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1.0 MISSION AND VISION OF THE CAREER CENTER

Vision – We will be recognized as expert partners who create industry best practices through connecting and preparing students, employers, faculty, and alumni in their quests to reach their goals.

Specifically, we commit to:

- Assisting students with exploring career options, making informed academic major decisions, obtaining experience and employment, and acceptance to graduate school;
- Creating high-impact connecting activities which bring together students, faculty, employers, and alumni;
- Serving the university as experts in career and professional development, on-campus student employment, employer relations, and post-graduate outcomes;
- Seeking opportunities to partner with faculty in classrooms as well as other stakeholders, delivering career and professional development content in partnership with employers and alumni; and
- Teaching students the process and skills which will empower them to manage their careers.

Mission – To connect all of our partners for the purpose of helping students integrate their education, self-awareness, and experiences to empower a lifetime of career achievement and personal satisfaction.

2.0 FACULTY MODULE ON CARDINAL CAREER LINK

Supervisors may log on to Cardinal Career Link and request access to Student Job Postings with an online request. Once established, supervisors can view all job opportunities by logging onto the system and following the simple steps as do all students seeking opportunities on campus.

2.1 Setting up your Cardinal Career Link faculty account

- Go to www.bsu.edu/careers/careerlink
- At the bottom of the page, click the link, "For Faculty."
- Complete the Login information with your Username and Password, then Click, "Register"
- You will be contacted by the Career Center when your account has been established

2.2 Using the Faculty Module after your account is established

- Go to www.bsu.edu/careers/careerlink
- Select “Faculty Login”
- Follow the instructions to set your password and enter the module
- Under the “Jobs” tab select “On-Campus Student Employment”
- View the full description by selecting the job title
- Students must use the “Requisition #” when they seek referrals by visiting the Career Center

3.0 HIRING PROCESS FOR STUDENT EMPLOYEES

3.1 Posting a job

- All on-campus student employment vacancies must be listed with the Career Center.
- Complete a Student Employment Vacancy Form for new positions or if there are significant changes to an existing job. Submit the form to the Student Employment Coordinator.
• If you wish to post a previously existing position, please give us a call at 285-2417 or email STUJOBS@bsu.edu with any changes.
• Departmental personnel are strongly encouraged to work through their department’s Administrative Coordinator to post open positions and hire student employees to insure proper adherence to Federal, State, and university regulations, policies, and procedures.
• When the vacancy has been filled, please contact the On-Campus Student Employment Office to remove the job posting at 765-285-2417 or stujobs@bsu.edu.

3.2 Referrals
• Students must receive a referral from the Career Center before they can be interviewed, hired and added to the University Payroll.
• Referral forms include information about the student and the position that will be needed to submit both a workflow and an EPAF, as well as the student’s earning limits for Federal Work-Study.

![Student Employment Referral](image)

![Employment Referral - Student Copy](image)
3.3 Workflow – Student Hiring Compliance Form

My.BSU.edu → Banner → Workflow → User Profile → My Processes

1. Select Student Hiring Compliance Form

2. In Workflow Specifics Name field, enter the student’s name using the following format: Last Name, First Name. Click, “Start Workflow.”

3. If the workflow has been submitted successfully, this image will appear.
4. On the home screen, Click, “Worklist.” Next, select the student’s name by clicking on the blue, highlighted text.

![Worklist](image)

5. Enter the student’s Ball State ID number and email address, and click, “Complete.” This information can be found on the referral form.

![Form](image)

If the student has completed all necessary student employment paperwork, you will receive an immediate response indicating you are cleared to begin the Banner Electronic Personnel Action Form (EPAF) process.

If the student has not completed the necessary paperwork, an e-mail will be sent to the student, and copied to the workflow submitter, with instructions to visit the Career Center and submit the needed paperwork. The workflow originator will be notified when the student has submitted the required forms.

Once the forms are completed, the On-Campus Student Employment Office will approve the workflow and the originator will be notified to input the EPAF.
4.0 ELECTRONIC PERSONNEL ACTION FORMS (EPAF)
For complete instructions on using EPAF's please check with Human Resources' guide to Creating EPAFs.

4.1 Definitions:
- **Originator** - The person who inputs hiring information into the EPAF forms
- **Approver** - The person or persons responsible for "signing off" on the EPAF
- **FOAPAL** – Abbreviation for Fund, Organization, Account, Program, Activity, Location Funding and account information (23 digit code)

4.2 APPROVAL CATEGORIES
Most common OCSE approval categories:
- STU110 - New Student Hire
- STU115 - New Student Stipend Hire
- STU201 - Change Student Base Pay
- ADM400 - End Job Assignment
- ADM500 - Change of Supervisor or Org

Please note: The ADM301 (Change in Labor) approval category is **not used** by student employment.

4.3 Employee Classes
There are four student employee classes:
- S1 - Student Undergrad Hourly
- S2 - Student Undergrad Salary (also used for Miscellaneous Payments)
- S3 - Student Graduate Assistant Salary (reserved for Graduate Assistantships only)
- S4 - Student Graduate Assistant Hourly

4.4 PROCESS

4.4.1 Referral Sheets
Each referral sheet will have two position numbers –
- Federal Work-Study positions (88XXXX or 89XXXX)
- Non-FWS positions (99XXXX)

If a student has a Federal Work-Study Award, the balance for the award will be indicated on the referral. In this case, please use the FWS 88XXXX or 89XXXX number. Otherwise, use the 99XXXX number. Positions available for FWS students only may not have a 99XXXX number associated with the referral.
4.4.2 Hiring Hourly Student with an EPAF

Submit EPAF on Self-Service Banner
Self Service Banner → Employer → Electronic Personnel Action Forms → New EPAF

1. Enter the following information into the corresponding field:

   - **ID** – Student ID Number
   - **Query Date** – Enter the effective date (MM/DD/YYYY)
   - **Approval Category** – Use the drop down arrow to select "Student - New Hire, STU110"
     This category includes students who have an existing assignment or have previously worked in the same position (renewals).
   - Click **Go**.

