



Campus Employment: Supervisor Guide

Please contact Emilee Bluth in the Human Resources office (Ext. 5654) if you have any questions regarding college employment. See the instructions for reviewing and hiring students attached.

Positions will be posted on Paylocity for students to apply. Students will be allowed to start work on first day of classes. Only students who qualify for campus employment are permitted to work.

Supervisors should not promise jobs to students prior to going through the online campus employment process. They also should not allow students to begin working before they complete the online application and onboarding paperwork process. When supervisors find a student they would like to hire, they should reach out to Emilee to ensure they are eligible for campus employment and marked them as “hired” in Paylocity. Students can **NOT** begin working until supervisors receive an email from Emilee stating all of their onboarding paperwork is completed.

After hiring the student, there should be an orientation period to discuss job expectations, work schedule and ground rules. When all possible positions for a particular job are filled, the job will be inactivated and will not appear on student searches. If a student leaves their job and needs to be replaced contact Emilee to have it reactivated.

Student workers earn minimum wage. The average hours per week is 5-7 and students may work no more than 20 hours per week (Sunday- Saturday). Federal regulations prohibit students from working when they have a scheduled class. Students may not skip class to be at work. Supervisors are responsible for verifying students are clocking their hours accurately and that edits are made, if necessary.