STUDENT EMPLOYMENT
101

The Process from Start to Finish
POSTING A JOB

- School must make work study jobs reasonably available to all eligible students
- Federal regulations require we keep track of student’s job titles and job descriptions
- To view postings on the web go under MyFSU
- Student Employment Channel
- Job Vacancy Posting Form
- https://wwws.ferris.edu/admissions/financialaid/studentemployment/jobs/
Job Vacancy Posting Form

Please identify (check 'yes') for at least one of the two employment types (Work-Study or Non-Financial Aid). If you do not include this information, the job will not be posted.

*Work Study:  ☐ Yes  ☐ No  HELP?
*Non-Financial Aid:  ☐ Yes  ☐ No  HELP?

*Job Title:  — Select A Job Title —

*Description:

*Number of Openings: Post on Web  ▼ HELP?

*Department:  Academic Affairs

*Employing Area:

*Hours:  HELP?

*Building:  Alumni Building

*Address:

Room:

*Term:  ▼

*Contact Person:

Requirements:

Comments:

Submit Vacancy

NOTE*
If you have any problems, questions, or concerns about this form, contact the Student Employment Office x3922. If your job title or any other field does not fit the choices provided, please make a selection as close as possible to our needs, then in the comment section let us know which field it is and what you need to have added. The Student Employment Office can make the change(s) before the job vacancy is posted and they can also amend the drop list so the selections will be available for your use in the future.
<table>
<thead>
<tr>
<th>Job Title</th>
<th>Job ID</th>
<th>Description</th>
<th>WS</th>
<th>NFA</th>
<th>Employing Area</th>
</tr>
</thead>
<tbody>
<tr>
<td>Clerical General</td>
<td>7929</td>
<td>Duties include answering phones, data entry, filing, typing, and photocopying. Other jobs may include manual assembly, tours, assisting faculty, scheduling appointments, research, assisting patrons and other general office duties. Applicants should have knowledge of Microsoft programs such as Word and Excel. Other duties and special projects may be assigned as necessary. This job qualifies under the Federal Work Study Program for eligible students.</td>
<td>Y</td>
<td>N</td>
<td>Women's Basketball</td>
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<tr>
<td>Level I</td>
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<tr>
<td>Clerical General</td>
<td>7926</td>
<td>Duties include answering phones, data entry, filing, typing, and photocopying. Other jobs may include manual assembly, tours, assisting faculty, scheduling appointments, research, assisting patrons and other general office duties. Applicants should have knowledge of Microsoft programs such as Word and Excel. Other duties and special projects may be assigned as necessary. This job qualifies under the Federal Work Study Program for eligible students.</td>
<td>Y</td>
<td>N</td>
<td>Volleyball Office</td>
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<td>Level I</td>
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<tr>
<td>Clerical General</td>
<td>7922</td>
<td>Duties include answering phones, data entry, filing, typing, and photocopying. Other jobs may include manual assembly, tours, assisting faculty, scheduling appointments, research, assisting patrons and other general office duties. Applicants should have knowledge of Microsoft programs such as Word and Excel. Other duties and special projects may be assigned as necessary. This job qualifies under the Federal Work Study Program for eligible students.</td>
<td>Y</td>
<td>N</td>
<td>Dean's Office</td>
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<td>Level I</td>
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<tr>
<td>Clerical General</td>
<td>7920</td>
<td>Duties include answering phones, data entry, filing, typing, and photocopying. Other jobs may include manual assembly, tours, assisting faculty, scheduling appointments, research, assisting patrons and other general office duties. Applicants should have knowledge of Microsoft programs such as Word and Excel. Other duties and special projects may be assigned as necessary. This job qualifies under the Federal Work Study Program for eligible students.</td>
<td>Y</td>
<td>N</td>
<td>Optometry Clinic</td>
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<td>Level I</td>
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<td>Clerical General</td>
<td>7919</td>
<td>Duties include answering phones, data entry, filing, typing, and photocopying. Other jobs may include manual assembly, tours, assisting faculty, scheduling appointments, research, assisting patrons and other general office duties. Applicants should have knowledge of Microsoft programs such as Word and Excel. Other duties and special projects may be assigned as necessary. This job qualifies under the Federal Work Study Program for eligible students.</td>
<td>Y</td>
<td>N</td>
<td>Optometry Clinic</td>
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<tr>
<td>Level I</td>
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<tr>
<td>Computer Lab Assistant Level II</td>
<td>7953</td>
<td>Lab assistants have previous experience working in a computer laboratory used by many individuals, and knowledge of the policies and procedures within the computer lab. Assistants will work in the</td>
<td>Y</td>
<td>N</td>
<td>Recreation Leisure Services and</td>
</tr>
</tbody>
</table>
Ferris State University Student Employment Application