2. Enter the following information into the corresponding field:

   - **Position** – “99XXXX” or “88XXXX” if FWS has been awarded (see referral slip)
   - **Suffix** – 00 (unless directed otherwise for special exceptions)
3. If position number is unknown, click on the magnifying glass icon:

- **Employee Class** – S1, Student Undergrad Hourly or S4, Student Graduate Asst Hourly for graduate students earning $9.00/hr or more.
- **COA** – All or 1, Ball State University
- **Budget Organization** – Use drop-down menu to select departmental organization number
- **Click Go.**

4. Select position from resulting list.
5. **Employee Information**

<table>
<thead>
<tr>
<th>Item</th>
<th>Current Value</th>
<th>New Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Employee Status</td>
<td><em>(Not Enterable)</em></td>
<td>Active</td>
</tr>
<tr>
<td>Employee Type/Class</td>
<td><em>(Not Enterable)</em></td>
<td>S1, Student Undergrad Hourly</td>
</tr>
<tr>
<td>Home Department COA</td>
<td><em>(Not Enterable)</em></td>
<td>1</td>
</tr>
<tr>
<td>Home Department</td>
<td></td>
<td>150050, Career Center</td>
</tr>
<tr>
<td>Distribution COA</td>
<td><em>(Not Enterable)</em></td>
<td>1</td>
</tr>
<tr>
<td>Distribution Orgn</td>
<td></td>
<td>150050, Career Center</td>
</tr>
<tr>
<td>Current Hire Date</td>
<td>MM/DD/YYYY*</td>
<td>02/29/2016</td>
</tr>
</tbody>
</table>

- **Employee Status** – Default to "Active" based upon previous entry.
- **Employee Type/Class** – Enter S1. If position number indicates, “Grad Hourly,” or similar designation, please enter S4.
- **Home Department COA** – Default to 1.
- **Home Department** – Enter the departmental code. If "Current Value" is listed, repeat same value. Otherwise, enter your Organization number.
- **Distribution COA** – Default to 1.
- **Distribution Orgn** - Enter your Organization number
- **Current Hire Date** – Dependent upon Employee Status and Current Value.
  - If there is no Current Value listed, or Status = Terminated, then enter the Query Date listed above.
  - If a date is indicated under the Current Value, enter the SAME date in "New Value."

6. **Job Information**

<table>
<thead>
<tr>
<th>Item</th>
<th>Current Value</th>
<th>New Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Job Begin Date</td>
<td>MM/DD/YYYY*</td>
<td></td>
</tr>
<tr>
<td>PAF Effective Date</td>
<td>MM/DD/YYYY*</td>
<td></td>
</tr>
<tr>
<td>Personnel Date</td>
<td>MM/DD/YYYY*</td>
<td></td>
</tr>
<tr>
<td>Job Type (P, S, O)</td>
<td><em>(Not Enterable)</em></td>
<td>Primary</td>
</tr>
<tr>
<td>Step: <em>(Not Enterable)</em></td>
<td></td>
<td>0</td>
</tr>
<tr>
<td>Hourly Rate</td>
<td></td>
<td>7.25</td>
</tr>
<tr>
<td>Shift</td>
<td></td>
<td>1</td>
</tr>
<tr>
<td>Job Status: <em>(Not Enterable)</em></td>
<td></td>
<td>A</td>
</tr>
<tr>
<td>Job Change Reason</td>
<td></td>
<td>JBPLC, Student Job Placement</td>
</tr>
<tr>
<td>Supervisor ID</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Contract Number</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

- **Job Begin Date** – Enter "Query Date"
- **PAF Effective Date** – Enter "Query Date"
- **Personnel Date** – Enter "Query Date"
• **Job Type** – Select Primary, Secondary, or Overload. Field will default to Primary.
  - If Primary job exists (Current Value = Active) – Select Secondary to avoid position conflict.
  - Do not use Overload. This option is not relevant to Student Employment.
• **Step** – Default to 1.
• **Hourly Rate** – Enter in X.XX format
• **Shift** – Default to 1.
• **Job Status** – Default to "A" for Active.
• **Job Change Reason** – Default to JBPLC, Student Job Placement.
  - If the position is a reactivation (renewal) – Select STREN, Student Employee Renewal.
• **Supervisor ID** – Enter 9-digit identification number of student supervisor.
• **Contract Number** – Enter the Posting (Contract) number from Referral.

7. **Labor Distribution** – No changes should be made in the Labor Distribution. If you would like to add an activity code, you are able to do so.

8. **End a Job Assignment**

There are two options for ending a job assignment:
• To end a student’s assignment on a predetermined date:
  - This option is always necessary for FWS assignments.
  - **PAF Effective Date** – Enter date of anticipated end of assignment
  - **Job Status** – Enter Terminated
  - **Job Change Reason** – Enter ENDJB, End of Job Assignment
  - **Personnel Date** – Not a required field
• To keep a student active without a predetermined end of assignment date:
  - **PAF Effective Date** – Enter the Query Date
9. **Routing Queue**

<table>
<thead>
<tr>
<th>Approval Level</th>
<th>Required Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>140 - (STMPOF) Student Employment Ofc</td>
<td>Approve</td>
</tr>
<tr>
<td>900 - (PAYRLL) Payroll</td>
<td>Apply</td>
</tr>
</tbody>
</table>

- First listed approval:
  - 140 - (STMPOF) Student Employment Ofc (Default)
  - User Name – Select from the magnifying class icon
  - Required Action – Approve is default
- Next listed approval:
  - 900 - (PAYRLL) Payroll (Default)
  - User Name – Select from the magnifying class icon
  - Required Action – Apply is default
- Additional approval levels may be added, if necessary, by departmental protocol or Sponsored Programs Administration.
- **If the fund number in the Labor Distribution begins with the number "2,"** the approval routing must have a "500" level (Sponsored Programs Administration) approver.
- **Departments are responsible for this information.** If these criteria are not met, the EPAF will be returned to the department for correction.

10. **Comment** – May be added if necessary or required by department.

11. Click "Save" and review the information for accuracy.

12. Click "Submit"

If there are any errors, a message will appear at the top of the page with instructions regarding required corrections. Once errors are corrected, make sure to click "Save," before submitting. If you need help identifying the error message or its intent, contact the Student Employee Coordinator. If no errors are indicated, the EPAF will be sent to the next person listed for approval.
4.4.3 Hiring Stipend Students with an EPAF

- Used to input students working on a stipend basis or for miscellaneous payments made to students working on a project basis for a specific period of time.
- Use the beginning and end dates of a bi-weekly pay period when making stipend payments to student employees.
- For miscellaneous payments, please use dates for a single pay period.

Submit EPAF on Self-Service Banner
Self Service Banner → Employer → Electronic Personnel Action Forms → New EPAF

1. Enter the following information into the corresponding field:

- **ID** – Student ID Number
- **Query Date** – Enter the effective date (MM/DD/YYYY)
- **Approval Category** – Use the drop down arrow to select "Student - New Stipend Hire, STU115. This category includes students who have an existing assignment or have previously been paid from the same position number.
- Click **Go**.

