



Student Employment Program Handbook

For Supervisors and Student Employees

Financial Aid Office
Lower Level – Starbuck Center
Saratoga Springs, NY 12866
(518) 580-5750

<https://skidmore.studentemployment.ngwebsolutions.com/>

The Student Employee Handbook Workgroup, an ad hoc committee established by the Student Affairs Subcommittee of the Institutional Policy and Planning Committee (SASIPPC), was formed to develop a Student Employee Handbook that would establish and communicate official College policies regarding the Student Employment Program at Skidmore College.

The focus of the workgroup was:

- 1 Termination and Resignation Procedures
- 2 General Training of Student Employees
- 3 Safety Training of Student Employees
- 4 Supervisor's Roles and Responsibilities
- 5 Student Employee's Responsibilities and Rights
- 6 Communication of information to both supervisors and student employees

March 2008

The Skidmore College *Student Employment Program Handbook*, produced each year by the Financial Aid Office, presents the policies and procedures concerning the employment of Skidmore College students. Each supervisor and student employee is responsible for becoming familiar with all the information contained in the *Student Employment Program Handbook*. Skidmore College reserves the right to add, delete, revise, or change the information, including all policies and procedures, set forth in the *Student Employment Program Handbook*. Substantial changes to this document require approval of the Institutional Policy and Planning Committee (IPPC). All supervisors and student employees are encouraged to review the *Student Employment Program Handbook* at the start of each academic year and as necessary at other times. Students may initiate amendments to the *Student Employee Handbook* by way of a Senate-approved resolution. The *Student Employment Program Handbook* may be accessed electronically at the Student Employment website (<https://skidmore.studentemployment.ngwebsolutions.com/>).

Process for Student Initiated Amendments to the Student Employment Program Handbook:

- 1 Any student may request a Senator to sponsor a resolution to the Student Government Association (SGA) Senate calling for a specific amendment.
- 2 If approved by the Senate, the resolution shall be presented to the Student Affairs Subcommittee of the Institutional Policy and Planning Committee (SAS-IPPC).
- 3 The SAS-IPPC or its designated workgroup shall propose amendments to the SGA Senate.
- 4 If approved by the SGA Senate, the amendments shall be voted upon by the Student Body. If approved by the Student Body, the amendments shall be presented to the Institutional Policy and Planning Committee (IPPC) for incorporation into the *Student Employment Program Handbook*.

Table of Contents

Welcome.....	4
General Provisions.....	5
Student’s Responsibilities and Rights.....	9
Supervisor’s Roles and Responsibilities.....	11
On Campus Employment for First Year Students.....	12
On Campus Employment for Upper-Class Students.....	13
Earnings Limit.....	14
Category and Wage Scale.....	15
Hiring Student Employees.....	16
New Hire Paperwork.....	17
Payment of Student Employees.....	18
Receiving Payment for Hours Worked.....	19
Student Employment Program Policy and Procedures.....	20
Rules of Conduct.....	21
First Year Student Employee Frequently Asked Questions.....	29
Upper-Class Student Employee Frequently Asked Questions.....	32
Supervisor’s Frequently Asked Questions.....	36
Summary.....	37

Welcome to the Student Employment Program

A student's learning experience extends beyond the classroom. The Student Employment Program at Skidmore College is designed to offer students the opportunity to develop beneficial work experience while attending classes. Students can contribute to their education fund, while learning skills that will benefit them in both the classroom and beyond; whether it is keeping College offices, labs and facilities running smoothly, engaging in research with a faculty member or serving the community as a reading tutor.

Each year approximately 1,300 students are employed through the Student Employment Program. On campus departments/offices and off campus community service agencies hire students to work throughout the academic year. We require supervisors and students to be aware of their responsibilities and encourage them to be active in making the employment experience a positive one.

The Student Employment Program is available from the first day of classes until the last day of exams of the fall semester. Then it is available again the first day of classes for the spring semester until the last day of exams for the spring semester.

The Student Employment Program Handbook contains information that you need to know about the Skidmore College Student Employment Program. It explains the requirements and responsibilities of all supervisors and student employees. Should you have any questions, concerns, or problems at any time please contact the Financial Aid Office.

Financial Aid Office
stuemp@skidmore.edu
518-580-5750 (phone)
518-580-5752 (fax)

GENERAL PROVISIONS

Purpose of Student Employment Handbook

The Student Employment Handbook provides an overview of Skidmore College's policies that relate to rules, regulations, procedures, practices and compensation that affect employment of students pursuant to work-study programs. The student work-study programs are an opportunity for students to earn extra funds to help with educational expenses. Student employees benefit from: an employer willing to work with the students and their schedule; an employer offering part time/occasional hours (not full time work while they are attending classes); learning work skills; and having an opportunity to practice new skill sets while still attending school.

Skidmore College has two work-study programs on campus – Federal Work-Study (FWS) and Skidmore Work-Study. This employee handbook is not all-inclusive and should not be interpreted as forming an express or implied contract of employment. Legally, employment of students in work-study programs on campus is at-will. However, the College agrees to make every effort to follow the policies outlined in this handbook.

Definitions

For the purpose of the student employment handbook, the following terms are defined as follows:

Skidmore College may be referred to as Skidmore or the College.

Federal Work-Study Program: The Federal Work-Study Program is offered as part of a financial aid award "package". The Financial Aid Office provides these awards on a "financial need" basis. Acceptance of the work portion of this aid is not mandatory.

Skidmore Work-Study Program: Operating concurrently with the Federal Work-Study program, Skidmore College offers employment to the extent financially possible, to students who are not eligible for Federal Work-Study.

Supervisor: An individual who has been designated by the College to assign, direct, and appraise the work of a designated group of employees. College supervisors are subject to College practices as outlined in the Employee Handbook available in Human Resources.

Employee: A Skidmore student employed by the College pursuant to the Federal Work-Study Program or the Skidmore Work-Study Program.

Equal Employment Opportunity and Policy on Anti-Harassment

Skidmore College strictly prohibits discrimination and harassment because of race, color, creed, religion, sex, sexual orientation, national origin, age, physical or mental disability, genetic predisposition to diseases or carrier status, citizenship, marital status, criminal arrests and conviction status, military status, domestic violence victim status, familial status and any other category protected by applicable federal, state, or local law. Skidmore College also prohibits retaliation in any form against any individual who opposes a discriminatory practice, makes a good faith complaint of harassment, and/or furnishes information or otherwise participates in any investigation of any such allegations, regardless of the outcome.

Skidmore College will not tolerate any such discrimination, harassment, or retaliation, and the commission of any such conduct will result in appropriate disciplinary action, up to, and including termination of employment. Behavior reflecting bias or discrimination may constitute a violation of Skidmore College policies, including but not limited to those set forth in the *Student Handbook*, the *Faculty Handbook* (Part Six), or the *Employee Handbook*. Such conduct also may violate local, state, or federal laws.

Student workers wishing to report incidents of discrimination, harassment, or retaliation are encouraged to contact:

- Their Supervisor
- Human Resources/Assistant Director for Employment, Compliance, and Workforce Diversity
- Title IX Coordinator (Sexual Harassment or Gender Related Misconduct)
- Dean of Students

Complaints may also be submitted online via the following: [Student Incident Reporting Form](#). Additional resources: [Bias Response Group](#) and [Title IX Information](#).