Student: Brutus Bulldog
Phone: 231-591-5555

Student ID: xxx-xx-xxx
Email: Bulldogb@ferris.edu

Job ID: 9463
Job Title: Clerical General Level I
Funding Source: Departmental Budget
Wage rate: $7.40 - $7.70
Work Study Award Amount: No Award
Enrolled Credit Hours: 16
International Student: No

Student Status: All hiring documents (I-9/W-4) are on file.

Resume Required: Employer requests a separate resume to be submitted with this application. For assistance creating or updating your resume, please contact the Office of Career Services located in Rankin 135.

---

**Student's Class Schedule**

Please shade or "X" the time you are in class and any other times you are NOT available to work.

<table>
<thead>
<tr>
<th></th>
<th>Sunday</th>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
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</table>

Please deliver or mail application to the Employer Contact:
Emily Jorgensen
Ferris State University, Off Campus Suite 7000
25 Michigan St NE
Big Rapids MI 49307
STUDENTS PROFILE

Ferris State University
Education/Employment History

Student  Brutus Bulldog  Student ID: xxx-xx-xxx

Academic Program: Social Work  Grade Level: Sophomore

Employment History/Experience


Job Title: Student Employee

Duties: I worked at The Island where I set up the breakfast food options, managed the breakfast bar, set up the lunch food, and managed the lunch bar.


Job Title: Student Employee

Duties: I work at the front desk answering student's questions about financial aid and student employment. I also work on scanning and indexing paperwork.

Licenses/Certificates / Other Comments: None

Signature ________________________________  Date __________________
INTERVIEWING

- Create standard questions to ask all applicants
- Discuss pay rate – refer to pay rate scale
- Follow up with students in a timely manner
- They need to know “Yes” or “No” and often are just waiting for a call
HIRING

- Electronic process of paper work
- Print off paperwork for new students
- How to access hiring system:
  + MyFSU
  + My Workplace Tab
  + Under “Student Employment Channel”
  + Student Intent Hiring Form
- Unless you have moved your channel to a different tab
We no longer require copies of student’s I-9 documentation, just the completed I-9
Make sure they are *originals*
Make sure they are signed and valid (not expired)
W-4’s
Send only the I-9 and W-4 forms with paperwork within 3 days of first day of employment
Acceptable documents
Unlawful to require any specific document – student must have choice
You need to see ACTUAL Social Security Card to confirm name & number matches, check to make sure student signed original card for W-4 (payroll purposes)
Must complete from hire date to 3\textsuperscript{rd} day of employment
Department of Homeland Security
U.S. Citizenship and Immigration Services

Form I-9, Employment Eligibility Verification

Please read instructions carefully before completing this form. The instructions must be available during completion of this form.

ANTI-DISCRIMINATION NOTICE: It is illegal to discriminate against work eligible individuals. Employers CANNOT specify which document(s) they will accept from an employee. The refusal to hire an individual because the documents have a future expiration date may also constitute illegal discrimination.

Section 1. Employee Information and Verification. To be completed and signed by employee at the time employment began.