2. Enter the following information into the corresponding field:
• **Position** – 99XXXX. Students with Federal Work-Study Award cannot be paid via stipend. If you encounter this situation, please contact the Student Employment Coordinator.

• **Suffix** – 00 (unless directed otherwise for special exceptions)

3. If position number is unknown, click on the magnifying glass icon:

![New Position Selection](image)

- **Employee Class** – S2, Student Undergrad Salary
- **COA** – All or 1, Ball State University
- **Budget Organization** – Use drop-down menu to select departmental organization number
- **Click Go.**

4. **Employee Information**

![Employee Information - PEAEMPL](image)

- **Employee Status** – Default to "Active" based upon previous entry
- **Employee Type/Class** – Enter S2
- **Home Department COA** – Default to 1.
- **Home Department** – Enter the departmental code. If "Current Value" is listed, repeat same value. Otherwise, enter your Organization number.
• **Distribution COA** – Default to 1.
• **Distribution Orgn** - Enter your Organization number
• **Current Hire Date** – Dependent upon Employee Status and Current Value.
  o If there is no Current Value listed, or Status = Terminated, then enter the Query Date listed above.
  o If a date is indicated under the Current Value, enter the SAME date in "New Value."

5. **Student Stipend Job Info**

<table>
<thead>
<tr>
<th>Item</th>
<th>Current Value</th>
<th>New Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Job Begin Date</td>
<td></td>
<td></td>
</tr>
<tr>
<td>PAF Effective Date</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Personnel Date</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Job Type (P, S, O)</td>
<td>Primary</td>
<td></td>
</tr>
<tr>
<td>FTE (Not Enterable)</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>Step (Not Enterable)</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>Annual Salary</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Factor</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Number of Pays</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Job Status</td>
<td>A</td>
<td>Not Selected</td>
</tr>
<tr>
<td>Job Change Reason</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Supervisor ID</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

- **Job Begin Date** – Enter "Query Date"
- **PAF Effective Date** – Enter "Query Date"
- **Personnel Date** – Enter "Query Date"
- **Job Type (P, S, O)** – Select Primary or Secondary. Field will default to Primary.
  o If Primary job exists (Current Value = Active) – Select Secondary to avoid position conflict.
  o Do not use Overload. This option is not relevant to Student Employment.
- **Step** – Default to 1
- **FTE** – Default to 1
- **Annual Salary** – Enter total amount student is to be paid over the term of service; minimum one (1) full pay period.
- **Factor** – Enter the number of pay periods
- **Number of Pays** – Enter the number of times the student should be paid. The Factor and Number of Pays should match.
- **Job Status** – Default to "A" for Active
- **Job Change Reason** – Enter NEWHR from drop down menu
- **Supervisor ID** – Enter 9-digit identification number of student supervisor.
6. **Labor Distribution** – No changes should be made in the Labor Distribution. If you would like to add an activity code, you are able to do so.

<table>
<thead>
<tr>
<th>Labor Distribution, 998925-00 Student Stipend (142000)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Current</strong></td>
</tr>
<tr>
<td>Effective Date: 03/22/2018</td>
</tr>
<tr>
<td>COA Index Fund Organization Account Program Activity Location Project Cost Percent Encumbrance Override End Date</td>
</tr>
<tr>
<td>1 142000</td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td><strong>New</strong></td>
</tr>
<tr>
<td>Effective Date: MM/DD/YYYY</td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td>Total: 100.00</td>
</tr>
</tbody>
</table>

7. **End a Job Assignment**

<table>
<thead>
<tr>
<th>End a job assignment, 998925-00 Student Stipend (142000)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Item</strong></td>
</tr>
<tr>
<td>PAF Effective Date: MM/DD/YYYY*</td>
</tr>
<tr>
<td>Job Status: * (Not Enterable)</td>
</tr>
<tr>
<td>Job Change Reason: *</td>
</tr>
<tr>
<td>Personnel Date: MM/DD/YYYY</td>
</tr>
<tr>
<td>Current Value</td>
</tr>
<tr>
<td>New Value</td>
</tr>
</tbody>
</table>

- This position must be completed with a date which is after the "Query Date," at least one (1) full pay period. Stipend payments are determined by a formula: the total salary amount divided by the number of specific pay periods.
- **PAF Effective Date** – Last date of service (MM/DD/YYYY)
- **Job Status** – Enter "Terminated"
- **Job Chang Reason** – Enter "ENDJB, End of Job Assignment"
- **Personnel Date** – Not a required field.

8. **Routing Queue**

<table>
<thead>
<tr>
<th>Routing Queue</th>
</tr>
</thead>
<tbody>
<tr>
<td>Approval Level</td>
</tr>
<tr>
<td>----------------</td>
</tr>
<tr>
<td>140 - (STMPOF) Student Employment Ofc (Default)</td>
</tr>
<tr>
<td>950 - (PAY) Payroll</td>
</tr>
<tr>
<td>Not Selected</td>
</tr>
<tr>
<td>Not Selected</td>
</tr>
<tr>
<td>Not Selected</td>
</tr>
<tr>
<td>Not Selected</td>
</tr>
</tbody>
</table>

- First listed approval:
  - 140 - (STMPOF) Student Employment Ofc (Default)
  - User Name – Select from the magnifying class icon
  - Required Action – Approve is default
• Next listed approval:
  • 900 - (PAYRLL) Payroll (Default)
  • User Name – Select from the magnifying class icon
  • Required Action – Apply is default
• Additional approval levels may be added, if necessary, by departmental protocol or Sponsored Programs Administration.
• If the fund number in the Labor Distribution begins with the number "2," the approval routing must have a "500" level (Sponsored Projects Administration) approver.
• Departments are responsible for this information. If these criteria are not met, the EPAF will be returned to the department for correction.

9. **Comment** – May be added if necessary or required by department.
10. Click "Save" and review the information for accuracy.
11. Click "Submit"

If there are any errors, a message will appear at the top of the page with instructions regarding required corrections. Once errors are corrected, make sure to click "Save," before submitting. If you need help identifying the error message or its intent, contact the Student Employee Coordinator. If no errors are indicated, the EPAF will be sent to the next person listed for approval.

**4.4.4 Reactivating Students (Renewals)**

• To renew or reactivate students who have previously worked in a position, it is necessary to complete a STU110 EPAF.
• Students who have been hired without a predetermined end of assignment date will not have to be rehired.
• Federal Work-Study assignments (88XXXX) must be terminated at the end of the academic year. For students continuing the work assignment through the summer, please submit a STU110 EPAF with a non-FWS position number.
• If the student has previously worked this position, a date will appear under "Current Value," next to "Job Begin Date." This will prevent the EPAF from submitting. Review the Job Information/Job Begin Date, and change the New Value to match the Current Value.
4.4.5 Increasing Student Wage Rates

- Longevity/merit increases are limited to 5¢ increments with a maximum of 25¢, restricted to only once per student per semester, and should coincide with the beginning of a given pay period.

