



Student Employment: Supervisor Handbook

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MARYMOUNT

UNIVERSITY

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Student Employment: Supervisor Handbook

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Student Employment: Supervisor Handbook

This Supervisor Handbook was created to provide general guidelines about Student Employment. Supervisors are expected to adhere to Marymount's Employee Policies and Procedures, in addition to this handbook. This Handbook highlights key employment policies and pertinent information for student worker supervisors.

STUDENT EMPLOYMENT AT MARYMOUNT

Types of Student Jobs

There are many opportunities for employment on campus for students. Students who work on campus fall into two (2) types of campus employment categories: (1) Federal Work Study and (2) Campus Employment. While applying does not guarantee a job, Marymount University is committed to working closely with students to assist them in their job search and addressing their employment needs.

Federal Work Study Program (FWS)

The Federal Work Study program is a government-sponsored program that enables students to work part-time to help meet the cost of their education. Every year, Marymount's Office of Financial Aid offers FWS to students who qualify based on many factors including (but not limited to) the amount of income reported on a student's Free Application for Federal Student Aid (FAFSA); the amount of grants, scholarships, and/or loans that are applied to a student's account; and the amount of funding that is available for the school to distribute.

FWS Eligibility

For a student to qualify for the FWS program, the student must meet the following criteria:

1. Demonstrated financial need as determined by a processed Free Application for Federal Student Aid (FAFSA) or Renewal FAFSA.
2. Enrolled or accepted for enrollment.
3. Maintained satisfactory academic progress according to financial aid policy.
4. Citizen or permanent resident of the United States.
5. Have a Social Security Number.
6. The student's position under the Federal Work Study program must be free from political involvement.

Regardless of whether a student is hired under the Federal Work-Study (FWS) program or Campus Employment, all students must meet minimum eligibility criteria. During the Fall or Spring semesters, student applicants must have authorization to work on campus in the U.S., must be registered for classes, and must be in good judicial standing.

Note: Students on disciplinary probation at the time of application may not be eligible for employment. Special permission must be granted by the Dean of Students.

For summer semesters, students who will be taking courses in the Fall semester must have been registered in the Spring prior to the summer for which they are applying to work AND must be registered for classes for the fall semester. If a student is graduating in August, then the student



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must have been registered in the spring prior to the summer for which they are applying to work and be registered for the remaining degree requirements to be completed during the summer session.

FWS Awards

This award is an estimate of what you may earn during the academic year, the money cannot be applied to university charges, and money earned from a FWS job is not applied to a student's account. Students who wish to use their FWS award must apply to and interview for available work study jobs; when they begin working on-campus, they will automatically begin using the FWS Award. Meanwhile, students who wish to decline the award must notify the Office of Financial Aid in writing. For more information, please call the Office of Financial Aid at 703-284-1530 or visit their website.

The Financial Aid staff does not necessarily look at whether a student has previously used FWS funds when determining future awards. Therefore, a student can choose to decline a FWS award one year and then be granted and accept a FWS award the following year. However, the reverse is also true: Students with a FWS award one year may not receive it the following year depending on the factors listed earlier.

Campus Employment

The Campus Employment program is a Marymount-funded program that enables undergraduate and graduate students to work part-time on campus regardless of financial need. Students without a FWS award are hired under this program. This may include grant funded positions.

Federal Work Study vs. Campus Employment

Eligible students may be awarded FWS by the Financial Aid Office as appropriate. It is the supervisor's responsibility to monitor monthly earnings to ensure that the student does not exceed the total earnings limit. If the student exceeds the maximum award for the Fall or Spring semester, the employing department will be responsible for 100% of the student's earning beyond the authorized award. Unused federal work-study earnings cannot be carried from one employment period to the next.

Full-time students that are not eligible for FWS may be eligible for our campus employment program. Students will need a Social Security Number (SSN) once hired. International Students will be eligible under the campus employment program given they will provide an SSN.



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SUPERVISOR GUIDELINES

Overview

Supervisors are responsible for the recruitment, hiring, and management of the student employment process. Supervisors are expected to review their needs for student employment and plan accordingly. Day-to-day tasks for managers of student workers include: managing the recruitment/hiring of student workers in Workday, payment entries into Workday for stipend paid positions, end of semester Performance Evaluations, and bi-weekly time card approvals.

Funding for Positions

Each year prior to the academic term the budget office will reach out to provide the departments allotted funds. Supervisors should work closely with the Budget Office to determine their budget for campus employment positions vs. Federal Work Study positions.

All funding inquiries should be directed to The Controller's Office at fs@marymount.edu.