Print Name: __________________________
Last Name: __________________________
First Name: _________________________
Middle Initial: _________________________
Middle Name: _________________________

Address (Street Name and Number): __________________________
City: __________________________
State: __________________________
Zip Code: __________________________
Date of Birth (month/day/year): __________________________

Social Security #: __________________________

I am aware that federal law provides for imprisonment and/or fines for false statements or use of false documents in connection with the completion of this form.

Employee’s Signature: __________________________
Date (month/day/year): __________________________

Preparer and/or Translator Certification. (To be completed and signed if section 1 is prepared by a person other than the employee.) I attest, under penalty of perjury, that I have assisted in the completion of this form and that to the best of my knowledge the information is true and correct.

Preparer’s/Translator’s Signature: __________________________
Preparer’s/Translator’s Print Name: __________________________
Address (Street Name and Number, City, State, Zip Code): __________________________
Date (month/day/year): __________________________

Section 2. Employer Review and Verification. To be completed and signed by employer. Examine one document from List A OR examine one document from List B and one from List C, as listed on the reverse of this form, and record the title, number and expiration date, if any, of the document(s).

List A OR List B AND List C

Document Title: __________________________
Issuing Authority: __________________________
Document #: __________________________
Expiry Date (if any): __________________________

Document #: __________________________
Expiry Date (if any): __________________________

CERTIFICATION - I attest, under penalty of perjury, that I have examined the document(s) presented by the above-named employee, that the above-listed document(s) appear to be genuine and to relate to the employee named, that the employee began employment on (month/day/year) and that to the best of my knowledge the employee is eligible to work in the United States. (State employment agencies may omit the date the employee began employment.)

Signatures of Employer or Authorized Representative: __________________________
Print Name: __________________________

Business or Organization Name and Address (Street Name and Number, City, State, Zip Code): __________________________
Date (month/day/year): __________________________

Section 3. Updating and Reverification. To be completed and signed by employer.

A New Name (if applicable)

Document Title: __________________________
Document #: __________________________
Expiry Date (if any): __________________________

Signature of Employer or Authorized Representative: __________________________
Print Name: __________________________

Date (month/day/year): __________________________

OMB No 1615-0047 Expires 08/31/12
<table>
<thead>
<tr>
<th>LIST A</th>
<th>LIST C</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Documents that Establish Both Identity and Employment Eligibility</strong> OR <strong>Documents that Establish Employment Eligibility</strong></td>
<td><strong>Documents that Establish Identity</strong> AND <strong>Documents that Establish Employment Eligibility</strong></td>
</tr>
<tr>
<td>1. U.S. Passport (unexpired or expired)</td>
<td>1. U.S. Social Security card issued by the Social Security Administration (other than a card stating it is not valid for employment)</td>
</tr>
<tr>
<td>2. Permanent Resident Card or Alien Registration Receipt Card (Form I-551)</td>
<td>2. Certification of Birth Abroad issued by the Department of State (Form FS-545 or Form DS-1350)</td>
</tr>
<tr>
<td>3. An unexpired foreign passport with a temporary I-551 stamp</td>
<td>3. Original or certified copy of a birth certificate issued by a state, county, municipal authority or outlying possession of the United States bearing an official seal</td>
</tr>
<tr>
<td>5. An unexpired foreign passport with an unexpired Arrival-Departure Record, Form I-94, bearing the same name as the passport and containing an endorsement of the alien's nonimmigrant status, if that status authorizes the alien to work for the employer</td>
<td>5. U.S. Citizen ID Card (Form I-197)</td>
</tr>
<tr>
<td>6. Military dependent's ID card</td>
<td>6. ID Card for use of Resident Citizen in the United States (Form I-179)</td>
</tr>
<tr>
<td>7. U.S. Coast Guard Merchant Mariner Card</td>
<td>7. Unexpired employment authorization document issued by DHS (other than those listed under List A)</td>
</tr>
<tr>
<td>8. Native American tribal document</td>
<td></td>
</tr>
<tr>
<td>9. Driver's license issued by a Canadian government authority</td>
<td></td>
</tr>
</tbody>
</table>

For persons under age 18 who are unable to present a document listed above:

- 10. School record or report card
- 11. Clinic, doctor or hospital record
- 12. Day-care or nursery school record

Illustrations of many of these documents appear in Part 8 of the Handbook for Employers (M-274)
Pay extra attention to these areas.
Things to watch for when completing I-9’s

1) Make sure you are completing a form with the correct expiration date. Currently, the date should read 8/31/12. There have been several versions recently but this is the one you should be using.