Self Service Banner ➔ Employer ➔ Electronic Personnel Action Forms ➔ New EPAF

1. New EPAF Person Selection

![New EPAF Person Selection](image)

- **ID** – Student ID Number
- **Query Date** – Enter the effective date (MM/DD/YYYY)
- **Approval Category** – Use the drop down arrow to select Student – Change Base Pay, STU201
- **Click Go.**

2. Job Information - Hourly - NBAJOBS, JOBHRL

![Job Information - Hourly - NBAJOBS, JOBHRL](image)

- Select the position to which you wish to make the change. If the student has only one position, only one position will be listed; select that position. If the student has more than one position, be careful to select the appropriate position.
- **Click GO**
3. **Job Information - Hourly – NBAJOBS**

![Job Information Table]

- **Job Begin Date** – Will remain blank (not enterable)
- **PAF Effective Date** – Enter Query (effective) date
- **Personnel Date** – Enter Query (effective) date
- **Job Type (P,S,O)** – Primary, Secondary, Overload. This field should default and agree with the "Current Value" column.
- **Hourly Rate** – Current Value + Increase Value
- **Shift** – Value should default and agree with that under "Current Value"
- **Job Status** – Will default to A for Active
- **Job Change Reason** – Will default to SALAF
- **Supervisor ID** – Supervisor’s 9-digit number. This field may be the same ID listed in Current Value column.

4. **Routing Queue**

![Routing Queue Table]

- First listed approval:
  - 140 - (STMPOF) Student Employment Ofc (Default)
  - User Name – Select from the magnifying class icon
  - Required Action – Approve is default
- Next listed approval:
  - 900 - (PAYRLL) Payroll (Default)
  - User Name – Select from the magnifying class icon
  - Required Action – Apply is default
- Additional approval levels may be added, if necessary, by departmental protocol or Sponsored Projects Administration.
• If the fund number in the Labor Distribution begins with the number "2," the approval routing must have a "500" level (Sponsored Programs Administration) approver.

• Departments are responsible for this information. If these criteria are not met, the EPAF will be returned to the department for correction.

5. Comment – May be added if necessary or required by department.
6. Click "Save" and review the information for accuracy.
7. Click "Submit"

If there are any errors, a message will appear at the top of the page with instructions regarding required corrections. Once errors are corrected, make sure to click "Save," before submitting. If you need help identifying the error message or its intent, contact the Student Employee Coordinator. If no errors are indicated, the EPAF will be sent to the next person listed for approval.

4.4.6 Terminating Student Assignments

Self Service Banner → Employer → Electronic Personnel Action Forms → New EPAF

1. New EPAF Person Selection

   • ID – Student ID Number
   • Query Date – Enter the effective date (MM/DD/YYYY)
   • Approval Category – Use the drop down arrow to select Student – End Job Assignment, ADM400
   • Click Go.
2. End a Job Assignment, TRMJB3

- Select the position to terminate from list by clicking on the "Select" button on the far right side of the position list. If the student has more than one position, each will appear in the list. Please be sure to select the appropriate position which is to be terminated.
- Click GO

3. End a job assignment, Student Hourly

- PAF Effective Date – The date you want to terminate the student (MM/DD/YYYY)
- Personnel Date – The same date as the PAF Effective Date (MM/DD/YYYY)
- Job Change Reason – Default to ENDJB, End of Job Assignment
- Job Status – Default to T for Terminated

4. Routing Queue

- First listed approval:
  - 890 – (HRFYI) Human Resources FYI (Default)
  - User Name – select "Knox, John R" from drop-down menu
  - Required Action – Default to FYI
- Next listed approval:
  - 900 - (PAYRLL) Payroll (Default)
  - User Name – Select from the magnifying class icon
  - Required Action – Apply is default
• Additional approval levels may be added, if necessary, by departmental protocol or Sponsored Programs Administration.

• **If the fund number in the Labor Distribution begins with the number "2,"** the approval routing must have a "500" level (Sponsored Projects Administration) approver.

• **Departments are responsible for this information.** If these criteria are not met, the EPAF will be returned to the department for correction.

5. **Comment** – May be added if necessary or required by department.

6. Click "Save" and review the information for accuracy.

7. Click "Submit"

If there are any errors, a message will appear at the top of the page with instructions regarding required corrections. Once errors are corrected, make sure to click "Save," before submitting. If you need help identifying the error message or its intent, contact the Student Employee Coordinator. If no errors are indicated, the EPAF will be sent to the next person listed for approval.

8. **Common termination errors**
   - ERROR – The future dated Job record must be deleted before ending Job
   - WARNING – Future changes exist - starting on (e.g.) 06-MAY-2017

If you receive either of these messages, please send an e-mail to the Office of Payroll and Employee Benefits requesting the existing termination date be removed. Include the following information:
   - Student Name
   - Student ID #
   - Position #

This information is available to you on the page containing the error message. Save the document. Once the Office Payroll and Employee Benefits has removed the existing date conflict, you may reopen the transaction and resubmit it.

If there are no errors indicated on the EPAF, it will be sent to the next person listed for approval or application.
4.4.7 Changing a Student’s Supervisor or Timekeeping Organization

- Used to change a student's supervisor or the organization code for timekeeping purposes.

Self Service Banner → Employer → Electronic Personnel Action Forms → New EPAF

1. New EPAF Person Selection

- **ID** – Student ID Number
- **Query Date** – Enter the effective date (MM/DD/YYYY)
- **Approval Category** – Use the drop down arrow to select Administrative – Change of Supervisor or Org. ADM500
- Click **Go**.