Policy on Consensual Sexual Relationships Involving Students

As an academic community, Skidmore College stands by principles of fairness, equal opportunity, and non-discrimination. These principles take on special meaning in the relationship between students and members of the faculty or others in an advising or evaluative relationship. Specifically, all students have the right to be treated fairly, held to the same requirements and standards, and afforded equal opportunities based on their individual accomplishments. All employees are expected maintain professional relationships with all College students, to act in accordance with standards of professional conduct, and to avoid conflict of interest, favoritism, bias, or creation of a hostile environment for any student of the College.

Sexual relationships between faculty members and students are fraught with the potential for exploitation. The respect and trust accorded a professor by a student, as well as the actual or apparent authority of the professor, make voluntary consent by the student suspect. Even when both parties have in fact consented, the development of a sexual relationship renders both the faculty member and the College vulnerable to subsequent allegations of harassment.

1. Policy on Consensual Sexual Relationships with Current Students

Sexual relationships, whether consensual or not, between College employees and their students (those whom they currently teach, advise, supervise, coach, evaluate, or hold authority over in any way) violate the integrity of the College's academic community and constitute grounds for disciplinary action up to and including separation from the College.

2. Policy on Consensual Sexual Relationships with Students When There Is No Formal Authority over the Student

Even if a College employee does not currently hold a position of authority over a student, any sexual relationship between an employee and a student of the College potentially jeopardizes the integrity of the academic or living environment of the Skidmore community. The College, therefore, discourages in the strongest possible terms any sexual relationship between an employee and any student of the College. In the event that any such relationship is found to undermine the trust, respect, and fairness that are essential to the success of Skidmore's educational mission, the College will take appropriate disciplinary action, up to and including separation from the College.

For Additional Information or Assistance

Inquiries concerning the policies and procedures or requests for assistance should be directed to

Assistant Director for EEO and Workforce Diversity
Skidmore College
815 North Broadway
Saratoga Springs, NY 12866-1632
Tel: 518-580-5800

<http://www.skidmore.edu/hr/index.php>

Displacement of Regular Workers

The College will adhere to all of its Collective Bargaining Agreements and Federal Work-Study guidelines. The use of student help will not result in the reduction in the number of regular employees per the College's union contracts. For further information, please see the specific union contracts located on the Human Resources web site: <https://www.skidmore.edu/hr/policies/secure/union-contracts.php> or contact Human Resources directly. For further information on the Federal Work-Study program, please see the information located on the Federal web site: <https://www2.ed.gov/programs/fws/index.html>

Work for the school itself may also include certain services for which a school may contract: food service, cleaning, maintenance, or security (as examples).

Working for Faculty

At any type of postsecondary institution, Work-Study students may be hired to assist a professor if the professor is doing work the school would normally support under its own employment program. Having a student serve as a research assistant to a professor is appropriate, as long as the work is in line with the professor's official duties and is considered work for the school itself. Work-study students can work as an assistant to a professor while the professor is on sabbatical as long as the student is enrolled on campus and the faculty member is able to supervise them.

Employment Abroad

Normally, employment in a foreign country is not permissible under the law. Skidmore College's study abroad programs do not offer a work-study component. Students can not work for Skidmore faculty and staff during their semester Abroad.

International Students

Immigration regulations place certain restrictions on hiring International students who are enrolled in higher education institutions in the United States. International students must obtain the necessary documents from the Immigration and Naturalization Services. A U.S. Social Security number will be required before employment can begin. Contact the Student Academic Services Office with questions pertaining to

registering for a social security card.

F-1 Visa holders: an important reminder that you may not exceed 20 hours of total employment per week while school is in session.

Summer Months, College Holidays, Sabbaticals, and Leaves of Absences

In order to qualify for work under the Student Employment Program, a student must be enrolled at least halftime (taking 6 credits or more during an Academic Semester) at Skidmore. There will be no work approved by this program during any period of time students are on an academic or personal leave of absence from Skidmore College and is made available only when classes are in session. There is no employment offered through the Student Employment Program during the summer months or the winter break. The budget for Student Employment is used for College related employment only. Faculty who are on sabbatical during the academic year can employ work-study students as long as they are able to supervise the student and the student is enrolled and on campus.

Remote Work

The College acknowledges that because of the varied array of services provided across campus, remote work arrangements are not appropriate for all student employment jobs. Supervisors have the discretion to determine if remote work is appropriate for student employees working in their department or program and may respond accordingly to student inquiries. Supervisors have the responsibility of making sure student timecards are submitted accurately reflecting the time and dates worked, even if the student employee is approved to work remotely.

Sick Leave

Student employees earn 1 hour of paid sick leave for every 30 hours worked, which can be used for any of the reasons set forth below.

Sick time may be used for the following reasons:

Sick Leave:

- For your own or a family member's mental or physical illness, injury, or health condition, regardless of whether it has been diagnosed or requires medical care at the time of the request for leave (including recovery from any side effects of the COVID-19 vaccination/booster); or
- For the diagnosis, care, or treatment of your own or a family member's mental or physical illness, injury or health condition; or need for medical diagnosis or preventive care.

Safe Leave:

- For an absence from work when you or a family member has been the victim of domestic violence as defined by the State Human Rights Law, a family offense, sexual offense, stalking, or human trafficking due to any of the following as it relates to the domestic violence, family offense, sexual offense, stalking, or human trafficking:
 - to obtain services from a domestic violence shelter, rape crisis center, or other services program;

- to participate in safety planning, temporarily or permanently relocate, or take other actions to increase the safety of you or your family members;
- to meet with an attorney or other social services provider to obtain information and advice on, and prepare for or participate in any criminal or civil proceeding;
- to file a complaint or domestic incident report with law enforcement;
- to meet with a district attorney's office;
- to enroll children in a new school; or
- to take any other actions necessary to ensure the health or safety of you or your family member or to protect those who associate or work with you.

Student workers who are unable to come to work because of one of the reasons set forth above must notify their supervisor before the beginning of their scheduled start time.

Students may have additional unused sick leave accrued for prior work at Skidmore, calculated as 1 hour accrued for every 30 hours worked since October 2020. You can refer to your final Oracle pay slip of each time period (semester(s) and summer), as applicable to Skidmore your work history, for the cumulative hours worked and any sick leave previously paid. If you have additional paid sick leave available and need to be absent from work due to one of the reasons set forth above, you may enter this time as sick time. As of March 2, 2024 you will be able to see your Sick Time balance in Absence balance in Oracle.

Skidmore College will not retaliate against any employee, including student workers, in using paid sick time in accordance with these procedures.

STUDENT'S RESPONSIBILITIES AND RIGHTS

When hired for a position, student employees become members of work units that depend on him/her/them; therefore, student employees should make a serious commitment to his/her/their job. The supervisor expects the student to:

- Comply with and learn the policies and procedures outlined in the *Student Employment Program Handbook* and adhere to the policies and practices of Skidmore College.
- Complete all hiring paperwork in a timely manner to ensure that the student is set up in the various employment and payroll systems.
- Understand the specific job responsibilities as well as the supervisor's expectations and standards.
- Adhere to policies and guidelines of the employing department.
- Follow all departmental and campus rules concerning safety. Safety is very important at every campus work site.