2) The Middle Initial field should be completed. If the is no middle initial the student should draw a line through that space.

3) The Maiden name should be completed. If none or not applicable, the student should line through that space.

4) The Social Security number is not required. We cannot demand that the student complete this field. They will, however, have to produce the Social Security card for Payroll purposes. This may be confusing to the student but the bottom line is they are not required to fill out their SSN in this space.

5) The student must check one of the 4 boxes in this field. This is very important and is often overlooked. Make sure all numbers and dates are filled out completely.

6) The student signs between the two line next to “Employees signature”.

7) The date put here in section 1 of the I-9 form must be completed on or before the 1st day of accepting employment.

8) The Preparer section is often times signed instead of section 1. This section should only be signed if you assisted in the completion of the form. More than the typical explaining how to complete it.

9) All documents submitted must be originals. We cannot request specific documents from students for section 2. Students must be shown the list of acceptable documentation and be allowed to choose what they wish to submit. If they choose I document from List A that is all they need. By completing list B and/or C in addition to list A the perception is that we have asked for additional documentation and this would be flagged in an audit of the I-9. Make sure section 2 is filled out clearly and accurately and never use white out. If an error is made, line through the error and correct then initial and date the form OR re-do the I-9.

10) In the certification section you must put the date that the student began working or plans to begin. This date must be the same or greater than the date in section 1.

11) You as the employer must sign and date the form within 3 business days of the date employment begins. You are verifying that you personally saw the documents listed in the I-9. The signature and date must be originals. You can make copies of the I-9 with the Name, title and address already filled in.

12) Submit the I-9 forms to the Student Employment Office. I-9s are scanned and saved by Student Employment. Please do not save copies of I-9s or the associated documents in your area.
Example

with

Section 2

Part A

complete
Example with Section 2 Parts B & C complete
UNITED STATES CITIZENS W-4 INSTRUCTIONS

A. Fill in the: Name, Social Security Number, Marital Status, Address, Sex, Birth Date, and City Resident Sections. (for City Resident—Are you registered to vote in Big Rapids?)

(USE YOUR PERMANENT HOME ADDRESS - - NOT BIG RAPIDS - - DO NOT ABBREVIATE CITY NAMES)

B. For exemptions: Fill boxes as shown above.

#4 – Claim ONE (1) exemption if you want a bigger check now - - less tax refund at the end of the year

-OR-

Claim ZERO (0) exemptions if you want a smaller check now - - more tax refund back at the end of the year. (You might have to claim zero because your parents are still claiming you on their tax returns. If in doubt, ask them what you should claim.)

#6
If you want to claim EXEMPT from FEDERAL taxes, you must qualify under the new IRS Guidelines:

If your parents or another person can claim you as a dependant on their tax return, you will have to pay some income tax for that year, and you CANNOT be exempt from withholding if:

1. You have unearned income, such as interest on savings, and
2. Your wages plus this unearned income will be more than $500.

Do NOT claim EXEMPT status on the W-4 if this change applies to you.

If you qualify to claim EXEMPT: Check the boxes for (a), (b), (c), fill in the current year (b), and then fill in the boxes with “9” for Federal, “1” for State, and “1” for City taxes.