2. Supervisor Information, SUPIN2

- Select the position to terminate from list by clicking on the "Select" button on the far right side of the position list. If the student has more than one position, each will appear in the list. Please be sure to select the appropriate position from which you want to terminate the student.
- Click **GO**

3. Supervisor Information

<table>
<thead>
<tr>
<th>Item</th>
<th>Current Value</th>
<th>New Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>PAF Effective Date: MM/DD/YYYY</td>
<td>04/24/2017</td>
<td></td>
</tr>
<tr>
<td>Supervisor ID:</td>
<td>0007833414</td>
<td></td>
</tr>
<tr>
<td>Job Change Reason:</td>
<td>JBPLC</td>
<td>Not Selected</td>
</tr>
</tbody>
</table>
• PAF Effective Date – Enter Query Date (MM/DD/YYYY)
• Supervisor ID – Enter new Supervisor's 9-digit ID
• Job Change Reason – Enter CHSUP, Change Supervisor

4. Time Sheet Org change Info

<table>
<thead>
<tr>
<th>Item</th>
<th>Current Value</th>
<th>New Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Timesheet Orgn</td>
<td>✉️</td>
<td></td>
</tr>
<tr>
<td>PAF Effective Date</td>
<td>04/24/2017</td>
<td></td>
</tr>
<tr>
<td>Job Change Reason</td>
<td>JBPLC</td>
<td>CGTSO, Change Time Sheet Organization</td>
</tr>
</tbody>
</table>

• Timesheet Orgn – Enter 6-digit Organization Code
• PAF Effective Date – Enter Query Date (MM/DD/YYYY)
• Job Change Reason – Default to CGTSO, Change Time Sheet Organization

5. Routing Queue

• First listed approval:
  • 800 – (UHRS) Human Resources
  • User Name – select "Knox, John R" from drop-down menu
  • Required Action – Default to FYI
• Next listed approval:
  o 900 - (PAYRLL) Payroll (Default)
  o User Name – Select from the magnifying class icon
  o Required Action – Apply is default
• Additional approval levels may be added, if necessary, by departmental protocol or Sponsored Programs Administration.

• If the fund number in the Labor Distribution begins with the number "2," the approval routing must have a "500" level (Sponsored Projects Administration) approver.

• Departments are responsible for this information. If these criteria are not met, the EPAF will be returned to the department for correction.

6. Comment – May be added if necessary or required by department.
7. Click "Save" and review the information for accuracy.
8. Click "Submit"
4.5 Supplemental Employment for Graduate Assistants

Graduate or Doctoral Assistants may pursue additional part-time campus employment with prior approval from the Graduate Program Director and the student’s assistantship supervisor.

In order to receive approval for additional work beyond the assistantship the student must be enrolled in 10 credit hours or less during the academic semester. The student will only be allowed to work up to, but not more than 9 additional hours a week.

The Additional Employment Form must be on file in the Career Center before the GA can receive referrals.

4.5.1 Additional Hours for Graduate Assistants

1. **Within the Same Department**
   If the GA is hired to work additional hours in the same department where he or she currently serves, the position does not need to be posted on Cardinal Career Link, nor does the student need to get a referral from the Career Center.

2. **In Another Department**
   If the job for which the GA is applying is in another department, the job must be posted on Cardinal Career Link and the GA must visit the Career Center to pick up a referral.

3. **Adding to Payroll**
   Use the STU110 EPAF to add the student to payroll when hired. If the position pays in excess of $9.00 per hour, the appropriate S4 E-Class position number must be used.

4.5.2 Timekeeping for GA Supplemental Employment

GAs working supplemental employment jobs must enter hours worked in Kronos, either through the web or time clock. Pay periods and submission deadlines are the same as regular student payroll dates.

4.5.3 Wage Rates for GA Supplemental Employment

GAs working supplemental employment jobs will be paid the posted, undergraduate wage rate for the position.

The federal and state minimum wage rate is $7.25 per hour. The Ball State University Board of Trustees has set the maximum wage rate for undergraduate students at $9.00 per hour.

For graduate positions, the maximum hourly rate is equivalent to the annual stipend for the hiring department.

For example, if the stipend is $8,025 per year, the hourly rate is $12.53.

\[
\frac{8,025}{640} = 12.53
\]

(Please round down so the total amount allotted is not exceeded.)

4.5.4 End of Graduate Assistantship Contract
Supplemental assignments may continue after a GA contract ends. If you would like to retain a graduate student in a regular student employment position, please review the student’s employment status to
insure the student remains in Banner. Check your Kronos roster, or contact the On-Campus Student Employment Office.

If there are any errors on a supplemental EPAF, a message will appear at the top of the page with instructions regarding required corrections. Once errors are corrected, make sure to click "Save," before submitting. If you need help identifying the error message or its intent, contact the Student Employee Coordinator. If no errors are indicated, the EPAF will be sent to the next person listed for approval.

4.6 Faculty Research Grants
Faculty members who receive research grants and who want to hire students should follow the normal procedures for posting positions. If the grant is to be paid through the Office of Sponsored Projects Administration, the Office of Sponsored Projects Administration must approve and verify the hiring of all students. Regardless of the amount of student wages budgeted in the grant, undergraduate students cannot be paid more than $9.00 an hour.

4.7 Background Investigations for Student Employees
Background checks are performed on all student employees who will be working with minors. Student employees are responsible for notifying their supervisor immediately if status of any license(s) changes or if they are convicted of a crime (misdemeanor or felony) subsequent to their employment with the university.

All hiring decisions are contingent upon the results of the background check. Hiring supervisors are responsible for ensuring that background check is completed before scheduling any hours for the student employee.

The Career Center uses Reference Services, Inc. (RSI) as our preferred service provider. Student employees will receive an email directly from RSI and are responsible for providing the appropriate information to complete the background investigation. Students should not discard the email and must complete the form in a timely manner upon receipt.

On-campus supervisors will be notified when the Career Center receives background investigation results by email. Upon receipt, students become eligible to work on campus.

4.7.1 Requesting a Background Check for Your Student Employee
Please email the Student Employee Coordinator with the following information for each student that needs a background investigation. This information can be found on the student’s referral slip.

- Student Name
- Student I.D. Number
- Student BSU e-mail address

4.8 Campus SaVE Act Training
The Campus SaVE Act requires institutions of higher education to provide mandatory, ongoing, primary prevention and awareness training for all employees, including student employees, to address the prohibition against domestic violence, dating violence, sexual misconduct, and stalking.
Student employees must complete the online training provided by Everfi (Lawroom.com) as a mandatory requirement for employment. Training will be assigned within two weeks after a student employee has started working a first student employment assignment. If the training is not completed within the first 30 days after the training course is assigned, the student work assignment will be terminated.

Both student and supervisor will receive email notifications from the Student Employee Coordinator if the student does not complete the training in a timely manner. If you receive an email stating that a student employee is nearing the deadline, please connect with this student to make sure the training is completed to avoid termination. If termination occurs, the student can be reinstated once the online training is complete.

4.8.1 Payment for Required Training
Student employees shall receive payment for time spent completing the online training. If time is not provided during normal shift hours, the student must turn in a printed copy of the Certificate of Completion to their supervisor for a Kronos time adjustment of 60 minutes.
Student employees with multiple work assignments will be paid by the department which has the student employee’s primary assignment.