- It is the responsibility of the student to report any accidents to his/her/their supervisor.
- Attend any required scheduled mandatory safety training programs and apply this information.
- Report to work promptly and work the required period of time.
- Maintain the work schedule agreed upon between the supervisor and the student employee.
- Notify the appropriate supervisor if unable to work assigned times due to illness or other acceptable reasons. Give sufficient advance notice when possible.
- Act in a professional manner and take the job seriously.
- Perform tasks in an efficient and timely manner.
- Use time productively and avoid socializing on the job.
- Focus on performing assigned duties as opposed to prioritizing personal work.
- Submit the appropriate completed timecard by the required deadline at the end of the pay period in order to ensure timely payment.

Consistent with Skidmore Students' Bill of Rights, students have the right to:

- To be treated fairly and with respect by all members of the Skidmore Community.
(I. Rights of Citizenship)
- To be informed of the College's expectations for student behavior, both inside and outside the classroom. (IV. Rights in Disciplinary Proceedings)
- If administrators, faculty, students, or other community members violate the Skidmore College Honor Code and/or other College regulations, including the Students' Bill of Rights, students may pursue appropriate recourse as outlined in College Policy, utilizing the appropriate judicial body or officer.
(V. Community Accountability)

Student employees can also expect to:

- Work in a safe manner and in a safe environment
- Become aware of health and safety issues related to any assigned job to ensure safety of the work environment
- Receive and participate in safety and skill development training for job related activities.
- Be provided, upon request, with verbal feedback on job performance.
- Know what is expected in terms of the student's work schedule, actual duties, and any other requirements made by the supervisor.
- Use campus jobs as references for future employers and/or credit institutions. (See Employment Verification Policy within this handbook.)
- Receive written notice of any termination.

If any aforementioned expectations have not been met, students should follow the Conflict Resolution Procedures outlined in this handbook.

SUPERVISOR'S ROLES AND RESPONSIBILITIES

Supervisors are responsible for making job assignment opportunities for students to learn and test new skills while they earn necessary funds. The College expects a supervisor to treat students fairly and equitably. Supervisors train, motivate, guide and evaluate the student employee. For many students, supervisors bridge the gap between home, the classroom and the “real world.” Therefore, student employees can expect their supervisors to:

- Comply with, know, and enforce the policies and procedures outlined in the *Student Employment Program Handbook* and adhere to the policies and practices of Skidmore College.
- Ensure that each student employee reviews and understands the *Student Employment Program Handbook*.
- Review the job description and responsibilities with the student employee.
- Provide the student employee with an orientation and/or training session(s) so those tasks to be performed are understood and clearly defined. Give the student employee information on the mission/purpose of the department. Procedures that seem simple and obvious to the supervisor may be confusing to a new student employee. Ask for feedback, as it is the best way to make sure the student employee understands the instructions/training provided.
- Schedule safety training sessions and require mandatory attendance from student employees.
- Provide supervision and offer constructive criticism to assist the student employee in performing assigned tasks and developing skills. Clearly define to whom the student should report.
- Upon request provide verbal feedback on student’s job performance.
- Report all injuries sustained while performing the duties of a student employment position within 24 hours of the accident. A Skidmore College Accident Report may be obtained from Human Resources (<http://cms.skidmore.edu/hr/forms/benefits.cfm>).
- Counsel the student employee if work performed is unsatisfactory. Provide constructive criticism and positive re-enforcement. Address problems (or potential problems) as they arise – do not let them build.
- Provide a safe work environment including, but not limited to, the various federal and state regulated safety regulations.
- Ensure that the student employee is working on assigned tasks.
- Follow the termination and discipline procedures outlined in this handbook.
- Validate submitted student employee’s hours by the required deadlines.

ON-CAMPUS EMPLOYMENT FOR FIRST-YEAR STUDENTS

It is the policy of Skidmore College that all first year students (freshmen) desiring employment will be placed within Dining Services.

First year students accepting a placement in Dining Services who wish to participate in other campus employment related activities during the spring semester only, may request up to three additional hours per week of employment outside of the essential service placement. However, the primary commitment will be to the Dining Services assignment and the scheduled hours that were committed to in the fall semester must be maintained, a minimum of 5 hours per week.

First year students not working in Dining Services may be considered for up to 5 hours per week of employment outside an essential service placement during the spring semester only.

First year students who voluntarily decide not to continue working within Dining Services for the remainder of the academic year will not be eligible to work elsewhere on campus. The loss of earnings will not be covered with additional financial aid.

In very rare instances, first year students may be released from or placed in a different location within Dining Services. Please be aware that submission of a request does not guarantee a release or alternative placement option. Requests and appropriate documentation in support of the request must be submitted to the Student Employment Coordinator. Questions regarding placement may be directed to the Student Employment Coordinator, by email stuemp@skidmore.edu or by phone (518) 580-5750.

ON-CAMPUS EMPLOYMENT FOR UPPER-CLASS STUDENTS

The College employs students in various capacities campus-wide. Upper-class students may work in any area of the College that is offering student employment.

Students are able to search for and apply for jobs online through the Student Employment website. A list of posted jobs will be available to review. When a student finds a job of interest, he/she/they will have the ability to apply directly online. The application will be forwarded to the supervisor listed within the job details. The student will be contacted by the supervisor to discuss the application.

As part of the online hiring process, students are committing to the obligations of the job, and will be expected to know, understand, and follow the policies and procedures outlined in the *Student Employment Program Handbook*.

Students may be employed at more than one location on campus but should keep in mind that they may meet their earning limit sooner than expected. Due to budgetary constraints, a student may be asked to stop working if their earnings limit as been met.

Earnings

1/26/2023 - Update to student earnings policy for the Classes of 2024, 2025 & 2026 and all future class years.

Throughout the fall semester, we received feedback from campus employers and student employees that there is a need for students to have the opportunity to work more hours. In response, President's Cabinet has approved a change to the student earnings policy, effective immediately. While we continue to strongly recommend that students work an average of 7 hours/week, they can extend that to an average 10 hours/week with supervisor approval. This will result in an annual total earnings for students of \$4000.

CATEGORY AND WAGE SCALE

Level 1- \$12.75 per hour			
Job Duties	Required Experience	Skill Level	Supervision
<p>Perform routine tasks as assigned. Work entails well-defined procedures. Often requires advanced specialized skills, knowledge or abilities. Can also require advanced specialized skills, knowledge or abilities and take on additional responsibility.</p>	<p>Some prior work experience may be required.</p>	<p>Ability to multitask with strong attention to detail. Ability to perform required skills with minimal training. Updating skills yearly.</p>	<p>Person will be continually supervised.</p>
Level 2 - \$13.50 per hour			
Job Duties	Required Experience	Skill Level	Supervision
<p>Student Employees directly supervising other Student Employees. Requires advanced specialized skills, knowledge or abilities.</p>	<p>High level of previous work experience or knowledge is required (minimum 2 years).</p>	<p>Ability to multitask with strong attention to detail. Ability to perform required. Updating skills yearly.</p>	<p>Person will have minimal supervision. Person will make decisions and act independently. Provides training to others.</p>

Skidmore College uses the category and wage scale to determine hourly pay rates based on job duties and skill level. The Student Employment Program is an opportunity for students to earn funds to help with educational expenses. Student employees are benefiting from: an employer willing to work with the students and their schedules; an employer offering part-time/occasional hours (not full-time work while they are attending classes); and learning work skills while practicing new skill sets during an undergraduate experience.

HIRING STUDENT EMPLOYEES

Planning: Allocations (number of student assistants and the corresponding pay rates) are approved on a yearly basis by the College. If you are unsure of the allocations for your department, contact the Financial Planning and Budgeting Office.

