style-type: none"> 1. Eligibility Verification <ol style="list-style-type: none"> a. I-9 Form b. Work Award (can be found in SIS > Financial Aid > Award Details) 2. Required Paperwork <ol style="list-style-type: none"> a. W-4's b. Payment Authorizations 3. Search for Jobs 4. Apply for Jobs 5. Interview 6. Accept Work Authorization 7. Onboarding <ol style="list-style-type: none"> a. Required Trainings b. Workplace training c. Workplace familiarity 8. Time entry 	
--	--

Current	
<p>The following is the workflow of rehire/returning students to the same position from the perspective of the supervisor. (Rehire/returning students to non-new vacancy does not have to adhere to the normal hiring process including creating, posting, and/or selection process)</p> <ol style="list-style-type: none"> 1. Confirm with student of assignment 2. Work award confirmation 3. Issue Work authorization 4. Onboarding (as appropriate) 	

Section 1.06.7 -
Rehire/Returning **Student**
Workflow

Current	
<p>The following is the workflow of rehire/returning students to the same position from the perspective of the student.</p> <ol style="list-style-type: none">1. Confirm with supervisor on assignment2. Check work award3. Accept work authorization4. Onboarding (as appropriate)5. Time entry	

Section 1.06.9 - Student
Promotion - **Supervisor**

Current	
<p>The following is the workflow for promoting an existing student from the perspective of the supervisor. <i>(Note: only for position change/add, if only wage increases, this can be completed with HR)</i></p> <ol style="list-style-type: none">1. Confirm with student on promotion2. Issue new work authorization3. Onboarding (if applicable)	

Section 1.06.11 - Student
Promotion - **Student**

Current	
<p>The following is the workflow for promoting an existing student from the perspective of the student.</p> <ol style="list-style-type: none">1. Confirm with supervisor on promotion2. Accept work authorization3. Onboarding (if applicable)	

SECTION 2 - EMPLOYMENT PROCESS

Section 2.0 - Policy

The following are general policies regarding student employment vacancies and labor needs:

1. Job vacancies should be posted for at least three (3) days before filled;
 2. Rehires of returning student employees into the same or previous year's appointment does not have to adhere to the normal hiring process and can be hired directly to their previous appointments.
 3. Wages are assigned at the supervisors' discretion - within the annually established departmental/programs' budget - in consideration of the type of work and skills required.
-

Section 2.1 - Job Description

Each position will have a job description associated with the position. If a position is updated or changed significantly, a new job description should be created and submitted to Human Resources.

Tools and Instructions to Create Job Descriptions;⁴

1. [Guide to Writing Student Job Descriptions](#)
2. [Job Archive](#)
 - a. Archive of all positions within Student Employment. If a job does not exist, please contact HR or create a new job description.
3. [Job Description Template](#)

Each job description should include:⁵

- Name of the position;
- Classification of the position (e.g., reading tutor 1, reading tutor 2, laboratory assistant, library technician 1 or 2, etc.);
- Name and address of the student's employer (the college, public agency, nonprofit organization, etc.);
- Department or office in which the student will be employed;
- Location where the student will perform his/her duties;
- Name of the student's supervisor;
- Purpose or role of the position
- Duties and responsibilities associated with the position and how they relate to the purpose or role;
- Rates of pay for the position (cross-referenced to the wage rates appearing in this manual);
- General qualifications for the position and the specific qualifications for the various levels or rates of pay associated with the position;
- the length of the student's employment (beginning and ending dates);

⁴

⁵ FSA Handbook 2023-2024. Job Descriptions. Federal Student Aid Handbook 2023-2024: The campus Based Program, 2(6).

Section 2.2 - Submission for Review

- procedures for determining a student's rate of pay when a position has multiple rates; and
 - evaluation procedures and schedule
-

Submit to Human Resources for review - All new/updated jobs that require a new job description will be reviewed by Human Resources prior to posting.⁶

Section 2.3 - Job Postings

Job postings for student jobs are accessible to all students with St. Olaf email accounts. Supervisors will create and post jobs on the job board and will remove them once the job has been filled.⁷

Instruction:

1. Access website; wp.stolaf.edu/student-jobs
2. Locate and select "Add a Job";
3. Log in if necessary;
4. Complete prompts as required:
 - a. Job Title (*please normalize job titles: Department > Title > Rank [example: Biology Teaching Assistant Lead or Recreation Lifeguard Supervisor or Human Resources Assistant]*)
 - b. Job type
 - i. On-Campus
 - ii. Off-Campus
 - iii. On-Campus Summer
 - c. Office (*please select the appropriate office or account in which the student will be charged/employed; if account is not listed, please contact Human Resources*)
 - d. Job Location
 - i. In Person
 - ii. Remote (*only if work is performed within the boundaries of Minnesota*)
 - iii. Hybrid (*only if work is performed within the boundaries of Minnesota*)
 - e. Job Year
 - i. Academic Year
 - ii. Summer
 - f. Hours/Week
 - g. Time of Hours (*free form entry*)
 - h. Number of available positions (*free form entry*)
 - i. Appropriate for incoming/first-year students
 - j. Contact Person
 - k. Contact Email
 - l. Phone Extension
 - m. Job Description
 - n. Skills Needed
 - o. Additional Comments

⁶

⁷

- p. How to Apply (*indicate application method*)
- q. Hiring Timeline

Troubleshooting and Maintenance:

- Job posting does not automatically expire after a position has been filled. The supervisor must remove the job posting manually from the job board.
-

**Section 2.4 -
Community-Based
Student Employment**

Students with a federal work study or state work study (FWS or SWS) are eligible to work with one of St. Olaf's community partners. A list of the current community partners is available on the student employment website under "find a job" at the section titled "Community-Based Student Employment". New partners may be added if eligible to participate.

Link:

[Student Employment Community Based Work Study](#)

Job postings for these positions are able to be found on the student job board for easier access, restrict search results by selecting "Off-Campus Community-Based Employment" under the "Job Type" search parameter.

Link:

[Student Job Board](#)

Program Rules:

- Must have either a Federal Work Award or State Work Award to be eligible;
 - Work must be performed with an eligible community partner;
 - Community service positions are paid at 75/25 St. Olaf College to Partner ratio
 - Academic Tutors (America Reads) are paid at the rate of 100% by the St. Olaf College;
 - AY 2023-2024 CBWS rate of pay is \$15.00/hour for all community service work
-

**Section 2.6 -
Employment
Paperwork****Required Paperwork**

1. I-9 Employment Eligibility Verification
 2. W-4
 3. Payment Authorization
 4. Work Award Confirmation ([Instruction](#))
 5. Work Authorization
-

**Section 2.6.1 - I-9
Employment Eligibility
Verification**

The United States Custom and immigration Services (USCIS) requires all employees to have this form on file *BEFORE* they are eligible to begin work.