C. Sign and date this form.
**United States W-4 Form**

**Employees Withholding Allowance Certificate**

Federal, State and City Income Taxes

1. _______________________________________________________________________
   PRINT FULL NAME (LAST, FIRST, MIDDLE)

2. _______________________________________________________________________
   Social Security Number

3. □ Single  □ Married  □ Married, but
   withhold at higher Single rate

   Note: If married, but legally separated, or spouse
   is a nonresident alien, check the single block

   □ Male  □ Female

   Big Rapids
   City Resident
   □ Yes  □ No

   Birth Date
   MO.  DAY  YR.

   _______________________________________________________________________
   Federal  State  City
   $  $  $

4. Total number of allowances you are claiming** ...........................................

5. Additional amount, if any, you want deducted from each pay** ..........................

6. I claim exemption from withholding because (see instructions and check boxes below that apply):
   (a) □ Last year I did not owe any Federal income tax and had a right to a full refund of ALL income tax withheld, AND
   (b) □ This year I do not expect to owe any Federal income tax and expect to have a right to a full refund of ALL income tax withheld. If both a and b apply, enter the year effective and "EXEMPT" here Year ______.
   (c) □ If you entered "EXEMPT" on line 6b, are you a full-time student? ............................ □ Yes  □ No

**See worksheet and instructions for Federal Form W-4

Under penalties of perjury, I certify that I am entitled to the number of withholding allowances claimed on this certificate, or if claiming exemption from withholding, that I am entitled to claim the exempt status.

Employee’s Signature ___________________________________________ Date ____________

7. Employer’s name and address (Employer complete 7, 8, and 9 only if sending to IRS)
   Ferris State University
   Big Rapids, MI 49307

8. Office Code

9. Employer ID number
   38-6005159
COMPLETE ALL INFORMATION 1-6, as noted on the form. Special instructions for international students are as follows:

1) **Street address:** This should be your permanent address.
   - If you will be graduating this year please use the address where you want your year-end tax statement (W-2) to be sent.

2) **Single:** You must check the box for "single" even if you are married.

3) **Allowances:**
   - **Federal:** You should enter "1" in this box.
   - **State & City:** You should enter "0" in these boxes, or you may end up owing taxes.
   - Write "Non-Resident Alien" or "NRA" on line 5 on the dotted line.

4) **Additional Amount:**
   We cannot advise you about your tax withholding. However, the following may be helpful:
   - If your total wages are less than the personal exemption amount ($3,300 for 2006) you will have ZERO FEDERAL WITHHOLDING under the new rules. Also, if your only US source income for the year is wages that are less than $3,300 you will not have to submit a Form 1040NR-EZ.
   - If your total wages exceed $3,300 you may owe taxes with your tax return and be subject to under withholding penalties and interest. The amount of under withholding will depend upon when the new payroll calculations are implemented in this year and your salary for the year.

5) **Exemptions:** Leave this section blank. You may not claim "Exempt."

***Other Notes:
What if I do not submit a new Form W-4 (for Returning Students ONLY)?
If you have previously submitted a Form W-4 to Payroll, which may include an additional withholding amount, your prior Form W-4 will remain effective. You should submit a new Form W-4 at least by the effective date of the new payroll calculations.
<table>
<thead>
<tr>
<th>Field</th>
<th>Information</th>
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<tbody>
<tr>
<td>1.</td>
<td>PRINT FULL NAME (LAST, FIRST, MIDDLE)</td>
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<td>2.</td>
<td>Social Security Number</td>
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<tr>
<td>3.</td>
<td>Single □ Married □ Married, but withhold at higher Single rate&lt;br&gt;Note: If married, but legally separated, or spouse is a nonresident alien, check the single block</td>
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<tr>
<td>4.</td>
<td>Total number of allowances you are claiming**</td>
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<tr>
<td>5.</td>
<td>Additional amount, if any, you want deducted from each pay**</td>
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<tr>
<td>6.</td>
<td>I claim exemption from withholding because (see instructions and check boxes below that apply):&lt;br&gt;(a) □ Last year I did not owe any Federal income tax and had a right to a full refund of ALL income tax withheld, AND&lt;br&gt;(b) □ This year I do not expect to owe any Federal income tax and expect to have a right to a full refund of ALL income tax withheld. If both a and b apply, enter the year effective and “EXEMPT” here Year.______&lt;br&gt;(c) If you entered “EXEMPT” on line 6b, are you a full-time student? □ Yes □ No&lt;br&gt;**See worksheet and instructions for Federal Form W-4</td>
</tr>
<tr>
<td>7.</td>
<td>Employer’s name and address (Employer complete 7, 8, and 9 only if sending to IRS)&lt;br&gt;Ferris State University&lt;br&gt;Rin Ranirts, MI 49307</td>
</tr>
<tr>
<td>8.</td>
<td>Office Code</td>
</tr>
<tr>
<td>9.</td>
<td>Employer ID number</td>
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</tbody>
</table>
DIRECT DEPOSIT