Requests: Any request for student employees should be submitted to the Student Employment Coordinator via the Student Employment Website, <https://www.skidmore.edu/student-employment/index.php> This includes any re-hires for a new school year (student employees need to be re-hired each Academic Year if they are continuing with their position). Each request must include the following information:

- Name and location of employer
- Job Title and department
- Duties and responsibilities
- Number of hours per week and Hourly Rate.
- Job qualifications
- Duration of employment
- Name and contact information for Supervisor

Once this position is approved, the supervisor will be notified and at that time the job will be posted on the Student Employment webpage that is available to all upper-class students seeking employment.

Interviewing: Please prepare a complete job description that fully explains student qualifications needed for the job. Refer to the job description to explain to the student the duties of your position. It is important to ask questions regarding the student's qualifications. Do not assume that the student is familiar with your procedures.

Eligibility: Students must be eligible to work in the United States and currently enrolled before they can be hired to work on campus. This requires that all first-time student employees complete an Employment Eligibility Form (I-9) and provide supporting documents as listed on the back of the I-9 form. The I-9 must be completed and submitted to the Financial Aid Office within 3 days of hiring a student. All forms are available in Oracle through the Student Employment website.

Training: The training process is a rewarding experience for both the supervisor and the student. Supervisors play a key role in students' future employment success and need to make every effort to encourage student employees to develop characteristics of good judgment, dependability, initiative, and responsibility. The College expects that the immediate supervisor schedules a training session, including any required safety training, with the students within the first month of work. The College will accommodate training schedules whenever possible. The student needs to be supplied with the names and positions of the staff, and working conditions and the policies of the office/department.

NEW HIRE PAPERWORK

Within 3 days of being hired to work on campus he/she/they must complete (and submit) an Employment Eligibility Verification Form (I-9) in Oracle Journeys.

- **Employment Eligibility Verification Form (I-9)** - is a federal form that verifies an individual's citizenship status and insures that only legally eligible individuals work in the United States. The form is required by federal law by the Department of Homeland Security. All new employees must complete the form before being hired. Students should be prepared to provide the appropriate documentation at the time they are completing the I-9. Proper identification must be presented **in person** along with the completed Section 1 of the I-9 in Oracle. A complete list of acceptable documents can be found on the I-9. The forms of identification most commonly used are:

U.S. Passport **OR** an official birth certificate and a photo identification card. The photo identification card can be a Skidmore College ID card or a state-issued photo ID card or a driver's license **OR**

A Social Security Card and a photo identification card. (The social security card must be the actual card.) The photo identification card can be a Skidmore College ID card or a state-issued photo ID card or a driver's license.

- **Wage Theft Protection Act Form** is a state required form that all employees are required to complete and receive a copy of the form as a notification of pay rates, pay dates, and wage statements. A form needs to be completed for **EACH** job a student is hired for. *(This form needs to be completed each academic year through Oracle Journeys.)*

Once a student has been hired the following documents are optional and can be completed and submitted through Oracle.

- **Federal W-4** is a federally required form with regard to having federal taxes withheld from an individual's paycheck. *(This form must be completed each academic year.)*
- **New York State IT-2104 or IT-2104E** (form to complete needs to be determined by student not Financial Aid Office) is a state required form with regard to having New York State taxes withheld from an individual's paycheck. *(This form must be completed each academic year.)*
- **Skidmore College Direct Deposit Form** *(This form must be completed each academic year.)*

PAYMENT OF STUDENT EMPLOYEES

Students are limited to the following earning expectations:

Earnings Limit	\$4,000 (\$2,000 per semester)
----------------	--------------------------------

Student employment earnings are not guaranteed. It is the student's responsibility to work enough hours to generate the anticipated amount in work earnings. If a work study award of \$2600 is granted, and the student has been hired in a job that pays \$12.75 per hour, he/she/they will need to average about 6-7 hours per week (based on 30 weeks) to earn the full \$2600 awarded.

Please be aware that there is an annual earning cap of \$4,000 per student over the 30-week academic year. You should plan to earn \$2,000 per semester, and spread your earnings out to ensure you have funds available during the entire academic year. If you work 15 weeks during the semester, you are eligible to work approximately 9-10 hours per week, on average, to earn the full annual amount.

You will receive an automated email each pay period letting you know how much you have earned towards your \$2,000 per semester/\$4,000 maximum per academic year. When you reach your limit, you will receive an email from the Student Employment Office informing you that you cannot continue to work for that semester in any student employment positions that you may have. Your supervisor will also receive an email informing them that you can no longer continue working.

Federal Work-Study students, by law, must be paid on an hourly basis only.

The Financial Aid Office determines the average number of hours per week in a given academic year that a student should work in order to achieve the total work award. Consideration is given on how the combination of work and study hours will affect the student's academic progress. Both the employer and the student employee must agree upon any adjustment to these hours. However, no adjustment in the aid awarded will be made for unearned wages.

Please note that the hourly rate of pay for each campus job has already been established and may not be changed. The schedule above simply shows the approximate number of hours per week, at each pay rate that should be worked in order to achieve the total anticipated earnings level.

The law is specific about the way we must determine pay rates for campus jobs which use Federal Work-Study funding. A student's need places a limit on the total Federal Work-Study earnings permissible, but has no bearing on his or her wage rate. It is unacceptable to base a wage rate on any factor not related to the student's skills. Students performing comparable jobs must be paid comparable wages, whether the jobs are being performed by students at different class year levels or by a student and a regular employee.

RECEIVING PAYMENT FOR HOURS WORKED

Students will use the “Oracle” system to enter their work hours. Oracle is a way for employees and supervisors to enter, review and approve student work hours using the web. Any authorized person can use any computer (Mac or PC) attached to the web at any time to enter information by simply using a web browser such as Chrome. Check with the Financial Aid Office for a user’s guide.

It is the student employee and supervisor’s mutual responsibility to ensure that work hours are reported on time. Hours reported late result in late payment. A payment schedule is posted on the Student Employment website and is available in the Financial Aid Office. Any currently employed students who have not submitted any hours by mid-semester will be deactivated in the Skidmore Student Employment System and will not be able to submit hours after this point.

It is important for students to submit timecards on time. Timecards more than two months old will be reviewed carefully by Supervisors. It is also important for Supervisors to approve timecards on time.

Falsification of hours worked will be considered in violation of the policies and procedures of the Student Employment Program. Confirmed violators will be immediately dismissed from the program and the supervisor may also request a hearing through the Integrity Board.

Federal and State laws are explicit as to how we must pay student workers, including the documentation necessary for this payment. Wages must be paid through the payroll process, with proper recording for IRS purposes. All work performed by students must be pre-approved by the Financial Aid Office and paid through the Student Employment Program.

Student workers are paid on a bi-weekly payroll schedule.

IMPORTANT NOTE TO STUDENTS: All students use Oracle to enter their timecards which they then submit for Supervisor Approval.

STUDENT EMPLOYMENT PROGRAM POLICY AND PROCEDURES

Attendance Policy and Procedures

Skidmore expects its student employees to report to work on a reliable and punctual basis. This policy provides attendance standards for all student employees and outlines the appropriate procedures to follow for scheduled and unscheduled absences.

Tardiness

Students are responsible for informing their supervisor when they know that they will not be reporting to work on time. Excessive tardiness will result in discipline, up to and including termination.