[List of Acceptable Documents](#)

- First year students are required to attend the mass I-9 intake on move-in day.
-
- All others who did not complete their I-9s can make an appointment with the Human Resources Office to complete the form.

For additional information regarding this form, please refer to the government's website:

[United States Citizenship and Immigration Service](#)

**Section 2.6.2 - W-4
Withholding Allowance
Certificate**

The Internal Revenue Service (IRS) requires all employees to indicate their number of withholding allowances.

Students are required to submit a complete current and signed Federal W-4 and Minnesota W-4 forms before the first pay period is complete. Non-submission will default your tax liability to the highest rate as a single tax filer.

For the most current versions, please visit the following links:

[Federal W-4](#) or www.irs.gov/forms-instructions
[Minnesota W-4](#) or www.revenue.state.mn.us/form-w-4mn

If any number is selected for withholdings, the form is valid during the entire employment on campus.

For additional information regarding this form, please refer to the government's website: www.irs.gov/forms-pubs/about-form-w-4
Online Employment authorization

Link:

[Completing W-4 Forms Instructions](#)
[Claiming exemption form withholding on W-4 Instructions](#)

International Students Tax

Students who are studying under a F-1 or J-1 visa will complete their W-4 tax withholding form via Glacier software. The Payroll Office will communicate with students with information regarding the completion of the form. International students do not follow the same procedures as provided earlier with domestic students.

Important Links for International Students:

Nonresident Alien Tax Compliance System via Glacier

St. Olaf College uses Glacier software to capture your residency status for tax purposes, determine treaty exemption status, create the 1042-S tax documents and assist with actually filing nonresident alien taxes.

[Glacier Login](#)
[Instructions on how to setup Glacier account](#)

Treaty Renewal Process

Treaty exemptions need to be renewed every calendar year. You will receive email reminders in December from Payroll as well as the Glacier software when you will need to complete this process.

[Instructions for Treaty Renewal](#)

Tax Withholding

Taxes may be withheld from employment wages if the student has a job on campus, taxable scholarships, grants, and other awards.

Student employment tax est.: 10% federal/4% state*
Fellowship and scholarship: 14%
Prizes, awards, and miscellaneous income: 30%

Students with F-1 or J-1 visas are subject to withholding unless exempt by provision of a tax treaty between the U.S. and another government.

*Rate dependent on IRS guidance.

Exemption to FICA Tax (Social Security Tax)⁸

FICA taxes* do not apply to service performed by students employed by a school, college, or university where the student is pursuing a course of study. Whether the organization is a school, college, or university depends on the organization's primary function. Whether employees are students for this purpose requires examining the individual's employment relationship with the employer to determine if employment or education is predominant in the relationship.

In order to be eligible for the FICA Exemption, a student must be enrolled and regularly attend classes in at least half time of credits for that semester. The employee-employer relationship must be primarily educational. If a student is registered for the following semester, the student will be eligible for the FICA exemption if the break is less than five weeks. If a student works during a school break of more than five weeks, the student will not be eligible for a FICA exemption if the student is not

⁸ U.S. Department of Education. (n.d). Student Exception to FICA Tax. 2023-2024 Federal Student Aid Handbook: Campus Based Program , 2(6).

Section 2.6.3 - Payment Authorization

attending classes during the break. This information can be found on the IRS Revenue Procedure 2005-11, page 14

The payment authorization form allows the student to select where their earnings are applied. Students must complete the following sections:

Identification

- Direct Deposit; *or*
- Tuition Deduction

and

- Academic Year Work; *and/or*
- Summer work; *and/or*
- Refunds or Accounts Payable Payments

Bank Information

- Primary Account
- Financial Institution Name
- Address
- Routing Number
- Account Number
- Checking or Saving

Authorization Signature

- Name
- Student ID
- Date

Form:

[Payment Authorization Form](#)

Resources:

Instructions on How to Complete Payment Authorization

Section 2.7 - Work Award Confirmation

Students **must have a work award** on file. Students may check within SIS to confirm whether they have a work award assigned. If students have trouble determining if they have a work award, contact the Financial Aid Office or Human Resources.

1. Log into student's SIS;
2. Select "Financials" from the left column tabs;
3. In the drop down menu in the upper right corner, select 'financial aid online' and click the green 'GO' button;
4. Click 'connect to faid.stolaf.edu' hyperlink;

5. Using the menu in the upper left hand corner, select 'Award Details';
6. Scroll to bottom to "student employment"
 - a. If an award is listed, a work award has been assigned and accepted.
 - b. If no award is listed, check from the previous dropdown menu to determine if an award is offered AND accepted. If no award is offered, the student must contact financial aid to request a work award.

Note: Assumptions of work award may be inaccurate. Students may locate their work award in the SIS or TES homescreen work award dashboard.

Financial Aid: finaid@stolaf.edu

Human Resources: studentwork@stolaf.edu

Section 2.8 - Work Authorization Form

The Human Resources office must have a valid Online Work Authorization (Job Offer and Contract) for each position that a student works through the student employment program. This form provides important information to the student as well as the payroll office, such as the start and end dates, pay rate, and account number. Included within the form, students and supervisors acknowledge the Confidentiality Agreement.

Supervisors will initiate the form and the student will be notified by email that the form is ready to accept. St. Olaf staff members, not student supervisors, can create work authorizations. Supervisors must create a new Work Authorization each year for each returning student.

The student must accept the employment authorization within 7 days of the email notification. If an employment authorization is not accepted within 7 days, it will be returned to your Current Employment Authorizations queue. You will then need to resubmit the form to the student.

Students will receive the job offer via email, where they will either accept or reject the offer. Responses will be sent to the supervisor and issuer.

To access the Online Employment Authorization follow this link:

[Work Authorization Form](#)

Resources:

[Instructions on How to Complete a Work Authorization Form](#)

Section 2.9 - Nepotism Prohibited

St. Olaf College discourages students from working within the same department as family members. However, there may be times when it is not possible to avoid this situation, and in these cases the following guidelines should be followed:

- The student should receive supervision and work direction by someone else within the department who has knowledge of the student employee's duties.
- Time sheets should never be approved by a family member.