5.0 KRONOS FOR STUDENT TIMEKEEPING

5.1 Electronic Time Clocks
On-campus student employees clock in when they arrive at work by swiping their BSU I.D. cards through the Kronos time clocks. If a student has multiple work assignments, he/she must choose the appropriate assignment for each shift.

To clock out when they are finished working, they simply swipe their I.D. cards through the Kronos time clock again.

Hours worked are automatically calculated and downloaded to the payroll office for processing. If there is an error when a student is clocking in or out, use a Time and Attendance Adjustment Form (available from your area coordinator) to document the adjustment and turn it in to your area Kronos Coordinator.

5.2 Kronos Web Timestamp
If your area uses Kronos Web Timestamp, instruct the student on how to use the website to record the hours worked. If you have any questions, contact the Office of Payroll and Employee Benefits (285-8461) for specific instructions on how students should submit their time.

5.3 Approving Kronos Timecards
On-campus student employee and off-campus work-study student employee hours are to be approved and “signed off” by noon on Monday following the end of the biweekly pay period, which is on Saturday. The schedule of biweekly pay periods is available on the Payroll and Employee Benefits Web site for your reference.

6.0 WAGE DISTRIBUTION
6.1 Biweekly Payroll
Students are paid biweekly on the Friday following the end of the pay period. The Biweekly Payroll Schedule can be found on the Payroll and Employee Benefits website.

6.2 Direct Deposit
The university requires all employees, including student employees, to have their net pay direct deposited in a bank of their choice. Employee deposit statements and paystub information are available through Self-Service Banner where they can be viewed and printed. Students can also update their banking account information by following the same link.

6.3 Suggested Guidelines for Establishing Differentiated Student Employee Wage Rates
The following policy was last ratified by the Ball State Board of Trustees on September 12, 2009 and has been amended to accommodate changes due to the implementation of Banner and presentation on this website.

Ball State University utilizes a student wage plan that includes variable pay rates recognizing the complexity of the work performed, current merit/market conditions, job experience, special skills, and other factors. In addition, departments may award longevity increases to student employees at the end of each semester to become effective with the next academic term.

The student employee wage levels included in this document are provided as suggestions to assist departments in recognizing and appropriately compensating the differences in student positions within their vice-presidential areas. Differences in student wage rates should be based upon the complexity of the work activities and the skill level and experience required performing them.

The current campus minimum wage rate is $7.25 an hour which coincides with the federal minimum wage rate. Regular undergraduate student employees may not earn more than $9.00 an hour. Each vice president approves wage guidelines for departments in his or her unit. Questions about wage rates will be referred to the vice president, dean, or department chair, depending upon the one who assumes responsibility for establishing wage rates in a particular area. The Career Center does not have the authority to approve wage rates and longevity increases nor to determine market or equity issues.

Three factors may be used to evaluate student positions:
- skill level and previous experience required
- complexity of the essential functions of the position
- amount of supervision by a university supervisor that the position requires

For purposes of job review and determining wage level, these factors may be broken down into nine elements:
- Previous experience required
- previous training required
- licensing or certification required
- complexity of general duties
- decision making
- technical complexity
- supervision received
6.3.1 Student Wage Level I
Jobs at this level are typically entry-level or trainee jobs requiring basic skills that may be performed without previous training or work experience. Essential duties are routine tasks following prescribed procedures. The employee may follow standardized instructions, operate basic equipment, and perform repetitive duties. Some independent judgment or decision making is required. The student works under close supervision and may receive on-the-job training. The suggested wage range for Level I positions is a minimum of $7.25 an hour to a maximum of $7.75 an hour.

6.3.2 Student Wage Level II
Jobs at this level are typically intermediate positions requiring related experience or training. Essential duties vary from routine to semi-complex requiring independent judgment or decision making; previous knowledge of the work area may be required; duties are varied and may require specialized technical skills; the student may be eligible for certification opportunities. The student works under moderate supervision and may receive additional training or specialized instruction. The suggested wage range for Level II positions is a minimum of $7.75 an hour to a maximum of $8.25 an hour.

6.3.3 Student Wage Level III
Jobs at this level are typically advanced positions requiring special skills acquired through previous experience, specialized training, or related course work. Essential duties are complex and require independent decision making, problem solving skills, and individual initiative not covered by routine procedures; the student may be responsible for creating or developing processes, procedures, or materials; he or she may also research and analyze information, make recommendations, consult with others, and creatively apply related skills; the student may assign, review, or monitor the work of other student employees, may be required to have certifications, and may receive advanced training. The student works under indirect supervision. The suggested wage range for Level III positions is a minimum of $8.25 an hour to a maximum of $9.00 an hour.

6.3.4 Undergraduate Internships
Internships are advanced positions requiring special skills and knowledge acquired through the student’s academic program. Essential duties may be complex and require the student to use problem-solving and decision-making skills or to apply subject matter expertise related to the academic discipline; the student may also research and analyze information, make recommendations, consult with others, and creatively apply related skills and specialized experience. The student is usually responsible for the creation of a final project, process, report, or materials. The supervisor may be required to complete academic performance reviews and evaluations. The rate of pay for on-campus internships may not exceed the hourly equivalent for graduate assistants within the hiring department.

6.3.5 Graduate Students
Graduate students may be employed in advanced positions requiring a bachelor’s degree and specialized knowledge acquired through academic preparation. Essential duties may be complex and require the student to use problem-solving and decision-making skills or to apply subject matter expertise; the student may also research and analyze information, make recommendations, consult with others, and creatively apply related skills and specialized experience; he or she may perform work
6.3.6 Commission Sales
A limited number of campus positions selling advertisements may be paid on a commission basis. These positions typically involve soliciting advertisers, monitoring contracts, and reviewing ad layouts and proofs. The rate of commission and the basis used to calculate the commission must be approved by the chairperson of the department hiring the student as well as the appropriate university officer. Federal Work-Study students are not eligible for these positions. Guidelines are available from the Career Center.

6.3.7 Longevity Increases
Supervisors may award longevity increases to students at the completion of an academic term provided the student has performed satisfactorily in his or her work assignment and is returning for the subsequent semester or term.

Requests for longevity increases must be submitted no later than the last working day of each semester, to become effective with the next full pay period of the following semester or term. Longevity increases may range from 5¢ an hour up to 25¢ an hour (or in increments of 5¢, 10¢, 15¢, etc.). Reminder: total student employee compensation, including longevity, cannot exceed $9.00 an hour.