Absences

Students are responsible for informing their supervisor when they expect to be absent from work at least two hours before their scheduled shift. It is up to the discretion of each individual supervisor as to if they support email as acceptable for reporting absences. A valid reason for the absence will be expected for the absence to be excused. Continued unexcused absences will result in discipline, up to and including termination.

Examples of excused absences include: use of pre-approved leave where approved by a student's supervisor at least two hours before their scheduled shift; emergency visits or hospitalizations (student employee and immediate family members); contagious disease or condition rendering employee unable to perform job duties, as verified by Health Services or a Physician; Acts of Nature rendering the student employee unable to report to work or result in the late arrival of a student employee to work; and any approved leave provided by law.

Holidays

Students are responsible to work holidays not recognized by Skidmore College. Advance notice should be given to the supervisor if the student would like to observe other holidays. As possible, supervisors should try to accommodate these holidays.

Adjustments to the Work Schedule

Both the work supervisor and the student employee must agree upon any required adjustments to the work schedule. Students are required to work study days and exam periods.

Please see the General Provision section of this handbook for the policies on Equal Employment Opportunity, Anti-Harassment and Consensual Sexual Relationships Involving Students.

RULES OF CONDUCT

Skidmore College expects student employees to follow rules of conduct that will protect the interests of the College and safety of its employees. Although it is not possible to list all the forms of behavior that are considered unacceptable in the workplace, the following are examples of misconduct that may result in disciplinary action, up to and including termination:

- Telephone conversations or electronic communications which are not work related
- Refusal or reluctance to do agreed upon tasks
- Neglect of assigned duties (unsatisfactory work performance)
- Violation of department work rule or procedure
- Record of Tardiness

- Improper attire, per the department's policy
- Record of frequent absences
- Improperly using work privileges for personal gain

Illustrations of serious types of misconduct, subject to immediate dismissal, include but are not limited to:

- Breach of confidentiality – disclosure or use of confidential information for any reason.
- Falsifying time sheets
- Violation of the College's Anti-harassment policy
- Dishonesty
- The unauthorized possession, distribution, use of or being under the influence of alcohol, marijuana, or other non-prescription drugs or controlled substances during work hours.
- Deliberate destruction or misuse of College property.
- Theft of College property or the personal property of a student, staff or faculty member.
- Endangering the safety of colleagues or members of the community at large.
- Violating federal and/or state safety regulations within hiring department.

This statement of misconduct does not alter or limit Skidmore College's policy of employment at-will.

Disciplinary Procedures

Except in those instances where a student's misconduct warrants immediate termination, supervisors shall follow a progressive disciplinary procedure in accordance with the following guidelines:

1. A verbal warning by the supervisor for the first offense. The supervisor will speak with the student, express specific reasons (with examples) for dissatisfaction, and suggest solutions for ways to improve. The student needs to understand what is expected of him/her and the consequences of continued poor performance. A follow up email will be sent to the student to confirm the conversation and the expectations discussed. This will **not** be considered a written warning.
2. After a second incident (it does not have to be the same problem), documentation by the supervisor in the form of a written warning is required.
 - a. The supervisor must provide a copy of the written warning to the student employee. The supervisor must also send a copy of the written warning to the Student Employment Coordinator.
 - b. The warning should include suggestions and a time period for correcting the unacceptable behavior.
 - c. The supervisor is required to follow-up with students who receive written warnings to ensure the correction of indicated problems.
3. A third offense may warrant a decision by the supervisor to terminate the employment. The supervisor must notify the Student Employment Coordinator of the termination.

It is the supervisor's responsibility to tell the student employee that he or she is being warned (verbal and written) or terminated. When a supervisor has given adequate advance verbal and written warnings, termination of a student's employment may take place without further notice. Supervisors shall give written notice of a student employee's termination.

When a student is terminated, he/she/they will not be eligible to work for the remainder of the academic year. If the student is a financial aid recipient, the amount of unearned wages will not be supplemented with other forms of aid.

Termination Appeal Process

Student employees may use the appeal process to dispute an involuntary dismissals that they feel are unjust. This process may not be used if a student employee resigns.

The student employee will submit written notice initiating the termination appeal process within five (5) working days of the termination. The notice should be directed to a concerned department chairperson or director with a copy submitted to the Student Employment Coordinator and Director of Financial Aid.

The concerned department chairperson or director, along with the Director of Financial Aid, will hold an informal meeting with the employee and provide a decision.

Resignation Procedure:

This policy sets forth the proper procedure for the resignation and termination of student employment.

- First year students (freshmen) who voluntarily decide not to continue working within Dining Services for the remainder of the academic year will not be eligible to work elsewhere on campus. If the student is a financial aid recipient, the amount of unearned wages will not be supplemented with other forms of aid.
- An upper-class student may voluntarily leave his/her/their position without consequence if two week's notice is provided. If the student is a financial aid recipient, the amount of unearned wages will not be supplemented with other forms of aid.

Being Released From the Work Commitment

Students commit to a one-year obligation when signing a work agreement (it is up to the supervisor to create work agreement if they find it necessary). If it becomes necessary for a student to stop work due to medical reasons, a letter from the College physician or the student's personal physician must be sent to the Student Employment Coordinator. If a student needs to be released from the work commitment for reasons other than medical ones, the student must meet with his/her/their supervisor or the Student Employment Coordinator. Over-commitment to sports and extra curricular activities are not considered valid reasons for release of work commitment.

A release from the work commitment is not considered termination, and does not jeopardize the student's participation in future campus employment.

Note: If a student voluntarily resigns or is released from employment, he/she/they is not guaranteed employment elsewhere on campus. If the student being released from work is a financial aid recipient, the amount of unearned wages will not be supplemented with other forms of aid.

Termination Procedures

In the event a student employee is terminated, he or she is required to return all property owned by Skidmore to his or her supervisor prior to departure. **When a student is terminated, he/she/they will not be eligible to work for the remainder of the academic year.** If the student is a financial aid recipient, the amount of unearned wages will not be supplemented with other forms of aid.

Conflict Resolution

In the situation where there is conflict or a problem, the student and supervisor should try to resolve the grievance through discussion. Most situations can be handled within departments between the student and the supervisor without any further action. In order to seek mutually satisfactory solutions, students should report employment problems to their immediate supervisor(s) or department chairperson or director.

If discussion is not sufficient to resolve the conflict, student employees should bring the conflict to the attention of the Student Employment Coordinator.

While Skidmore College provides employees with the opportunity to communicate their views, please understand that not every concern can be resolved to his/her/their satisfaction. Even so, Skidmore College believes that open communication is essential to a successful work environment and all employees should feel free to raise issues of concern without fear of reprisal.

Mediation Matters is a not-for-profit organization of skilled volunteers and professionals dedicated to collaborative decision-making and to the constructive management and resolution of conflict. This option would be a voluntary for both the student and the supervisor. Any mediation must comply with the *Student Employment Program Handbook*.

Administrative Complaints

If a student remains dissatisfied with the decision of the Financial Aid Office, the student can ask the Vice President and Dean of Admissions and Financial Aid to review the decision or policy. However, the Vice President will not change a decision that seems consistent with general principles of fairness, equity and College policy.

In most complaint-resolution cases, the Vice President's decision is final. If a student employee remains dissatisfied with the decision, he/she/they may ask the President to review the decision. Student employees should write to the President, explaining the circumstances and describing the conversations that have taken place with other College staff. If the Vice President and Dean of Admissions and Financial Aid has not yet reviewed the decision, the President's Office will generally direct students to the Vice President. The President will grant review only when, in his sole discretion, the situation or problem is of substantial consequence to the student and of broad concern to the College.