Hourly Rates

Each student employee is required to be paid the State of Virginia's minimum wage amount. However, Supervisors have the discretion to pay hourly wages above the minimum wage amount (if departmental budget permits).

For all Federal-Work Study student employee, the minimum wage amount is \$15.00 per hour. However, supervisors have the discretion to pay hourly wages above this amount.

The goal is to be competitive, yet fair. Depending on your allocated budget for student employment, below is the recommended hourly wage guidelines for non-Federal Work Study student employees (as a reference only) for supervisor use:

Again, you're empowered to make your own decision based on the allocation of your budget. As you hire students, we want to remind everyone to be equitable with pay for your students.

Years @MU	Hourly Rate
0-1	13.00
1-3	14.00
3-4	15.00
4+	16.00

Performance Concerns

If you have performance concerns about one of your student works, please reach out to your HR Business Partner for guidance.

Generally, to assist in these conversations, we suggest creating an expectations document for your student to clearly document their responsibilities. We also suggest addressing any concerns at the time they occur so real time feedback can be achieved with the student. If the student is continuing to miss



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expectations, your HR Business partner can help you determine how and what format this feedback can be given.

Terminations

Marymount has the right to terminate student employment at any time, without notice or cause. In the event of employee performance or conduct issues, we encourage supervisors to use progressive discipline where appropriate and circumstances allow (as described above).

Performance Evaluations

Performance evaluations can be a positive tool for student employees. At the end of each semester, supervisors should meet with their students to go over their performance in a more formal setting. Performance conversations should occur consistently while a student is employed, but having a set time to review expectations and what was achieved can be a valuable experience for both the student and the supervisor. This evaluation can provide the student with feedback so they can improve or maintain their overall performance.

The evaluation can assist you in the following way:

- Preparing goals for the upcoming semester
- Offer feedback on the past semester performance
- Identify strengths and weaknesses
- Documenting any performance concerns
- Planning for career development

Performance evaluations are highly encouraged for students to assist in their growth and development. These reviews will be submitted to HR each semester.

SUPERVISOR CHECKLIST

Prior to Hiring

- Create position in Workday **see job aids in additional resources*
- Post position internally and on Student Careers **see job aids in additional resources*
- Review Candidates based on job knowledge and desired skills
- Set up interviews with the candidates and staff that will interact with the student
- Decline Students that will not be moved forward
- Move finalist into hiring process in Workday **see job aids in additional resources*
- Call the student to offer the position, confirm start date, and answer any questions

Before the Student's First Day

- Enter stipend pay/Period Activity Pay (PAP) if necessary **see job aids in additional resources*
- Create training plan
- Identify a mentor or buddy
- Setup consistent schedule with the student
- Work with IT on any equipment needed or access to software
- Make sure student completes onboarding in Workday and comes to HR with documents for their I-9 form **see Appendix B*



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On Student's First Day

- Send an email to introduce the student to the department
- Provide a tour of the workspace
- Provide any equipment
- Review the job description and key tasks
- Provide information on hours/schedule, remote work policy, dress code, expectations, customer service expectations, accountability, available resources
- Review and provide contact information for who will supervise the student and who they backup will be when the supervisor is out
- Provide a helpful contacts list

During Student's First Week

- Introduce the student personally to people they will work directly with and to mentor/buddy
- Train the student on how to enter time in timecard through Workday
- Review key tasks they need to accomplish as well as deadlines
- Review training plan with student
- Discuss sick policy and expectations for notification of a sick day
- Provide the payroll calendar to the student
- Review performance expectations

During the Student's First Month

- Provide feedback how the student is performing
- Review the job description and additional duties that may come up
- Complete training plan
- Make sure you are approving timecards bi-weekly

At the End of the Semester

- Provide Student Performance Evaluation
- Review goals and adjust if goals are still incomplete
- Provide an opportunity for the student to discuss career development
- Discuss plans for next semester
- Confirm student's return date and schedule for next semester

If Student is Not Returning

- Terminate student in Workday **see job aids in additional resources*
- Post for a replacement (if needed)
- Close position if not rehiring
- Remove access to Software
- Collect equipment
- Provide contact information as personal reference for future use
- Complete an exit interview to ask student how their experience has been



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ADDITIONAL RESOURCES

Student Employment Support Webpage

The following resources are found under the Human Resources Website on the Student Employment Support page. These resources guide you through the process of student employment in Workday as well as provide additional student employment information.

Supervisor Training

A general training was recorded by the HR team as an overview for supervisors to the Student Employment process. This covered the process of student employment as well as expectations of the supervisor.

