

## HUMAN RESOURCES

### Summer Employment on Campus

Human Resources is pleased to open the process for submitting requisitions for summer employment. As in past years, all summer hire requests are subject to approval by each division's Vice President to confirm need and to ensure that summer hiring remains within the allocated budget. Human Resources manages all hiring needs during the summer months, including for Skidmore students. All requests for summer workers must be approved **BEFORE** any work begins.

### Guidelines for Hiring Skidmore Students in the Summer

**Please note that the process for hiring Skidmore students is changing for summer 2024. All Skidmore student hiring will be processed utilizing consistent procedures for the academic year, by the Financial Aid-Student Employment, and for break periods (including summer), by Human Resources. These procedures will be implemented during the first week of March and training will be announced within a week, including Zoom sessions and instructional documents. For all Skidmore student hiring, an Oracle student requisition will be used to create a job posting and generate an automated offer email once you select your student(s). The process is a less complex and more streamlined version of staff hiring. (Skidmore students must be hired through this process, rather than applying to a summer "employee" position as noted below.)**

- Background checks *may* be required and will be performed once the offer is verbally accepted. The hiring supervisor must inform potential hires of the requirement during the interview process. ***If a background check is required, it must be completed prior to the employee's start date. Please inform HR, Jim Calhoun (jcalhoun@skidmore.edu), of the verbal acceptance for any job requiring a background check.***
- All students must apply on-line to the job posting. Once the hiring supervisor completes the on-line offer in Oracle the information is reviewed/approved by HR and an automated email goes to the student and the hiring supervisor. (Division leadership does not need to approve Skidmore student hires.)
- Summer employment task information **MUST** be completed by the student in Oracle (Journeys) prior to or on the first day of employment.
- If you are hiring for a short period of time (one week or less), employment tasks in Journeys must be completed prior to or on the first day of employment.
- Student employees may work more than one position on campus **as long as positions are part-time**, the **TOTAL** number of hours worked in one week do not exceed 40 hours, and both positions are paid the same way, either both hourly or both a stipend. Supervisors must be aware of this.
- All student employees are paid bi-weekly.
- Residence Life has shared that the student summer housing application process is earlier this year: 3/1/24-4/15/24. You may want to finalize your hires in alignment with this deadline.
- **Summer Student Housing Subsidies -**

Hiring departments may offer a housing subsidy for their summer hire(s) to encourage interest in the position and offset the expense of living on campus. Skidmore typically covers 70% of the cost and the student is responsible for the 30% balance.

## Guidelines for Hiring Summer Employees (other than current Skidmore students)

The Hiring Department must complete a job Requisition through the online recruitment module by clicking on the following link <https://skidmore.okta.com/>. Positions will be posted on or around March 9, 2024, so please have your requisitions in by that date if they need to be advertised. For instructions on how to complete a requisition, please refer to the online recruitment process instructions for faculty and staff positions which is located on the Oracle Cloud Training Site at the following link <https://www.skidmore.edu/oracle-training>.

Prior to starting the requisition, you will need to contact Jim Calhoun, Employment Coordinator, to obtain the Position Control Number (PCN) assigned to your summer position. When filling out the requisition, under "Requisition Structure", you choose "Summer" for the "Requisition Type" and include "Summer" in the Requisition Title.

- **If filling a position that was previously created you can look up the old requisition and recreate a new req using the PCN and the previous requisition.**
- When creating a Job Requisition please put the following in the Comment section: The start date and end date of the position; where to advertise, if not internally only, or who you plan on hiring if rehiring someone from last year with a waiver request.
- Background checks *may* be required and will be performed once the offer is accepted. The hiring supervisor must inform potential hires of the requirement during the interview process. ***If a background check is required, it must be completed prior to the employee's start date.***
- All hires must apply on-line to the job posting. On-line offer letters in Oracle will be created by Human Resources and the new hire will complete employment steps electronically.
- Summer employment task information **MUST** be completed in Oracle (Journeys) prior to or on the first day of employment. Summer employees WILL Not be set up with Payroll unless this is completed.
- If you are hiring for a short period of time (one week or less), employment tasks in Journeys must be completed prior to or on the first day of employment.
- Employees may work more than one position on campus **as long as positions are part-time**, the **TOTAL** number of hours worked in one week do not exceed 40 hours, and both positions are paid the same way, either both hourly or both a stipend. Supervisors must be aware of this.
- During the summer months, all temporary summer employees are paid on the bi-weekly faculty/staff payroll system. Any hourly employee will be **REQUIRED** to obtain a Skidmore email account with the exception of those employees whose job requires them to swipe in and out at a time clock.
- *Minors under the age of 18 must provide working papers.* These can be obtained from the high school they attend.

Please contact Jim Calhoun, Employment Coordinator at [jcalhoun@Skidmore.edu](mailto:jcalhoun@Skidmore.edu) or by phone at extension 5802 with any questions on summer hiring.