Supervisors will be responsible for submitting Longevity Pay Increase Electronic Employment Authorization Form (EPAF) forms for each student eligible for a longevity increase. The department head must also approve the change in rate.

Longevity increases are not transferable to other departments if students choose to change jobs. Students changing jobs begin at the base wage rate established for the position for which they’re applying.

6.3.8 Student Awards
Complete information regarding this policy and related forms can be found on the Office of University Controller website.

6.3.8.1 Procedure for Disbursing Award, Prizes, Scholarships and Payments for Service

6.3.8.2 Cash Payments/Prize Form
7.0 JOB DESCRIPTIONS
Effective job descriptions are action oriented, brief and concise, specific to the work to be accomplished, and reflective of the job as it exists now. The job description should be factual, free of jargon, and non-sexist in terminology.

7.1 Writing Job Descriptions

7.1.1 Position Statement
Begin by writing a position function statement about the position’s role within your department. This statement typically describes the basic purpose of the position and general responsibilities. Include outcomes statements as appropriate.

Example: Assist employers with posting student jobs and keeping vacancy information in the Cardinal Career Link database up to date. Obtain hiring information from employers when BSU students are hired.

7.1.2 Task Statements
Next, make a list of task statements for the position. You can generate these by asking the question, What does the student do? These should be action oriented and use action words to describe the work activity. See Appendix 2 for a sample list of "action verbs".

Task statements should be listed in order of importance. If possible, include the percentage of time conducting each task.

Examples:
- Review information on computer system to verify that students are eligible to work on campus and have completed all necessary documents; check student documents for accuracy and examine the documents required to verify students’ eligibility to work in the United States. (25%)
- Using Excel software, enter hiring information for off-campus jobs into a database. (15%)

7.1.3 Minimum Qualifications
What are the minimum qualifications for the position? What skills and attributes must a student have to be successful in the position? These may include

- General attributes (abilities, work habits, attitudes)
- Skills (technical proficiency, knowledge, motor skills, etc.
- Physical demands (requirements related to physical movement or the student’s interaction with the environment)
- Academic or licenses (most often related to a specific major or GPA requirement, or license or certification

Examples: Must have basic computer skills, effective oral and written communications skills, accurate filing ability, typing/data-entry skills, and the ability to work independently within a team concept. Professional attitude; effective interpersonal communication skills; basic computer skills; attention to detail; dependability; initiative; ability to handle difficult situations.
7.1.4 Additional Preferred Qualifications
Additional preferred qualifications are those attributes that would be nice to have and would enhance a student’s abilities to do the job, but they are not absolutely necessary.

Examples: Experience in customer service; experience with network or mainframe computer applications; knowledge of Ball State University and its operations; experience with Microsoft Office products. Experience using the Internet and CD-ROMs; demonstration of high commitment to excellent customer service; ability to work independently; demonstrated flexibility in a varying office environment; commitment to functioning as a team player.

7.1.5 Job Context
Job context refers to the working environment and the setting in which the student will perform the tasks. These are helpful in determining fit between a student’s abilities and temperament and the job. They also provide a realistic preview to students of the setting in which they'll be asked to conduct their work activities.

Example: Position requires student to work in a multi-faceted customer reception area answering multiple-line telephone set and greeting visitors; student must be able to sit for long periods of time while using computer to enter customer contacts into a database and to forward phone messages.

7.1.6 Supervision Received
Students normally work under close supervision, moderate supervision, or indirect supervision.

- **Close** supervision usually means there is continuous and close monitoring of student work, the supervisor checks the quality of work, and students typically complete tasks as assigned.
- **Moderate** supervision occurs when the supervisor checks on work progress and assignments occasionally, but students are given more latitude to make 10 decisions and monitor their own progress.
- **Indirect** supervision is usually associated when students are often working on their own, making decisions, and monitoring their own assignments. Contacts with the supervisor are less frequent.

7.1.7 Supervision Provided
Some students may provide supervision to other student employees. Use the descriptions in Section 6 above to describe the level of supervision the student provides to others.
7.2 Sample Student Employee Job Descriptions
Department: Career Center
Position Title: Career Assistant
Account code: FOAPAL
Job Number: 796
Supervisor: Deb Dolak
Title: Coordinator of Career Resources

1. Position Function Statement
This position offers the opportunity to work with career information in print and electronic formats while assisting clients, as well as the opportunity to develop customer service skills in a professional office.

2. Position Tasks
   A. Assist clients in using the print and electronic resources in the Career and Experiential Learning Lab. (50%)
   B. Assist with locating and evaluating new Web sites to bookmark on workstations, and for the Career Center’s Web pages; add/delete links from Career Center Web pages using Sitecore content management system; assist in maintaining integrity of bookmarks. (30%)
   C. Electronically check resources used by clients in and out; reshelving materials. (5%)
   D. Assist in marketing the Career and Experiential Learning Lab through bulletin boards and displays. (5%)
   E. Assist in maintaining lab files in Microsoft Excel and Word. (3%)
   F. Assist in keeping Career and Experiential Learning Lab statistics. (2%)
   G. Answer the phone, take messages, and transfer calls to appropriate parties. (1%)
   H. Restock free-materials stand as needed. (1%)
   I. Keep area tidy and clean. (1%)
   J. Assist in staffing Career Center special events as scheduling permits. (1%)
   K. Perform other duties as assigned. (1%)

3. Minimum Required Qualifications
Basic computer knowledge, Internet experience, and telephone and customer service experience; compliance with Career Center dress standards and expectations for career assistants; ability to lift a heavy book up to 15 lbs. for shelving on a 6 ft. high shelf; ability to answer the telephone and take messages; ability to operate a computer keyboard and mouse; ability to read print resources and print on computer monitors.

4. Additional Preferred Qualifications
Experience using CD-ROMs; demonstration of high commitment to excellent customer service; experience using Microsoft Office products; ability to work independently; demonstrated flexibility in a varying office environment; commitment to functioning as a team player.

5. Job Context
Position requires student to work in a multi-faceted resource lab/library; student will be required to interact with clients by answering career-related questions using available resources; student will be required to be mobile while interacting with clients; student will also be required to sit at a desk to perform office-related activities on a computer; student will also be required to answer the phone and take messages.
6. Supervision Received
Student will work under varying degrees of supervision. Some activities will be closely supervised, while others will require indirect to moderate supervision.

7. Supervision Provided
Student may be required to supervise other student employees' work in monitoring the integrity of links on the Career Center's Web pages.