Timecards

- Students shall not approve other students' timecards except otherwise assigned as the Pause's manager or director positions or otherwise approved by the Student Employment office, Payroll Office, and Finance Office.
-

SECTION 3 - PAYROLL & BUDGET

Section 3.0 - Time Entry System

Time Entry System (TES) is the time recording platform used system-wide to track and submit payroll.⁹

- Timecards are to be signed Friday's before next week payroll date
- Submitted timecards can be rejected by the supervisor if corrections are required.
- Approved timecards can be reversed by Human Resources or Payroll Office via TES@stolaf.edu.¹⁰
- Edits to job information (titles, dates, pay, etc.) can be requested to studentwork@stolaf.edu.¹¹

Link:

[Time Entry System Instructions with visuals](#)

Resources:

[Instruction of supervisors and approvers](#)
[Assigning Alternate Approvers](#)

Section 3.1 - Payroll Schedule

The following is the 2023-2024 payroll schedule for students. Payroll is calculated within a two-weeks (14 days) pay period which runs weekly from Saturday through Fridays. Timecard approval is generally required on the last Friday of the pay period.

SEPTEMBER '23

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

OCTOBER '23

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

NOVEMBER '23

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

DECEMBER '23

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

JANUARY '24

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

FEBRUARY '24

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	

MARCH '24

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

APRIL '24

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

MAY '24

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

⁹ TES will be replaced by the Oracle time management system within the dashboard. More information will be inserted as it becomes available.

¹⁰ Will no longer be active after Oracle implementation.

¹¹ Pending process capabilities per Oracle. Will update once more information becomes available.

Section 3.2 - Wage Structure

Link:

[Payroll Schedules](#) (Academic Year and Summer; updated by Payroll Office)

The following is the approved wage structure for the academic year 2023-2024 and Summer 2024. (Approved May 2023)

Standard Wage Scale

\$11.25/hr - Entry-Level

All jobs and roles that are entry-level and require only basic skills to perform tasks.

\$11.75 - Mid-Level

All jobs and roles that require some level of experience or skill above entry-level positions. These roles require higher level skills and/or include supervisory or leadership responsibilities.

\$12.25 - High-Level

All jobs and roles that require a higher level of experience and/or skills beyond mid-level positions. These positions are supervisory, managerial, and/or top leadership positions.

Other/Non-Standard Positions

\$13.00 or Higher - Other Assignments

At the discretion of the hiring department. Typical activities include special events, assignments, and emergencies.

Food Services (Bon Appetit and Lion's Pause)

\$13.00/hr - Entry-Level

All frontline food services jobs or entry-level food services jobs. Bon Appetit and Lion's Pause Food Services

\$14.00/hr - Mid-Level

All food services jobs that are more labor-intensive in nature and/or require some level of supervision or leadership. Bon Appetit and Lion's Pause Food Services

\$15.00/hr - High-Level

All food services jobs that are supervisory and/or leadership-oriented. Bon Appetit and Lion's Pause Food Services

Step-in-Grade Structure

Students who previously worked in Bon Appetit will be eligible for step-in-grade pay depending on years of service (To qualify, students must log hours for at least one-semester (15-weeks) with any Food Services positions within an academic year). Discretion will be provided to Bon Appetit and Lion's Pause to determine returning employees onboarding wage.

Levels	1yr	2yr	3yr	4yr
Entry	13.00	13.50	14.00	14.50
Mid	14.00	14.50	15.00	15.50
High	15.00	15.50	16.00	16.50

Community Based Work Study

The Federal Finance Work Study and State Work Study program requires that at least 7% of federal financial aid funding be allocated towards community service employment.

\$15.00/hr - Off-Campus Employment

Positions that are based with community partners that are non-tutoring in nature. Cost is shared at a 75/25 percent ratio.

\$15.00/hr - America Reads Program

All eligible Math and Reading tutoring positions. Cost is covered at a 100 percent ratio by the college.

More information can be found on the student employment, finance, and financial aid websites:

[Student Employment](#)
[Getting Paid](#)
[Student Information System](#)

Section 3.3 - Holiday Pay Policy

Holiday Pay/Departmental College Closures

Student employees may only be paid for hours actually worked. Students are not eligible for holiday, vacation, or sick pay. If for any reason the college or department officially closes, students do not receive pay for the work missed. However, a student can work with their supervisor to make up the hours missed.

Students may volunteer to work on a holiday with normal pay, but are not required.

**Section 3.4 - Rest,
Breaks, Lunch, etc.**

Human Resources will make adequate attempts to inform supervisors in advance regarding labor/scheduling related information as it becomes available from college leadership.

Rest and Meal Periods

A paid rest break of no more than 15 minutes is allowed for each four-hour work period (excluding meal breaks) for student employees at a time approved by the supervisor. The student may choose to forego a rest break.

Meal breaks are unpaid time, usually an hour but not less than a half hour for all student employees that work for eight or more consecutive hours. Supervisors have the discretion to determine the length and timing of both rest breaks and meal breaks within the above parameters based on departmental needs.

St. Olaf College follows Federal Fair Labor Standards where applicable within the Student Employment program.

**Section 3.5 - Pay
Statements****Understanding Pay Statements**

- Students may view their statement through the Student Information System (SIS)¹² by choosing “financials” on the left menu and then “pay stubs” on the dropdown menu on the right and hitting “go.”
- Student employment earnings are subject to federal and state taxes.
- The amounts withheld will be indicated in the section labeled “Taxes/Deductions”
- Students are paid the net amount after taxes.
- The top portion of their paycheck will indicate the number of hours they were paid for that particular pay period. If a student gets paid at multiple rates, likely for different jobs, they will each be listed and then totaled at the bottom of the table.¹³

The statement will indicate whether their payments were deposited into either their banking or tuition account.

¹² Subject to change per Oracle update. More information will be updated here as it becomes available.

¹³ Subject to change per Oracle update. More information will be updated here as it becomes available.

YTD-AwdHrs: The number of hours you have worked during the **academic year**.

AwardAmt: Your Work Award Total
You cannot go over this amount!

YTD-AwdWgs: The amount of your work award you have already earned.

AwdBalance: The amount of your work award that you have **remaining** to earn for the **academic year**.

Access Pay Stub via Student Information System

1. Log into SIS
2. Select "Financials" from the left column under Menu;
3. Select "Pay Stub" from the dropdown menu at the far right;

4. Select the applicable pay dates to view pay stub. (Note: If paystub does not appear, check pop-up blocker at the top address bar; select allow)

ST. OLAF COLLEGE
STUDENT INFORMATION SYSTEM

SIS Menu [Home](#) » [Pay Stubs for](#) [REDACTED]

STUDENT

Holds & Alerts (4)
[Courses & Grades](#)
[Registration](#)
[Financials](#)
[Personal](#)
[Permissions](#)
[Forms & Links](#)

TOOLS
[Class & Lab](#)
[Enrollments](#)
[College Catalog](#)
[GPA Calculator](#)

[Logout](#)

Pay Stubs for [REDACTED]

2017	2016	2015
2017-10-06	2016-12-15	2015-12-15
2017-06-07	2016-11-15	2015-11-13
2017-05-15	2016-10-14	2015-10-15
2017-04-14	2016-09-23	2015-10-09
2017-03-15	2016-09-09	
2017-02-15	2016-08-26	
2017-01-13	2016-08-12	
	2016-07-29	
	2016-07-15	
	2016-07-01	
	2016-06-17	
	2016-06-08	
	2016-05-13	
	2016-04-15	
	2016-03-15	
	2016-02-12	
	2016-01-15	

Section 3.6 - Summer Employment Rules

Summer Employment

- Summer Student Employment is not a part of a financial aid package and does not require a work award.
- The Office of Human Resources manages the Summer Student Employment program.
- Students are paid through the bi-weekly staff payroll and must record hours in the Time Entry System.
- You will need to initiate a Summer Employment Authorization for any student employee. Students should not be directed to record their summer hours on an academic year time sheet.
- Summer Student Employment begins the day after final exams are completed in May and ends the day before the first day of class in September.