Dress Code

Supervisors may require dress codes when they are reasonable and related to the purpose or function of the employing department.

Electronic Devices

The use of iPods/iPads, electronic book readers, cell phones (phone calls or text messaging), airpods or any other electronic device during a work shift in any area is up to the discretion of your supervisor.

Injury on the Job

Injuries sustained while performing the duties of a student employment position must be reported within 24 hours of the accident. A Skidmore College Accident Report may be obtained from Human Resources. It is the responsibility of the student to report any accidents to his/her/their supervisor. It is the responsibility of the supervisor to ensure that the Skidmore College Accident Report is completed.

Confidentiality

Student employees often have access to confidential material such as financial information, grades, telephone numbers, addresses, etc. It is important to understand the legal ramifications of this issue.

The following information is one example of confidential information and protocols that the College must follow. Skidmore College, like all post secondary institutions that receive Federal Aid, operates under the statutes set forth in the Family Educational Rights and Privacy Act (FERPA). This legislation is commonly referred to as the Buckley Amendment. This law ensures a student's access to his/her/their records and at the same time, prevents disclosure of the information contained in the record to anyone other than a school official who has a legitimate need to have the material. Students may give written consent for disclosure to certain other persons.

Student employees may need to have access to specific pieces of confidential information in order to perform their jobs. However, this in no way allows for the sharing of this information with anyone in any form whatsoever. This includes verbal communication as well as written or copied transfer of documents. Skidmore College treats this legislation with great seriousness and severely limits student access to other students' records.

If a student employee is exposed to confidential material in the course of his/her/their campus employment, it is important to understand the sensitive nature of the documents and to treat the information with confidentiality. Breach of confidentiality will result in discipline, up to and including termination.

Health and Safety Training

The health and safety of employees and others on Skidmore College property are of critical concern to Skidmore College. Skidmore College intends to comply with all health and safety laws applicable to the College.

To this end, Skidmore College must rely upon employees to ensure that work areas are kept safe and free of hazardous conditions. Employees are required to be conscientious about workplace safety, including proper operating methods and known dangerous conditions or hazards. Any unsafe conditions or potential hazards should be reported to a supervisor immediately, even if the problem appears to be corrected. Any suspicion of a concealed danger present on Skidmore College's premises, or in a product, facility, piece of equipment, process, or business practice for which Skidmore College is responsible should be brought to the attention of a supervisor immediately.

Periodically, Skidmore College may issue rules and guidelines governing workplace safety and health as well as the handling and disposal of hazardous substances and waste. All employees should familiarize themselves with these rules and guidelines, as strict compliance will be required. Contact your supervisor for copies of current rules and guidelines. Failure to comply strictly with rules and guidelines regarding health and safety or negligent work performance that endangers health and safety will not be tolerated.

The College has a Safety in the Workplace Committee. The primary role of the Safety Committee is to design, implement and maintain a comprehensive safety program that supports and encourages a safe work environment for all employees and is compliant with all external laws and regulations. Membership: Two faculty members, one student member (appointed by the SGA), one support staff member, one member of Local 200D, all appointed by the President and serving staggered three-year terms; representatives from the Departments of Health Services and Human Resources, the Vice President for Academic Affairs and Dean of the Faculty and her/his designee, and the Director of Business Services (Chair by title). Further information on the Safety Committee can be found on their web site: https://www.skidmore.edu/safety_committee/

Employment Verification

Off-campus employers may seek to verify the employment of applicants who are current or former student employees from the Financial Aid Office. Generally, the process is only verifying dates of employment and the employment department of former or current student employees. The College will normally attempt to handle these within 48 business hours of receiving the request.

PERFORMANCE EVALUATION

Written performance evaluations of student employees are not required. For those departments who wish to conduct written performance evaluations, the following information is suggested.

Evaluation forms can be used to summarize your performance over a definite period of time. Forms will not replace daily discussion and informal evaluations that normally occur between the supervisor and student employee. This form is to be used as a tool for evaluation and does not need to be sent to the Student Employment Coordinator.

Benefits of evaluations:

1. It encourages **Feedback** for both students and employers. Evaluations provide a structured format for the discussion of performance issues.
2. It enhances **Career Development** plans. Evaluations provide an opportunity for the discussion of career objectives.
3. It reviews **Performance History**. Evaluations provide a performance history which can be used regarding personnel decisions, including compensation.
4. It aligns with **Strategic Goals**. Evaluations provide an opportunity to view a student's performance in relation to the strategic goals of the College.
5. It outlines **Job Standards**. Evaluations provide an opportunity for clearer articulation and definition of performance expectations.

The Student Employee Evaluation can be found on the next page and online on the Student Employment webpage.

Skidmore College Student Employee Performance Evaluation

For the semester/year: _____

Student Name: _____ Class Year _____

Job Title: _____ Pay Rate _____

Evaluated by: _____

Title: _____

Department: _____

**1= Unacceptable 2= Needs Improvement 3=Regularly Meets Requirement
4=Meets and Sometimes Exceeds Requirements 5= Exceeds Requirements N/A = Not Applicable**

	1	2	3	4	5	N/A
Reliability/Responsibility Is punctual, maintains good attendance, properly notifies supervisor of absences, takes work seriously, accepts responsibility as needed						
Productivity Provides desired quantity and quality of work; is efficient, accurate						
Conduct Gets along with co-workers and is a team player; is cooperative; maintains appropriate work-place demeanor						
Knowledge and Skills Understands requirements of position, competently performs necessary tasks, prioritizes work, applies organizational skills, follows departmental procedures						
Initiative Helps without being asked, anticipates problems and suggests solutions, offers assistance appropriately						
Customer Service Greets and assists customers on phone, by mail and in person, represents office/department and its programs/policies						
Leadership Sets an example for other student employees; may help train peers; promotes the mission of the department within the student body						
Judgment and Discretion Uses good judgment (even if it means asking for help) when new situations arise; handles sensitive/confidential information discreetly						
Ability to Learn/Change Learns on the job, masters new material as needed, takes direction and constructive criticism						
Independence Works effectively with little supervision, knows when to ask for help						

Comments: (may include student's most significant achievements/contributions, and goals for the upcoming semester)

I would consider rehiring this student and/or recommend the student to another employer.
Yes _____ No _____

Signature of Supervisor

Date

Student Employee: I have reviewed this evaluation with my supervisor and my comments are listed below.

Comments: (Student employees may submit confidential comments to the Student Employment Coordinator)

Signature of Student Employee

Date

First Year Student Employee Frequently Asked Questions

What is work-study? The Federal Work-Study (FWS) program is a need-based program of financial aid providing students an opportunity to work part-time in an approved on-campus or off-campus job. You must have financial need as determined by the Free Application for Federal Student Aid (FAFSA) to receive Federal Work-Study funds.

What if I am not Federal Work-Study eligible?

Only students with Federal Work-Study listed in their financial aid award letters are eligible for jobs paid on the Federal Work-Study payroll, but other students can be paid through the non-FWS payroll. The job listings indicate whether a job is available only to FWS students or not. Hourly pay rates are the same on each payroll.

When does the Student Employment program start? The Student Employment program starts each academic year on the first day of classes in September and ends on the last day of the academic year in May. Students can not use their academic year work-study allocation during the winter or summer breaks. Work-study allocations can only be used for hours worked during the academic year.

Do my earnings go directly toward my student account?