Workday Job Aids

Student employment is processed through Workday. HR has prepared multiple job aids to assist managers in the process of hiring, onboarding, paying, terminating, etc. a student worker in Workday.

Student Employment Guide

The student employment guide is an additional resource for student employment. This guide provides a general overview of student employment as well as information about the process, policies, and expectations of students.



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APPENDIX A: Payroll Schedule

The payroll schedule is managed by the payroll office. Please note the dates of timecard approvals and pay dates.

Payroll inquiries including tax questions, should be directed to: payroll@marymount.edu

Marymount University Payroll Calendar 2024

Payroll # of the Year	Payroll # of the Month	2024 Quarter	Pay Period		Time Entry Due (in Workday)		Pay Date		Holiday Reminders
			Start	End	Day	Date	Day	Date	
26	3	4th	12/17/2023	12/30/2023	Tuesday	1/2/2024	Friday	1/12/2024	Winter break Dec. 22-Jan 1 2024
1	1	1st	12/31/2023	1/13/2024	Tuesday	1/16/2024	Friday	1/26/2024	
2	2	1st	1/14/2024	1/27/2024	Tuesday	1/30/2024	Friday	2/9/2024	MLK day January 15
3	1	1st	1/28/2024	2/10/2024	Tuesday	2/13/2024	Friday	2/23/2024	
4	2	1st	2/11/2024	2/24/2024	Tuesday	2/27/2024	Friday	3/8/2024	
5	1	1st	2/25/2024	3/9/2024	Tuesday	3/12/2024	Friday	3/22/2024	Good Friday March 29
6	2	1st	3/10/2024	3/23/2024	Tuesday	3/26/2024	Friday	4/5/2024	
7	1	2nd	3/24/2024	4/6/2024	Tuesday	4/9/2024	Friday	4/19/2024	
8	2	2nd	4/7/2024	4/20/2024	Tuesday	4/23/2024	Friday	5/3/2024	
9	1	2nd	4/21/2024	5/4/2024	Tuesday	5/7/2024	Friday	5/17/2024	
10	2	2nd	5/5/2024	5/18/2024	Tuesday	5/21/2024	Friday	5/31/2024	
11	1	2nd	5/19/2024	6/1/2024	Tuesday	6/4/2024	Friday	6/14/2024	Memorial Day May 27
12	2	2nd	6/2/2024	6/15/2024	Tuesday	6/18/2024	Friday	6/28/2024	
13	3	2nd	6/16/2024	6/29/2024	Tuesday	7/2/2024	Friday	7/12/2024	
14	1	3rd	6/30/2024	7/13/2024	Wednesday	7/16/2024	Friday	7/26/2024	Independence Day July 4
15	2	3rd	7/14/2024	7/27/2024	Tuesday	7/30/2024	Friday	8/9/2024	
16	1	3rd	7/28/2024	8/10/2024	Tuesday	8/13/2024	Friday	8/23/2024	
17	2	3rd	8/11/2024	8/24/2024	Tuesday	8/27/2024	Friday	9/6/2024	
18	1	3rd	8/25/2024	9/7/2024	Tuesday	9/10/2024	Friday	9/20/2024	Labor Day September 2
19	2	3rd	9/8/2024	9/21/2024	Tuesday	9/24/2024	Friday	10/4/2024	
20	1	4th	9/22/2024	10/5/2024	Tuesday	10/8/2024	Friday	10/18/2024	
21	2	4th	10/6/2024	10/19/2024	Tuesday	10/22/2024	Friday	11/1/2024	
22	1	4th	10/20/2024	11/2/2024	Tuesday	11/5/2024	Friday	11/15/2024	
23	2	4th	11/3/2024	11/16/2024	Tuesday	11/19/2024	Friday	11/29/2024	Veterans Day November 11
24	1	4th	11/17/2024	11/30/2024	Tuesday	12/3/2024	Friday	12/13/2024	Thanksgiving break Nov 28-29
25	2	4th	12/1/2024	12/14/2024	Tuesday	12/17/2024	Friday	12/27/2024	
26	3	4th	12/15/2024	12/28/2024	Tuesday	12/31/2024	Friday	12/31/2024	
1	1	1st	12/29/2024	1/11/2025	Tuesday	1/14/2025	Friday	01/14/2025	Winter Break Dec. 24-Jan 1
2	2	1st	1/12/2025	1/25/2025	Tuesday	1/28/2025	Friday	02/07/2025	



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APPENDIX B: Required Documentation for I-9 Form

All new employees are required by law to complete the I-9 Form, with Part I completed by the employee by the first day of employment; Part II completed by the employer within three (3) days of hire. Failure to do so will result in

LISTS OF ACCEPTABLE DOCUMENTS

All documents containing an expiration date must be unexpired.
 * Documents extended by the issuing authority are considered unexpired.
 Employees may present one selection from List A or a combination of one selection from List B and one selection from List C.

