



# THE COLLEGE *of* IDAHO

## Student Supervisor Training

# Agenda

- Funding
- Posting
- Interviewing
- Hiring
- Supervising
  - Working conditions
  - Timesheets

# Funding

The College of Idaho has four (4) different types of student employment:

- Federal/Idaho Work Study (FWS or IWS) is a financially need-based award for students that met the FASFA requirements and is awarded by the Student Financial Aid Service Department.
- Institutional Work Study (also referred to as The College Work-Study Program (CWP)) is awarded by the Student Financial Aid Department typically to Davis Scholars.
- Student Wage Positions (SWP) refers to positions that are paid by The College's departmental budgets. Such positions are not awarded by the Student Financial Aid Service Department.
- Grant-Funded Positions (GFP) refers to position that are funded by grants, donations or other award/scholarship funding.

# Position Description

- <https://www.collegeofidaho.edu/sites/default/files/inline-files/Job%20Description%20Template.pdf>
- If the position has already been established but you need the hourly pay info, please contact Sarah Crenshaw, [screnshaw@collegeofidaho.edu](mailto:screnshaw@collegeofidaho.edu)
- If the position is new, send the description to HR (Sarah) for approval and rate of pay assignment
- Once approved post the position on Handshake  
<https://collegeofidaho.joinhandshake.com/login?ref=app-domain>
- If the position is funded by Work-study/Work-program- the posting title should read: The College of Idaho-Department- Job Title-Work-study

# Application Review and Interviews

- Students are encouraged to use Handshake to apply for open positions. However, if you are rehiring students for the same position from the prior year, it is not a requirement to make them reapply each academic year.
  - If you ask one student reapply for the same position year to year, ALL of your rehires must reapply.
- Be sure to treat student applicants with respect. If you do not intend to interview them, send them an email notifying them as such.
- Once the position has been filled, you need to notify all the applicants as such.

# Application Review and Interviews

- Invite candidates to interview for the position.
  - It isn't necessary to have a hiring committee. However, you may want one other from your department or division to join you during interviews.
- Be sure to ask relevant questions to the position and the candidates qualifications- Student candidates are NOT any different than Staff/Faculty candidates, the same employment regulations apply.
- If you are only able to hire students with Work Award funding, make sure you confirm with the student candidate that they do indeed have Work Award (Federal Work-study/Idaho Work-study, Work-program).
- Confirm with the student candidate if they have other on campus employment; if the employment is being paid through Work Award funds and how many hours a week does the other position require.

# Hiring

- Making an employment offer- a written offer is recommended (email is fine). It is recommended the written offer confirms work hours, pay rate and any other position specific information. HR does not need to be included in this process, and the hiring supervisor should keep these offer letter documents for as long as the student works for them.
- Complete the Student Hire Notification (SHN) form for each student hire.
  - This is an official employment document; completing thoroughly and accurately is crucial!
  - <https://www.collegeofidaho.edu/about/offices/human-resources/hiring-students/student-supervisor-resources> Student Hiring Form
  - Be sure your email address is accurate on the SHF form otherwise HR will not receive the document.
  - Make sure the Position Title and pay rate used match the position title on the [Tiered Pay Scale](#) document.

# Hiring

- Type of Student Employment Position
  - It is extremely important to select the correct position type = Funding
- Position Start and End Dates
  - Please keep in mind payroll dates when hiring- the 24<sup>th</sup> is the start of the pay period, 23<sup>rd</sup> is the end of the payroll period.
  - ALL student **academic year** hires will be terminated on May 23<sup>rd</sup>
  - All summer hires will be terminated on August 23<sup>rd</sup>
- Hourly Rate of Pay
  - Refer to the [Tiered Pay Scale](#)
    - Any other rates of pay must be communicated to HR (Sarah) before hiring and completing SHF
- Stipend Pay-
  - ResLife Assistance and ASCI positions are typically the only student positions paid through a Stipend.
- We follow the [Fair Labor Standards Act \(FLSA\)](#)-



# Working Conditions

- Training
  - Training MUST be paid; it is not volunteering or compensation paid at a later date!
  - NO student is ever allowed to work over a combined 20 hours a week when classes are in session –
  - Make sure you are clear in your expectations:
    - Arrival and departure
    - Who and how to contact if unable to report to work or for emergencies
    - Self Service Timesheet completion/submission
    - Dress Code
    - Department/position-specific training

# Working Conditions

- College closures- students should not work during the July and December closures – pre-approval from HR is required
- Inclement Weather – if the college closes or allows employees to leave early, students cannot work and are not compensated
- Work injuries- students are covered under our Workers' Compensation policy- all work-related injuries MUST be immediately reported by the student or student and supervisor to Campus Safety.

# Supervising

## Set expectations from the beginning

- We are providing students an experience and giving them the opportunity to build skills that can be added to their resume.
- There has been some misunderstanding by students and supervisors- Work-study/Work-program positions are **NOT** positions that allow students to study while being paid.
  - There are some positions that are required to manage a front desk/welcome area- and if a supervisor allows them to read or work on class work once any other projects have been completed, and the student welcomes visitors, answers phones, etc. There are **VERY** few positions on campus that this applies to.

# Supervising

- Supervisors are never obligated to keep a student employed
  - If a student employee is not meeting expectations meet with them face to face and provide honest feedback
  - After the meeting, follow up with an email summarizing the conversation
  - If the student does not or is not able to make the required changes, you may release them from their employment.
    - It is a good idea to notify HR (Sarah) before you release a student from employment

## Student employees should always be supervised

- Work Award students must be supervised or have a C of I employee nearby that they can contact- Federal/State-Work-study regulations require this
- Student Wage and Work-program positions have a bit more leniency; please check with HR (Sarah) if you have questions

# Supervising

## Timesheets

- Supervisor Timesheet Approval instructions are located on Canvas, HR Course
- Payroll timesheet approval deadlines are **NOT** optional
  - If you are not going to have internet access to meet the payroll timesheet deadline, make sure to setup a Proxy supervisor
- Timesheets are legal documents. Reporting/Approving falsified hours is a **criminal offense**.
- If the Payroll timesheet deadline is missed, you and the student need to immediately contact Kevin Kadel, Payroll Senior Accountant [kkadel@collegeofidaho.edu](mailto:kkadel@collegeofidaho.edu)
- Any timesheet questions can be address to HR (Sarah) and/or Kevin Kadel

# Supervising

## Timesheets

- HR educates students to complete their timesheets daily, and submit it weekly
- 0 weekly hour timesheets do not need to be submitted or approved
- Pay period deadline- students are educated to submit on or before the 20<sup>th</sup>, allowing for plenty of time for review and adjustments before the deadline.
- Supervisors need to review daily entries. Do not blanket approve weeks or the entire month
- If a student works over 20 hours in a week, the overage will be charged to the department's budget

# Questions