No, you will receive the earnings for the hours worked. These earnings are meant for you to cover day-to-day out of pocket expenses related to your education costs.

How will I be paid? You will be paid every two weeks for the hours worked within the two-week period. Stop by the Financial Aid Office to pick up a payroll schedule or view the calendar online. The most effective and safest way to receive payroll earnings is via direct deposit into a bank or credit union checking or savings account. Through access via a secure web site, employees will be able to view Statement of Earnings information on-line, including both current and past gross pay, tax, voluntary deduction and net pay information by pay period.

If you already have an established bank account, simply complete the Direct Deposit Form in Oracle to complete the process. If a bank account is not yet set up, most banks have programs to accept direct deposit. To set up an account close to campus, the College has arranged with two local institutions to work with students, Adirondack Trust Company and SEFCU.

I signed up for direct deposit, but instead received an actual paycheck. Why? For all financial institutions other than Adirondack Trust, the Payroll Office is required to process a pre-note for the first time only. This is for your benefit, as the bank needs to verify that all of your information (account number and routing number) is correct. For this reason, you will receive an actual paycheck the first time you sign up for direct deposit. If all information is correct, your direct deposit status becomes effective two weeks later. If not, you will be notified by Payroll that there is a problem with the information you submitted, which will need to be resolved before your direct deposit status can become effective.

How do I know when I get paid? Because all of the College's offerings for payroll disbursement are electronic, we are able to provide you with your Statement of Earnings/Payslip information on-line. When you access Oracle for this information, you will be able to view both current and past gross pay, tax, voluntary deduction, and net pay information by pay period.

Are my earnings taxable? Yes. Student earnings, including Federal Work-Study, are considered earned income and are therefore subject to all applicable federal, state and local taxes. In accordance with the Internal Revenue Service (IRS) Code, the College provides all students with a W-2 (Wage and Tax Statement) at year-end. This is sent by January 31 for the preceding calendar year's earnings and is mailed to the student's permanent home address. The Financial Aid Office cannot give tax advice. If you have questions about filing taxes, you should contact a tax professional or the IRS.

Can I receive my payment early?

No, payments are issued on the actual check date and cannot be issued earlier. If you have a financial emergency, you can apply for a short-term loan through the Vice President and Dean of Student Affairs.

How much can I earn?

Your award letter lists the suggested maximum amount you are allowed to earn in a work-study job. If you do not earn your entire fall amount, it can be carried over to the spring semester, as long as you remain eligible to work. Though you can exceed your Work Study limit and earn up to a maximum of \$4,000 per Academic Year.

How many hours can I work?

Generally, freshmen students have the option of working 6-10 hours a week.

Do I have to earn my entire work-study allocation?

No. You are not required to earn any of the allocation; however, if you choose to reject or not earn your work-study allocation, your financial aid package will not be increased to accommodate this choice. You are eligible to earn the amount indicated in your financial aid award. Remember, your work-study earnings are not credited to your Bursar's account. You will not receive your work-study funds unless you work.

Does the Financial Aid Office find or select a work study job for me?

All incoming freshmen are placed in the Dining Services Department during their first year. In subsequent years of attendance, you will be eligible to work in another position on campus, unless you wish to continue in the initial placement in Dining Services.

Can a freshman work elsewhere on campus during the spring semester? Freshmen accepting a work award within Dining Services who wish to participate in other campus employment related activities or training, may request up to 4 additional hours per week (or a maximum of 60 total hours per semester) of employment outside of Dining Services during the spring semester only. However, the primary commitment will be to Dining Services and those scheduled hours must be maintained from the fall semester and not reduced.

A freshman who has chosen not to work on campus during the fall semester may be considered for up to five hours per week of employment outside of Dining Services during the spring semester only.

If an initial work award in Dining Services is accepted and a student does not fulfill the terms of this employment, the student will immediately lose the campus work opportunity for the remainder of the academic year.

Is there safety training provided by Dining Services?

Yes, Dining Services provides safety training for all newly hired students to attend. *These training sessions are paid, mandatory meetings – non attendance may result in disciplinary action.*

Are off-campus and temporary positions posted anywhere? The Financial Aid Office does not administer off-campus jobs. There is a Community Bulletin Board outside of the Spa and off campus employment opportunities are posted by community members, and students who are interested must follow-up on their own. This employment is completely independent of Skidmore College.

What happens if I am terminated? A freshmen student may voluntarily leave a position within Dining Services; however he/she/they will not be eligible to work for the remainder of the academic year. When a student is terminated he/she/they will not be eligible to work for the remainder of the academic year. Please refer to the termination procedures within this handbook.

Upper-class Student Employee Frequently Asked Questions

What is work-study? The Federal Work-Study (FWS) program is a need-based program of financial aid providing students an opportunity to work part-time in an approved on-campus or off-campus job. You must have financial need as determined by the Free Application for Federal Student Aid (FAFSA) to receive Federal Work-Study funds.

What if I am not Federal Work-Study eligible?

Only students with Federal Work-Study listed in their financial aid award letters are eligible for jobs paid on the Federal Work-Study payroll, but other students can be paid through the non-FWS payroll. The job listings indicate whether a job is available only to FWS students or not. Hourly pay rates are the same on each payroll.

When does the Student Employment program start?

The Student Employment program starts each academic year on the first day of classes in September, and ends on the last day of the academic year in May. Students can not use their academic year work-study allocation during the winter or summer breaks. Work study allocations can only be used for hours worked during the academic year.

How do I find a job? All work-study jobs are listed on the Student Employment Opportunities website. Each position will include a description of the job, its requirements and online applications for each job posted. An I-9 must be completed and submitted to the Financial Aid Office with 3 days of a student being hired in Oracle.

What kinds of jobs are available? A wide variety of jobs are available. Office assistant jobs are the most prevalent but other jobs such as lab assistant, tourguiding, costume shop, stage crew, research assistant, athletic center monitors are just a few of the choices. In addition, off-campus community service jobs in some non-profit organizations are available for Federal Work-Study recipients. Please visit the Skidmore Student Employment website for more details.

Which forms are required in order for me to work on campus?

- Employment Eligibility Verification Form (I-9)

Which forms are optional before I begin working?

- Federal Tax Form
- New York State Tax Form
- Direct Deposit Form
- Wage Theft Protection Act Form

Where can I get these forms?

All of the required forms are available through Oracle Journeys.

What happens after I turn in all of my forms?

Once all the forms have been submitted electronically to the Financial Aid Office you are able to begin working on campus and you will be set up as a student employee in the various student employment systems. When the process has been completed, you will receive an email notifying you that you are set

up as an employee in Oracle. Every two weeks you will be submitting all hours worked through Oracle timekeeping.

Do my earnings go directly toward my student account?

No, you will receive the earnings for the hours worked. These earnings are meant for you to cover day-to-day out of pocket expenses related to your educational costs.

How will I be paid? You will be paid every two weeks for the hours worked within the two-week period. Stop by the Financial Aid Office to pick up a payroll schedule or view the calendar online. The most effective and safest way to receive payroll earnings is via direct deposit into a bank or credit union checking or savings account. Through access via a secure web site, employees will be able to view Statement of Earnings information on-line, including both current and past gross pay, tax, voluntary deduction and net pay information by pay period.

If you already have an established bank account, simply complete the Direct Deposit Form to complete the process. If a bank account is not yet set up, most banks have programs to accept direct deposit. To set up an account close to campus, the College has arranged with two local institutions to work with students, Adirondack Trust Company and SEFCU.