Section 3.7 - Wage Establishment

For additional information regarding summer employment, please refer to the following website:

[Summer Student Employment Guide](#)

The following are rules in regards to wages within the work study program:¹⁴

- Undergraduate work study students are paid on an hourly basis only.
 - The college will determine the limits of hours per week or per payment period a student may work. (no statutes or regulatory limit; St. Olaf will follow the most common practice of 20 hr/wk)
 - Must pay at least the federal minimum wage; or state or local minimum wage, whichever is higher. (fringe benefits do not count as part of wage.)
 - Establishing wages should consider 1) skills required, 2) rate of pay in the local area for the same job; 3) rates of pay for similar non-work study jobs; and 4) any federal, state, local specific wage requirement.
 - Work award amount does not have any bearing on establishing wages.
-

Section 3.8 - Training/Travel Wages

Students may be paid for training for any FWS employment and/or for a reasonable amount of time for travel that is directly related to a community service job.¹⁵

- Training wages are limited to approximately 20 hours prior to the start of regular duties. These include ongoing activities needed to accomplish jobs.
 - Travel wages are not paid by St. Olaf College. The college addressed this by compensating community service jobs at a higher rate of pay.
-

¹⁴ U.S. Department of Education. (n.d.). The Campus Based Programs: Establishing Wages. 2023-2024 Federal Student Aid Handbook, 2(6).

¹⁵ U.S. Department of Education. (n.d.). The Campus Based Programs: Payment for FWS Training and/or Travel.. 2023-2024 Federal Student Aid Handbook, 2(6).

SECTION 4 - WORK AWARD

Section 4.0 - Work Award

Students are required a work award on file to participate in student employment (work study) positions. In some instances, a non-need based work award may be assigned if the student is eligible and the student possesses unique or desirable skills that cannot be satisfied easily by another student.

Note: To determine if a work award has been assigned and accepted, see Section 2.7. Work Award Confirmation.

Section 4.1 - Award Assignment

The Financial Aid Office receives information from the Department of Education's Federal Application For Student Aid form, which will indicate whether students are interested in a Work Study position. Students' information is reviewed and the work award amount is formulated based on the individual's financial profile which takes into consideration the student's family contribution, income, existing awards, scholarships, loans, and cost of attendance.

Section 4.2 - Type of Awards

Three types of awards are assigned for work awards:

- Federal Work Study
 - State Work Study
 - College Work Study
-

Section 4.3 - Average Hours per Week Formula

Hours per week required to complete work award:

$$\frac{\text{Current Work Award Remaining} \div \text{Weeks Remaining}}{\text{Rate of Pay}^*} = \text{Average Hours Per Week Required}$$

**If more than one job, use the average rate of pay from all jobs.*

Example:

$$(\$3500 / 30 \text{ wks}) / \$12.25 \text{ per hr} = 9.46 \text{ hours}$$

Note: Weeks per academic year may change depending on remaining in the academic year; Total work award is dependent on specific individual financial aid profile. Maximum number of hours allowed is 20 hrs/wk while classes are in session.

Section 4.4 - Non-Need Based Work Award

Students who does not meet the eligibility or was not assigned a "need-based" work award may request a "non-need-based" work award with the financial aid office if the following criterias are identified:

- Skills and requirements cannot be easily satisfied by another candidate;
- Candidate does not have a work award assigned;
- Candidate financial aid profile allows for a non-need based work award to be added; and
- Time sensitivity to fill the position is imperative.

Note: Non-Need-Based work awards are assigned depending on the review of an individual financial aid profile. Not all students may be eligible for a non-need-based work award. Accepting such awards may alter or impact other existing awards. Confirmation/acknowledgement will be required.

Section 4.5 - Budget

The Finance Office at the end of each academic year will review the student employment budget with consideration from budget managers assigned to the next academic year's budget. Planning for the upcoming academic year's labor needs should be conducted with this in mind.

Requests for adjustments prior or during the academic year should be submitted to your budget managers. They will review and submit a request to the Finance Office if no remedy can be found at that point.

Section 4.6 - Account Transfer Request

In the case of charging student employment wages to the incorrect account, the following should be completed:

1. Create list of employees affected and submit to studentwork@stolaf.edu
 - a. Include incorrect number and correct number to be changed to
2. Complete a [Transfer Request form](#)

The student employment office will make the immediate corrections going forward and the finance office will complete a budget transfer using the information provided within the form.

Link:

Studentwork@stolaf.edu
Transfer Request form ([Online](#)) ([PDE](#))

SECTION 5 - INTERNATIONAL STUDENTS

Section 5.0 - International Students Policy

International students are supported by the International Students Office within the Taylor Center for Diversity and Inclusion.

International students attending St. Olaf College on an F-1 Visa are usually permitted to work on campus if a work award has been included in their financial aid packages.

However, F-1 Regulations stipulate that international students are not permitted to work more than a maximum of 20 hours per week during the academic year. If a student has more than one job, total hours for all jobs combined cannot equal more than 20 hours in any given week.

When the college is not in session, international students can work up to a maximum of 40 hours per week.

Any violation of this regulation puts an international student in jeopardy of deportation from the United States, so it is extremely important that both supervisors and students pay attention to and comply with these regulations.

Summer Employment (On and Off-Campus)

International students who are returning to St. Olaf in the fall, are authorized to work full-time for any on-campus employer that services students over the summer. This includes organizations like Bon Appetit and the Bookstore which normally hire students during the year to work on-campus. Summer research at St. Olaf is also considered on-campus employment.

Graduating Seniors

Graduating seniors and returning students are eligible to engage in off-campus employment but MUST first apply for and receive authorization from the United States government system. Please direct all students who would like to intern, do research, or work off-campus to visit the Taylor Center to process their employment authorization paperwork. International exchange students who are here for one year, and graduating international students are only authorized to work at St. Olaf until the last day of their final exams.