Examples of many of these documents appear in the Handbook for Employers (M-274).

LIST A Documents that Establish Both Identity and Employment Authorization	OR	LIST B Documents that Establish Identity	AND	LIST C Documents that Establish Employment Authorization
<ol style="list-style-type: none"> U.S. Passport or U.S. Passport Card Permanent Resident Card or Alien Registration Receipt Card (Form I-551) Foreign passport that contains a temporary I-551 stamp or temporary I-551 printed notation on a machine-readable immigrant visa Employment Authorization Document that contains a photograph (Form I-766) For an individual temporarily authorized to work for a specific employer because of his or her status or parole: <ol style="list-style-type: none"> Foreign passport; and Form I-94 or Form I-94A that has the following: <ol style="list-style-type: none"> The same name as the passport; and An endorsement of the individual's status or parole as long as that period of endorsement has not yet expired and the proposed employment is not in conflict with any restrictions or limitations identified on the form. Passport from the Federated States of Micronesia (FSM) or the Republic of the Marshall Islands (RMI) with Form I-94 or Form I-94A indicating nonimmigrant admission under the Compact of Free Association Between the United States and the FSM or RMI 		<ol style="list-style-type: none"> Driver's license or ID card issued by a State or outlying possession of the United States provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address ID card issued by federal, state or local government agencies or entities, provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address School ID card with a photograph Voter's registration card U.S. Military card or draft record Military dependent's ID card U.S. Coast Guard Merchant Mariner Card Native American tribal document Driver's license issued by a Canadian government authority <p>For persons under age 18 who are unable to present a document listed above:</p> <ol style="list-style-type: none"> School record or report card Clinic, doctor, or hospital record Day-care or nursery school record 		<ol style="list-style-type: none"> A Social Security Account Number card, unless the card includes one of the following restrictions: <ol style="list-style-type: none"> NOT VALID FOR EMPLOYMENT VALID FOR WORK ONLY WITH INS AUTHORIZATION VALID FOR WORK ONLY WITH DHS AUTHORIZATION Certification of report of birth issued by the Department of State (Forms DS-1350, FS-545, FS-240) Original or certified copy of birth certificate issued by a State, county, municipal authority, or territory of the United States bearing an official seal Native American tribal document U.S. Citizen ID Card (Form I-197) Identification Card for Use of Resident Citizen in the United States (Form I-179) Employment authorization document issued by the Department of Homeland Security <p>For examples, see Section 7 and Section 13 of the M-274 on uscis.gov/i-9-central.</p> <p>The Form I-766, Employment Authorization Document, is a List A, Item Number 4, document, not a List C document.</p>
<p>Acceptable Receipts</p> <p>May be presented in lieu of a document listed above for a temporary period. For receipt validity dates, see the M-274.</p>				
<ul style="list-style-type: none"> Receipt for a replacement of a lost, stolen, or damaged List A document. Form I-94 issued to a lawful permanent resident that contains an I-551 stamp and a photograph of the individual. Form I-94 with "RE" notation or refugee stamp issued to a refugee. 	OR	<ul style="list-style-type: none"> Receipt for a replacement of a lost, stolen, or damaged List B document. 		<ul style="list-style-type: none"> Receipt for a replacement of a lost, stolen, or damaged List C document.

*Refer to the Employment Authorization Extensions page on [I-9 Central](#) for more information.



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APPENDIX C: Key Student Employment Contacts

DEPARTMENT	ITEMS	CONTACT INFORMATION
Human Resources	Hire Process Offer Letters Authorized Work Letters	Jobs on Campus joc@marymount.edu hr@marymount.edu
Financial Services	Budget Allocations Grants Costing Center Allocations	Kyle Ederton Janine Burgess fs@marymount.edu
Financial Aid	Federal Work Study Financial Aid Awards	Meghan Sutton msutton@marymount.edu
Graduate Assistants	Graduate Assistant Jobs	Jason Craig jcraig@marymount.edu
Internships	Paid Professional Internships Non-Paid Professional Internships	Center for Career Development BALL 2050 – Ballston Campus careerdev@marymount.edu (703) 284-5960
Payroll Office	Paycheck Inquiries Taxes Time Entry	Kristina Deemark payroll@marymount.edu
International & Scholar Student Services	International Student Work Requirements	Rowley 1004 – Main Campus isss@marymount.edu (703) 526-6922