I signed up for direct deposit, but instead received an actual paycheck. Why? For all financial institutions other than Adirondack Trust, the Payroll Office is required to process a pre-note for the first time only. This is for your benefit, as the bank needs to verify that all of your information (account number and routing number) is correct. For this reason, you will receive an actual paycheck the first time you sign up for direct deposit. If all information is correct, your direct deposit status becomes effective two weeks later. If not, you will be notified by Payroll that there is a problem with the information you submitted, which will need to be resolved before your direct deposit status can become effective.

How do I know when I get paid? Because all of the College's offerings for payroll disbursement are electronic, we are able to provide you with your Statement of Earnings/Payslip information on-line. When you access Oracle for this information, you will be able to view both current and past gross pay, tax, voluntary deduction, and net pay information by pay period.

What do I do when I do not receive payment?

You can contact the Payroll Office. Generally, the reasons you won't receive payment is because hours were not submitted by the deadline or your Supervisor did not approve your timecard on time.

What happens if I forgot to submit my hours via the Oracle system? All hours need to be submitted by the published deadline to be included in the payroll process. If you did not submit your hours by the midnight deadline, you will not be paid until the next pay date. Student payroll is processed during a specified pay cycle as a group. Individual student hours will not be processed outside of the specified pay period. Oracle does allow students to retroactively submit hours missed by using the previous pay-period option. These hours will be included with the next payroll process. It is your responsibility to ensure that your hours are correctly entered and submitted in time for your supervisor to validate.

Can I receive my payment early?

No, payments are issued on the actual check date and cannot be issued earlier. If you have a financial

emergency, you can apply for a short-term loan through the Dean of Students Office.

How much can I earn? Your award letter lists the maximum amount you are allowed to earn in a work-study job. If you do not earn your entire fall amount, it can be carried over to the spring semester, as long as you remain eligible to work. Jobs have various hourly pay rates which start at the New York State minimum wage of \$12.75 (2022). Though you can exceed your Work Study limit and earn up to a maximum of \$4,000 per Academic Year.

Are my earnings taxable? Yes. Student earnings, including Federal Work-Study, are considered earned income and are therefore subject to all applicable federal, state and local taxes. In accordance with the Internal Revenue Service (IRS) Code, the College provides all students with a W-2 (Wage and Tax Statement) at year-end. This is sent by January 31 for the preceding calendar year's earnings and is mailed to the student's permanent home address. The Financial Aid Office cannot give tax advice. If you have questions about filing taxes you should contact a tax professional or the IRS.

Do I have to earn my entire work-study allocation?

No. You are not required to earn any of the allocation; however, if you choose to reject or not earn your work-study allocation, your financial aid package will not be increased to accommodate this choice. You are eligible to earn up to, but not in excess of, the amount indicated in your financial aid award. Remember, your work-study earnings are not credited to your Bursar's account. Also, you will not receive work-study funds unless you work.

How many hours can I work? It depends on your class year and the hourly pay rate for the job. On average students can work 7-10 hours a week. If you have a question about the exact number of hours you are eligible to work stop by the Financial Aid Office.

How can I apply for a Community Service or America Reads tutoring job? If you want to apply for one of the Community Service or America Reads jobs listed on the website, and you are a Federal Work-Study recipient, you will need to apply for the job online and your application will be reviewed for eligibility by the Student Employment Coordinator. Once you are hired, then you will need to complete the appropriate employment paperwork for the academic year. You will be paid through Skidmore College rather than the community service agency. You and your employer will complete your paper timesheet every two weeks, and submit it to the Financial Aid Office. You will also need to submit hours worked through the web-based payroll process.

Can I change jobs during the year? You are encouraged to remain in your position for one academic year. As with any job, periods of short employment may raise questions for a future employer. Your work-study job is an opportunity to establish a good work record for your resume, along with a favorable letter of reference. If you are experiencing any difficulties in your work situation, you are encouraged to discuss your concerns with your employer. If you decide to quit your job, you need to provide your employer with at least two weeks notice of resignation.

Can I have more than one job on campus?

Yes, but typically the total number of hours allowed is the same whether you have one or two jobs.

I've worked on campus before; do I have to fill out paperwork again for my new job?

It is recommended that you complete the W-4, the appropriate New York State Tax Form, Wage Theft Protection Act Form and Direct Deposit form each academic year.

Are off-campus and temporary positions posted anywhere? The Financial Aid Office does not administer off-campus jobs. There is a Community Bulletin Board outside of the Spa and off campus employment opportunities are posted by community members, and students who are interested must follow-up on their own. This employment is completely independent of Skidmore College.

What happens if I am terminated?

When a student is terminated he/she/they will not be eligible to work for the remainder of the academic year. Please refer to the termination procedures within this handbook.

Supervisor's Frequently Asked Questions

How do I let students know I have an open position?

Visit the Student Employment website.

Supervisors will be able to log into the Oracle system and submit a job requisition directly online. Once the job requisition has been reviewed and approved by Student Employment, the job will be posted online. The supervisor will manage their job postings.

After a job has been reviewed and approved, students will be able to review job postings and apply for the job online. A supervisor will receive a bell notification in Oracle when a student has applied for a job. When the Supervisor logs into Oracle, they will review the submitted applications, email students for interviews, decide who they would like to hire, create a job offer, etc. **Once a student has been hired, the supervisor needs to make sure the student completes their I-9 within 3 days of being hired as this is a Federal requirement.**

I have hired a student, now what? When the hire request has been approved, the supervisor student will receive an email confirmation which will instruct him/her/them to log onto Oracle and complete the necessary steps. **Once a student has been hired, the supervisor needs to make sure the student completes their I-9 within 3 days of being hired as this is a Federal requirement.**

My student employee has worked for me before; does he/she/they still have to fill out paperwork?

It is recommended that all employment forms, with the exception of the I-9, be completed each academic year.

Can I give my student employee a raise?

Not unless they will be directly supervisor other student employees, in which case you would have to hire them for that new position. Each department must assign pay rates based on the Category and Wage Scales on pages 14 & 15. Each department must also be conscious of the student employment budget for their department.

How will I know when my work-study student has reached his/her/their earnings limit?

The Financial Aid Office tracks the earnings of all students on work study. You will be notified as the student is approaching his/her/their earnings limit.

My student worker has reached his/her/their work study limit. What do I do?

If your student has met his/her/their earnings limit and your department's student employment budget has not been reached, your student will be switched to the non-Federal Work-Study payroll.

How do I terminate a student's employment?

When a student is terminated he/she/they will not be eligible to work for the remainder of the academic year. Please refer to the termination procedures within this handbook.

SUMMARY

Skidmore College believes that student employees are students first and employees second. However, student employees play an integral part in College operations. As such, it is expected that students employed by the College treat their campus job the same as any off-campus employment. Therefore, it is expected that a student employee of Skidmore College will be dedicated to performing his/her/their job well.

This handbook is intended to give the supervisor and student employee an overview of the basic policies and procedures outlining Student Employment at Skidmore College. Supervisors and students should keep this handbook as a reference source when they have questions or concerns regarding student employment. Any questions that can not be answered by the Student Employment Program Handbook should be directed to the Student Employment Coordinator, (518) 580-5750; email stuemp@skidmore.edu. If the question is payroll related, contact the Payroll Office at (518) 580-5842.

This handbook was last updated February 2024