International Student Office Contact:

Caitlin Lamont Kreienkamp
Assistant Director of International Student Compliance
The Taylor Center for Equity and Inclusion
Buntrock Commons 111F
St. Olaf College
1520 St. Olaf Ave
Northfield MN 55057-1098
Tel: 507-786-3073
Email: lamont3@stolaf.edu

Section 5.1 - Social Security Number

A Social Security Number (SSN) is a permanent nine-digit identification number issued by the United States Government. Once issued, the number will be associated with the individual. It is used primarily for taxing income in order to provide retirement and medical benefits. For tax purposes, anyone receiving income must provide their U.S. employer with a Social Security Number. See more information at the Social Security Administration website.

Obtaining a SSN

The human resources office and Taylor Center's International Student Office will assist international students in obtaining a SSN.

1. Human Resources will provide an Attestation letter of employment for each student for their application;
2. Student will apply for a SSN with the Social Security Administration;
3. ISO will provide transportation and arrangements for students to visit the nearest Social Security Administration office to process the SSN application in person.

Important: Do not carry your Social Security Number with you. A lost social security card can be replaced only a limited number of times. Once you receive your card, memorize your number and keep your card at home in a secure place. Provide your SSN only when it is absolutely required.

All international students must file taxes and pay any taxes owed by April 15th. In reality, you've been paying taxes all year long. In April, all you are doing is determining if you paid the right amount. If you paid too much, you will get a refund; if you paid too little, you must pay all remaining taxes.

Section 5.2 - Treaty/Non-Treaty

International students from a country with a tax treaty will be subject to existing tax liabilities described within the treaty. Under those treaties, residents of foreign countries are taxed at a reduced rate or are exempt from U.S. taxes on certain types of income. If no treaty exists, the student will pay U.S. income taxes where applicable.

SECTION 6 - BENEFITS

Section 6.0 - Policy

International students attending St. Olaf College on an F-1 Visa are usual

Section 6.1 - Workers Compensation

Student employees are expected to comply with all health standards and safety laws, rules, and regulations. Any unsafe working conditions, equipment, or practices should be reported immediately to one's supervisor.

The Minnesota Workers Compensation Act provides for certain benefits for student employees who are injured on the job or who sustain an occupational illness. Workers compensation benefits may include payment of medical care, payment for lost wages, vocational rehabilitation, and other benefits. If the claim is accepted, partial wage loss benefits are typically paid after an employee misses three or more days of work due to a work-related injury or occupational illness.

All on-the-job accidents or injuries, no matter how small, must be reported to both the student's supervisor and to Human Resources within 24 hours of their occurrence. Students must cooperate and comply with all reporting procedures.

Section 6.2 - Disability

We are an Equal Opportunity Employer which means St. Olaf College will attempt to reasonably accommodate employees who have disabilities, mandated by the Americans with Disabilities Act (ADA). Student employees who have such needs should contact the Human Resources Office.

Section 6.3 - Unemployment

The State of Minnesota considers work performed as a student employee as "Non-covered employment" and is not eligible to be included in any claim for unemployment benefits. For more information

Source:

[MN Statutes 268.035](#)

SECTION 7 - GENERAL POLICY

Section 7.0 - Sexual Harassment, Misconduct, and Assault

St. Olaf College is committed to a respectful, safe, and healthy environment and does not tolerate sex discrimination, sexual harassment, or sexual misconduct in any form. Prohibited behaviors include, but are not limited to, unwelcome sexual conduct or communication, rape and other forms of sexual assault, domestic violence, dating violence, and stalking. These behaviors are not only violations of an individual's rights and dignity, but are also attacks on our college community and violations of college policy. In addition, some forms of these behaviors are crimes.

St. Olaf is also committed to prompt, impartially, and equitably addressing and resolving all reports of sex discrimination, sexual harassment, and sexual misconduct. When the college finds that such behavior has occurred it will take steps to stop the behavior, to prevent its recurrence, and to remedy its effects.

If a student discloses information regarding a personal experience regarding an instance listed above, let the student know that you are obligated to report the student's experience to the College, even if the student requests confidentiality. It is best to attempt to make this obligation clear as early in the conversation as possible so that the student can decide how much information to share with you. Explain to the student that reporting the disclosure to the College helps to ensure that students are connected with those trained to address and respond to incidents of prohibited conduct. You can also explain that reporting to the college does not necessarily mean that the college will pursue a formal investigation and adjudication process.

[Click here](#) to learn more about the college's Title IX Policy, and to access information and resources to support anyone who has been affected by, knows of, or wants to help prevent an incident or pattern of behavior. There are many individuals you can contact with questions and concerns, beginning with the St. Olaf College Title IX Coordination Pamela McDowell (507-786-3465).

Section 7.1 - Minimum Employee Expectations

- Maintain accurate work records and submit their online timesheet by the required deadline
- Monitor their earnings to ensure that they do not exceed their work award amount
- Arrive to their shift on time and ready to begin their duties
- Contact their supervisor in advance if they are unable to work their shift
- Develop a positive relationship with their supervisor and other student employees in their department.
- Behave in a professional manner
- Dress appropriately for the workplace
- Follow instructions provided by their supervisor
- Provide their supervisor with a two-week written resignation if they decide to end their position

Changing or Quitting Jobs

Section 7.2 - Disciplinary Procedures

- Students must notify their current supervisor at least two weeks in advance when terminating their student employment position
- When changing jobs, it is your responsibility to find a new position on campus
- You may use the student employment website to search for an available position
- In order to begin a new position, you must first complete a new Work Authorization with the new supervisor for that position.

In addition to providing you with money for tuition, books, or personal expenses, your position as a student employee will help develop many of the skills you will need to succeed after you graduate from St. Olaf. After graduation, prospective employers may call to verify your student employment. Your work record on campus will be a valuable reference.

Items for disciplinary action include but are not limited to:

- Tardiness
- Unexcused absenteeism
- Disobedience or insubordination
- Sloppy or unclean appearance
- Carelessness or lack of attention that results in injury to property, person, or public relations
- Reluctance or failure to meet job requirements
- Unsatisfactory completion of job assignments
- Failure to work with public or co-workers in a courteous, professional manner
- Excessive personal distractions

Items for immediate termination:

- Using or being under the influence of drugs and/or alcohol during your work shift
- Dishonesty or theft
- Breaching confidentiality agreements
- Willful and unauthorized destruction or abuse of property
- Improper use of a timecard, falsifying hours worked
- Any act of physical violence
- Violations of applicable law pertaining to St. Olaf College and its functions.

Disciplinary Steps:

1. Verbal Warning
2. Written Warning
3. Final Written Warning
4. Termination

Note: Supervisor and student employees alike are encouraged to consult with the HR Student Employment office about serious performance problems.