8.0 MANAGING STUDENT EMPLOYEES

8.1 Helpful Tips for Scheduling
- Most students can work 10 to 15 hours a week and still maintain satisfactory academic records if they budget their time wisely.
- Request candidates bring their schedules to the interview and review schedules with your student employees at the beginning of each term so that you can insure your staffing needs are addressed.
- For the most efficient use of working time, students should work in blocks consisting of at least 2 hours.
- When the university is in session during the academic year, student employees may work up to 20 hours a week and no more than 40 hours during a two-week pay period.
- Student employees who work four hours consecutively are entitled to a fifteen-minute break period. Break periods may not be used to cover late arrivals or early departures from work, and they may not be accumulated.
- Although students may have more than one campus job, they may not work more than a total of 20 hours a week during the academic year. Keep this in mind when you plan their schedules. It is incumbent upon your student employees to monitor their hours for compliance.
- Students may be eligible to work during breaks for more than 20 hours a week, but should exceed 8 hours a day. Social Security taxes will be withheld if students are working but not attending classes during a pay period.
- Students may work up to 40 hours a week in the summer (or 80 hours during a two-week pay period) regardless of the number of hours they are enrolled.
- Graduate Assistants that worked 20 hours or less during the academic year may work up to 40 hours a week in the fall, winter, spring and summer breaks. If a Graduate Assistant has worked between 21 to 29 hours a week during the academic year, the Graduate Assistant cannot work more than 29 hours a week during the fall, winter, spring and/or summer breaks.
- According to university policy, students may never work more than 40 hours a week.
- Student employees are part-time employees and are not paid for lunch hours, holidays on which they do not work, etc.
- Students who have been awarded Federal Work Study are limited in the amount of money they may earn under the work-study program. Although every attempt will be made to alert the student's supervisor when the award is nearly exhausted, the student's supervisor must keep an accurate record of students' earnings and each student's earnings limit.
- The Federal Work Study award consists of the federal government's 75% contribution and the employing department's 25% contribution (e.g.: FWS Award = $2000; $1500 federal + $500 employer contributions). Students who have been awarded work-study money can continue to work if the employing unit pays 100 percent of the wages earned beyond that limit. If funds are
available, the student may inquire solicit the Office of Financial Aid and Scholarships, LU-245, to see if he, or she, qualifies for additional funding.

- University positions which are not FWS dependent will revert to 100% departmental compensation upon the exhaustion of the FWS award. The department should make the determination if it wants to maintain the student at 100% or end the student’s assignment.
- Supervisors can request a report from the Office of Payroll and Employee Benefits that includes the work-study student’s total earnings along with the current balance of their Federal Work Study earnings.
- International students are restricted to 20 hours a week if they are taking classes. If they are not enrolled for classes during summer, they may work up to 40 hours a week providing they meet all other eligibility requirements.

8.2 Suggested Student Employee Job Review Process

8.2.1 Identify a key person in your unit to serve as a liaison with other supervisors in the department. This person will help provide consistency in the job review process in your area.

8.2.2 Collect information on your student jobs. You may want to gather information and insights from current student employees or rely on information from supervisors and current job descriptions.

8.2.3 Write the job description focusing on:
- Position function statement
- Task statements
- Required qualifications
- Additional preferred qualifications
- Job context
- Supervision received
- Supervision provided

8.2.4 Review the position using the following factors:
- Previous experience required
- Previous training required
- Licensing or certification
- Complexity of general duties
- Decision making
- Technical complexity
- Supervision received
- Supervision provided
- Job context

8.2.5 Determine an appropriate wage level:
- Student Wage Level I
- Student Wage Level II
- Student Wage Level III

8.2.6 Submit your position descriptions and recommended wage levels to your department, director, or dean for review and approval.
8.2.7 Your chair, director, or dean will review department submissions and either approve or deny your recommendation, or return the job description to you for more information.

8.2.8 The vice president of your area must approve wage recommendations above the $7.25 an hour minimum wage.

8.2.9 Notify the Career Center of any changes in job titles, job duties, qualifications, and rates of pay for posting on Cardinal Career Link.

8.3 Progressive Discipline
The Career Center recommends a progressive discipline schedule when dealing with situations warranting disciplinary action.

8.3.1 Key Points
• In the absence of departmental policy governing Student Employment, we suggest you refer to the Handbook for Non-Exempt Staff Personnel.
• You have the right to terminate a student’s employment if deemed necessary.
• You are responsible for bringing concerns about performance to the attention of the student.
• Efforts should be made to offer counsel and provide an opportunity for improvement.
• Progressive discipline should be used where applicable and may include verbal warnings, written warnings, suspension, and discharge, in any appropriate combination.
• All disciplinary actions, whether verbal or written, should be documented.
• Consequences should be clearly communicated.
• It is imperative that you be consistent with all student employees.

8.3.2 Offenses
• Level One Offense – Procedural, causing some inconvenience.
• Level Two Offense – Overt violation of established policy causing extensive inconvenience and/or penalty.
• Level Three Offense – Potential endangerment and/or theft.

8.3.3 Sample Discipline Schedule
The discipline schedules provided below are samples. Your department may see fit to set up a different schedule. Please make sure your student employees are aware of your expectations and your disciplinary measures.

If you would like assistance setting up a progressive discipline schedule or have questions regarding a progressive discipline schedule, please contact the Student Employment Coordinator, 765-285-2432.

8.3.3.1 Level One Offense
- First Offense: Verbal Warning
- Second Offense: Written Warning
- Third Offense: Final Written Warning
- Fourth Offense: Suspension
- Fifth Offense: Termination
8.3.3.2 Level Two Offense
- First Offense  Written Warning
- Second Offense  Suspension
- Third Offense  Termination

8.3.3.3 Level Three Offense
- First Offense  Termination

8.4 Serving as a Reference
Serving as a reference for job candidates has become an issue of concern for faculty members and employment supervisors. Legal and ethical issues complicate the process. Basic guidelines are available that can help you serve your students as a reference while avoiding legal problems.

According to a "client alert" prepared for the university by its legal counsel in 1995, Indiana law requires that employers "provide to an applicant, when requested, copies of any written communications from the applicant's current or former employers that may affect the applicant's possibility of employment." This law might be interpreted to include references written by faculty members as well. It also apparently invalidates any waiver of rights to see recommendation letters.

For a copy of the client alert, call University Human Resource Services, 285-1834.

**APPENDIX A**

**Action Verbs for Task Statements**

<table>
<thead>
<tr>
<th>Accelerate</th>
<th>Compose</th>
<th>Double</th>
<th>Generate</th>
<th>Justify</th>
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