Section 7.3 - Dress Code Policy

Regardless of the warning level, all warning should be recorded with the following elements:

- An explicit, objective description of the problematic behavior or action
- A detailed explanation of the desired behavior

Link:

[Disciplinary Action Reporting Form](#)

All physical documentation (if any) is required to be sent to the Employee Engagement and Experience Specialist in the HR office located in Tomson Hall 180 upon completion.

Supervisors are expected to inform employees when they are violating the dress code. Employees in violation are expected to immediately correct the issue, which may include having to leave work to change clothes.

Repeated violations may result in disciplinary action being taken up to and including termination.

General Guidance:

- Employees are expected to dress in semi-business casual attire unless the day's tasks require otherwise.
- Employees must always present a clean, professional appearance.
- Everyone is expected to be well-groomed and to wear clean clothing, free of excessive holes, tears, or other signs of wear.
- Clothing with offensive or inappropriate designs or stamps are not allowed.
- Clothing should be presented with modesty and not be too revealing.
- Pajamas and athletic wear should not be worn to work.
- Closed toe shoes are required if you use a cart.
- Clothing and grooming styles according to employees' religion or ethnicity are exempt.

Unless permitted otherwise by the supervisor, student workers must adhere to the following outline:

Tops

Modest tops (casual shirts, polos, blouses, or sweaters). Top-attire should not be too revealing with a level of modesty expected in a workplace environment.

Bottoms

Semi-Casual Business attire is recommended; acceptable attire

includes, but is not limited to: pants (khaki, slacks, jeans [free of excessive holes, tears, or other signs of wear]), shorts, dresses or skirts with modest hemlines.

Footwear

Footwear is required at all times while at work. Closed-toe footwear is required at a job that requires the use of moveable equipment (i.e., cart, etc.; specific accommodations may be allowed depending on individual requirements.)

Supervisors have discretion to approve footwear based on the season and the temporal environment.

Accessories

An excessive use of fragrances, colognes, or any other aerosol-based product that may be harmful to others (allergic reaction, health concerns, etc.) is prohibited.

Jewelry, make-up, and personal expressive accessories should be worn modestly. Any items of value are worn at the employee's own risk, and the College is not responsible for lost or damaged items.

Section 7.4 - Safety Training

All students are required to complete a general safety training that can be accessed via Moodle. The training includes a training assessment matrix, a video and a quiz. All three elements must be completed. Students may need help from their supervisor as they complete the training assessment matrix to ensure they understand any additional training that may be needed for the position. Please schedule any additional safety training by emailing Joe Udelhofen from the Environmental Health and Safety department at udelho1@stolaf.edu.

All first year students are sent the information to access the safety training at the beginning of the academic year. It is the supervisor's responsibility to ensure training is completed annually for any returning students.

The completion of the safety training will be paid so please log your hours under your current position in TES. The video and quiz will only need to be completed once per academic year. The training matrix will need to be assessed for any job you hold on campus as additional training components may be required depending upon the position.

Mandatory			
Situation	Courses	Need	Platform
Student Employee	Emergency Procedures	Yes	Moodle
Student Employee	Injury/Illness Reporting	Yes	Moodle

Student Employee	Hazard Recognition - Situational Awareness, PPE, BBP, HAZCOM	Yes	Moodle
As Required			
Situation	Courses	Need	Platform
Outside/Greenhouse	Insect and Noxious Plants Awareness / Heat Stress Awareness	Yes	Web Meet
RNS Lab/Stockroom	Laboratory Safety Training	Yes	Moodle
Vehicle/Driving	Driver Safety Training	Yes	Online
Lift - 20 lbs., +3' H, push, pull, repetition	Back Injury Prevention/Ergonomics	Yes	Web Meet
Ladder	Ladder Safety	Yes	Web Meet
Golf Cart	Golf Cart Safety Hands-On Golf Cart Training	Yes Yes	Online Web Meet
Hand or Power Tools	Tool Safety	Yes	Web Meet

Link:

[St. Olaf Moodle Training Matrix](#)

SECTION 8 - SUMMER

Section 8.0 - Summer Policy

Summer student employment *is not* part of a financial aid package and is not impacted by a student's work award or lack thereof. Summer job opportunities are available for all St. Olaf students. Students are paid on a bi-weekly payroll and must record hours in the Time Entry System¹⁶. A supervisor will need to initiate a job offer. Summer student employment begins the day after final exams are completed in May and ends the day before the first day of class in September.

Summer payroll is separate from the Academic Year payroll and is funded directly by the department's budget assignment.

Note: If a student is paid at a stipend rate, the rate will be converted into an hourly rate for student employment payroll purposes.

- May work up to 40 hours per week
- Overtime is discouraged
- Pay period are two weeks (Saturday to Friday)
- Pay at a bi-weekly schedule

Start: Summer 2024 - May 23, 2024

For additional information regarding these opportunities, please refer to the following website:

[Summer Student Guidelines](#)

Section 8.1 - Summer Rate of Pay

Summer rate of pay will follow the previous academic year wage structure. (i.e. Summer 24 adheres to AY 23-24 wages)

Summer 2024 Rate of Pay

Same as [Section 3.2 - Wage Structure](#)

Section 8.2 - Summer Hiring Process

Summer hiring process will follow the same procedures as academic year hiring.

¹⁶ Subject to change due to Oracle implementation 2024

SECTION 9 - RESOURCES AND GUIDE

Section 9.0 - Web Resources

Job Postings

Job postings for available student employment positions can be updated from our website: wp.stolaf.edu/student-jobs/

- Login with your St. Olaf username and password
- Complete all of the required fields
- Select “Add a Job”
- Once a job has been filled, remove the posting from the website by selecting “Edit a job.”
- Updated job descriptions are required for each position in your department. This form is on our website and is also available from the following link:
wp.stolaf.edu/studentemployment/files/2018/11/Job-Description-T

Other general information is available from our website as well:
<https://wp.stolaf.edu/studentemployment/>

Section 9.1 - Learning

LinkedIn Learning

St. Olaf College and the Northfield Public Library have partnered to provide students, staff, and faculty with access to the LinkedIn Learning library. Using your NF library card number and pin you will be able to access the entire LinkedIn Learning services.

1. If you do not have a Northfield Public Library card, please complete this registration form to obtain access. Your information will be forwarded to the library, after which a library card number and pin will be emailed to you directly.

Link:

[Library Registration](#)

2. Once you receive your library information, please login.

Link:

[LinkedIn Learning](#).

Perks and Benefits:

- Connects to existing LinkedIn profile
- All certificates earned are linked to existing profile
- Access to over 20,000 courses professional curated by LinkedIn
- Integrates with Moodle and Canvas

Section .2 -
Aggregated Links
Within Document

Northfield Public Library

Please visit the Northfield Public Library services website for other services available with your library card digital access.

Library [Website](#)

Handbooks

[2012-2013 Handbook](#)
[2013-2014 Handbook](#)
[2014-2015 Handbook](#)
[2015-2016 Handbook](#)
[2017-2018 Handbook](#)
[2018-2019 Handbook](#)
[2019-2020 Handbook](#)

Federal Student Aid

[Federal Student Aid Website](#)
[Federal Student Aid Handbook 2022-2023](#) (Digital)
Federal Student Aid Handbook 2023-2024 ([Digital](#)) ([PDF](#))
[FAFSA Application](#)

Minnesota Work Study Program

[Minnesota State Work Study Program](#)
[State Work Study Program Handbook](#)
[Work Study Rules](#)
[Work Study Statues](#)
[State Work Study Data](#)

Guides

[Guide to Writing Student Job Descriptions](#)
[Job Archive](#)
[Job Description Template](#)
[I-9 List of Acceptable Documents](#)
[Completing W-4 Forms Instructions](#)
[Claiming exemption form withholding on W-4 Instructions](#)
[Instructions on how to setup Glacier account](#)
[Instructions for Treaty Renewal](#)
[Instructions on How to Complete a Work Authorization Form](#)
[Instruction of supervisors and approvers](#)
[Assigning Alternate Approvers](#)
[Payroll Schedules](#)
[Getting Paid](#)
[Summer Student Employment Guide](#)
[Summer Student Guidelines](#)
[Wage Structure](#)
[Job Description](#)
[Pay Rates](#)

[Transportation Options](#)

[Training Matrix](#)

St. Olaf Websites and Access Pages

[Job Posting](#)

[Student Job Board](#)

[Student Employment Community Based Work Study](#)

[Glacier Login](#)

[Financial Aid \(SIS\)](#)

[Student Employment](#)

[Student Information System](#) (SIS)

[Title IX](#)

[Job Search](#)

[Safety Training](#)

[Time Entry System](#)

[Payroll Office](#)

[Financial Aid Office](#)

[Piper Center](#)

[Document Self-Service](#)

External Sites

[United States Citizenship and Immigration Service](#)

[Library Card Registration](#)

[Linkedin Learning Login](#)

[Northfield Public Library](#)

Forms

[Federal W-4](#)

[Minnesota W-4](#)

[Payment Authorization Form](#)

[Work Authorization Form](#)

[Transfer Request form](#) (Online)

[Transfer Request Form](#) (PDF)

[Disciplinary Action Reporting Form](#)

[Required Forms](#)

Email

Financial Aid: finaid@stolaf.edu

Human Resources: studentwork@stolaf.edu

Time Entry System: tes@stolaf.edu

Student Employment: studentwork@stolaf.edu

International Student Office; Caitlin L.: lamont3@stolaf.edu

Section .3 - Contacts

Human Resources

hrstaff@stolaf.edu

hrsupport@stolaf.edu

(507)786-3068

Section 8.4 -
Disclaimer

Student Employment

studentwork@stolaf.edu

Financial Aid

finaid@stolaf.edu

Payroll Office

payroll@stolaf.edu

Information within this document may contain process and procedure information that may be outdated for the academic year 2024 due to systems update and implementation. Please refer to the Student Employment website or the Human Resources website for updated information.

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SECTION B - CURRENT PROCESSES

Section B.0 - Purpose

The processes outlined in this section are current prior to Oracle implementation.

Section B.1 - Work Authorization

The following is the process to complete and issue a work (employment) authorization to an eligible student:

1. Log into Student Work Authorizations website
2. Select Summer or Academic Year

Which set of authorizations do you want to man

☐ Academic Year (early-September through mid-May)

☐ Summer (late-May through early-September)

Continue

3. The academic year page will display notes, create work authorization links, and past work authorization issued in the current academic year. To continue, click the hyperlink

Welcome to Academic Year Employment Authorization for Supervisors

Please read these important notes before proceeding:

- Supervisors or support staff for a supervisor can initiate an employment authorization form.
- Once the employment authorization is submitted, the student will automatically receive an email copy.
- The student will have seven days to take action before the form is automatically rejected and returned to the person who submitted the form.
- Once the student accepts the employment authorization, it is automatically submitted to Human Resources for further processing.
- If the form is rejected by the student, it will be returned to the person who submitted the form for further editing.

[Create a New Academic Year Employment Authorization](#)

Choose one of the forms below by clicking on the ID

Click a column heading to sort or

ID	Student	Job Title	Submitted	Status
56721	Xiaoyang Hu	GFCR - Prospective Researcher and Project Assistant	04-17-2023	Accepted
58885	Gloriana Ye	Embedded Writing Fellow	09-08-2023	Accepted
59612	Adriana Fleming	Graphic Design Assistant - Residence Life	09-25-2023	Accepted

4. Complete the form as appropriate

a. Job Title

- enter job title as appropriate

Job Title:

Please insert job titles in the following format: Group - Department - Job Title
Example: "Technician - Facilities, Painter" or "Receptionist - Residence Life"

b. Department/Grant Account Unit Search

- Type the name of account to be charged
- Account number is also accepted

iii. Select from the drop down menu

Department/Grant Account Unit S

Department Name or Number. Must select from the drop-down ti

c. Wage Rate

i. Enter the appropriate wage

Wage Rate:

X.XX (enter dollar amount only -- **do not use**

Standard Rate:

- **\$11.25/hr** - Entry-Level and SGA1 jobs, All jobs and roles that are e skills to perform tasks.
- **\$11.75/hr** - Mid-Level and SGA2 jobs, All jobs and roles that requir skill above entry-level positions. These roles require higher level s or leadership responsibilities.
- **\$12.25/hr** - High-Level and SGA3 jobs, All jobs and roles that requi and/or skills beyond mid-level positions. These positions are supe leadership positions
- **\$13.00/hr** - Other Jobs that are not part of the standard wage stru Christmas Fest, COVID, emergencies, and other special appointm
- **\$13.00/hr** - Food Services 1 and Lion's Pause 1 Entry-Level jobs.
- **\$14.00/hr** - Food Services 2 and Lion's Pause 2 Mid-Level, All jobs level of experience or skill above entry-level positions.
- **\$15.00/hr** - Food Services 3 and Lion's Pause 3 High-level, All jobs. level of experience or skills beyond mid-level positions.

d. Other Allowances

i. Leave blank (does not apply)

Other Allowances:

Note: There are only three summer student employment positions that incl researchers, CCE Office/Events Assistants and TRIO Upward Bound Reside; housing or meals are to be provided because they are work-related must be : Chief Financial Officer in advance of any job offers being made.

Meals:

X.XX per meal (enter dollar amount only -

Lodging:

X.XX per day for lodging (enter dollar ar

e. Start Date

i. Select appropriate start date from the calendar

f. End Date

- i. Select appropriate end date from the calendar

Start Date:

End Date:

Make sure you have the correct dates!

2022-23 Academic Year Start: 09/08/2022

2022-23 Academic Year End: 05/23/2023

2023-24 Academic Year Start: 09/07/2023

2023-24 Academic Year End: 05/22/2024

- g. Student Search

- i. Enter student name;

1. If name appears, student has completed the I-9 employment eligibility requirement;
2. Note: This does not confirm if the student has a work award, please verify with the student.

Student Search:

Student Name or Email. Must select from the drop-down that will generate as you in the list, it is because they have not completed their required paperwork yet. Please HR paperwork.

- h. Supervisor

- i. Enter the name of the supervisor and select from the drop down menu.

Supervisor:

Amarin Chanthorn | chanth1@stolaf.edu

- i. Submit
 - i. Click submit to send a form to the employee.

Please review all the information to make sure it's co

SUBMIT

RESET

Section B.1 - Time Card Approvals

The current platform for time management is the Time Entry System (TES). Supervisors and approvers instructions are as follows:

1. Log into the Time [Entry System](#) using only the first portion of your St. Olaf email.

2. The initial page lists current employees/students for whom you are listed as the supervisor. If you supervise both bi-weekly and student employees, you will need to select an option from the left-hand menu, either "Student Time Cards" or "Bi-Weekly Time Cards."

Student

Bi-weekly

Exempt Leave Reporting

Time Entry System

Timecards
Bi-Weekly
Schedules
Preferences
Administration
Help
Logout

Bi-Weekly Staff Timecards

Type to filter results

Current Employees/Jobs

Title	Employee	Current Hours
Specialist	Employee 1 (sup)	16.00
Associate	Employee 2 (sup)	24.00
Associate	Employee 3 (sup)	24.00

[View old entries](#)

(sup) = you are the supervisor for this employee
(alt) = you are listed as an alternate approver for this employee/job
(hold) = a hold has been placed on this person. They cannot work and will not get paid until the hold has been removed.

3. Select the current employee's name to view the timecard.

Supervisor: Amanda L. Weber
Alternate approver: (none) - add

Current Time Cards

Pay Period	Date Due	Total Hours	Status
September 11 - September 24	September 26	16.00	Needs signature

Previous Time Cards

Pay Period	Total Hours
August 28, 2021 - September 10, 2021	80.00
August 14, 2021 - August 27, 2021	80.00
July 31, 2021 - August 13, 2021	80.00
July 17, 2021 - July 30, 2021	80.00
July 3, 2021 - July 16, 2021	80.00
June 19, 2021 - July 2, 2021	80.00
June 5, 2021 - June 18, 2021	80.00
May 22, 2021 - June 4, 2021	80.00
May 8, 2021 - May 21, 2021	80.00

[View all timecards for this job](#)

Note: An email notice will be sent to you if the student has completed and electronically signed the time card. Time cards needing review will also appear in the "Needs Action" within the dashboard.

time-entry@stolaf.edu
to me

Greetings,

This is an automated message from the St. Olaf Time Entry System (TES). Do not reply to this message; no one will read it. You have a timecard to approve.

Name:
Hours: 80.
Job:
Period: Jun 22 - Jul 5
Due: Jul 8

Log into TES at <http://www.stolaf.edu/apps/tes/> to approve or reject this timecard.

TES

P.S. This is an automated message from the St. Olaf Time Entry System (TES). Do not reply to this message; no one will read it.

Needs Action

Title	Employee	Period
Human Resources Document Verifier Lead	Samsam Ali	Aug 19 - Sep 1

4. Review for accuracy and other applicable notes attached to the time card.

Entries for August 19, 2023 - September 1, 2023

DATE	IN	OUT	IN	OUT	IN	OUT	TOTAL
Sat, Aug 19							
Sun, Aug 20							
Mon, Aug 21							
Tue, Aug 22							
Wed, Aug 23							
Thu, Aug 24	10:00 AM	10:55 AM					0.92
Fri, Aug 25							
Hours Worked (Week 1)							0.92

DATE	IN	OUT	IN	OUT	IN	OUT	TOTAL
Sat, Aug 26							
Sun, Aug 27							
Mon, Aug 28							
Tue, Aug 29							
Wed, Aug 30							
Thu, Aug 31							
Fri, Sep 1							
Hours Worked (Week 2)							0.00

Grand Total 0.92

Deliberate falsification of an employee timesheet is considered misconduct and will be subject to appropriate disciplinary action. Any questions may be directed towards the Payroll Office.

Signature

This time card has not been signed yet. You cannot approve an unsigned time card.

5. To approve a timecard, check the Approval checkbox and then click Approve. When you approve the student's timecard, it will be sent to Payroll for payment. Approval may also be done immediately from the "Needs Action" box by clicking on the Approve link. If you reject the timecard, you must enter the reason for the rejection.

Deliberate falsification of an employee timesheet is considered misconduct and will be subject to appropriate disciplinary action. Any questions may be directed towards the Payroll Office.

Signature

This time card was signed on September 16, 2021 by Sara E Steward stating that all of the information is accurate.

Approval

Click to approve this card and send it on to Payroll. By submitting, you are stating that all of the information is accurate.

[Approve](#)
Reject

To reject this time card, enter the reason (which will be sent to the employee) and click Reject. A reason is required.

Please enter the hours worked on the actual day worked. |

[Reject](#)

Note: Rejected timecards will be sent back to the student and an email will notify a need for correction.

Section B.3 - Assign Alternate Approvers

The following are procedures to how to assign alternate approvers in TES.

1. Follow procedures prescribed in *Section 10.02 - Time Cards Approvals*
2. At the specific student's dashboard, select "add" at the top left.

Supervisor: Amanda J. Weber
Alternate approver: (none) - [add](#)

Current Time Cards			
Pay Period	Date Due	Total Hours	Status
September 11 - September 24	September 26	16.00	Needs signature

Previous Time Cards	
Pay Period	Total Hours
August 28, 2021 - September 10, 2021	80.00
August 14, 2021 - August 27, 2021	80.00
July 31, 2021 - August 13, 2021	80.00
July 17, 2021 - July 30, 2021	80.00
July 3, 2021 - July 16, 2021	80.00
June 19, 2021 - July 2, 2021	80.00
June 5, 2021 - June 18, 2021	80.00
May 22, 2021 - June 4, 2021	80.00
May 8, 2021 - May 21, 2021	80.00

[View all timecards for this job](#)

3. Enter the appropriate Sto Username to be assigned as the alternate approver for the specific student's job timecards.

Alt. Approver: (enter one only)

StO

StO username

Non-StO

email

first name

last name

Note: Non-Sto fields should be left blank. Do not complete.

4. Click save to complete.