× Log in to your MyFSU
× Click Academics and Services or Work Place Tab
× Scroll down to Student Employment
× Student Employment Homepage
× Direct Deposit Form

Direct Deposit Authorization
Ferris State University
Payroll Office, PRK 257
(231) 591-2160 Phone  (231) 591-2975 Fax

Name________________________ Social Security Number________________________

(please print)

Please check one: ___ Faculty/Staff ___ Student

Deposit ticket or voided check required

___ New ___ Change ___ Stop
Institution Name________________________ __% of net check or $____
Bank Routing/Transit Number: ________
Account Number: ________________________
Institution phone # ________________________

___ New ___ Change ___ Stop
Institution Name________________________ __% of net check or $____
Bank Routing/Transit Number: ________
Account Number: ________________________
Institution phone # ________________________

* NOTE: Direct deposits become effective the SECOND PAYCHECK after this form is received by the FSU Payroll Office.
* When TRANSFERRING direct deposits between banks you will receive one “cashed check”

I authorize Ferris State University to start crediting my account(s) at the financial institution(s) listed above for the purpose of automatically depositing funds as indicated above.

I understand that if my account(s) at the financial institution(s) listed above have been changed or closed, I must inform the FSU payroll office in writing. FSU is unable to refund repeated numbers until they are credited to the FSU payroll account.

________________________________________  __________________________
Signature                                           Date

________________________________________
Campus Phone
STUDENT WAGE RATES

STUDENT WAGE RATE:

- Level 1 – Entry Level $7.40-$7.70
- Level 2 – Specialized/Technical $7.65-$8.00
  After 1 semester minimum
- Level 3 – Supervisor/Manager $7.95-$8.70
  After 2 semester minimum
- Level 4 – Exceptions $8.55-$12.00
GENERAL STUDENT EMPLOYMENT INFORMATION

- Students can not work during scheduled class time
- We do NOT need a copy of the student’s Social Security Card: Liability
- Must be enrolled half-time – can not be in Fast Track (must have completed high school)
- Maximum hours for students to work is 26 hours per week or 20 hours per week for international students
- ALL students can work up to 40 hours per week during summer session and semester break between fall/winter
- Any deviation must be approved by Student Employment Office
- What happens if students exceed max hours?
  - US Citizens?
  - International Students?
DISCIPLINE/TERMINATIONS

- Verbal Warning
- Written Warning
- Documentation
- Notify Student Employment
INTENT TO HIRE SYSTEM

Student Employment
The Good Life. Your Life.
The best restaurant is on campus. Everyone's at The Rock.

University News & Events

Sign Up for Summer Camps

Ferris State University's summer camps offer young students the opportunity to build athletic and academic skills. Campers may stay in residence halls at the Big Rapids campus or attend day activities on a commuter basis. Sign up today for a challenging and fun summer learning experience, and select from a variety of sports and academic interests.

Quick Links

- Academic Colleges
- Degrees and Majors
- Campus Calendar
- Contact Information
- Directories & Maps
- Ferris Catalog
- President's Office

Video Feature

Academic Spotlight

Printing and Digital Imaging Technology

Diversity Initiatives
MyFSU

Welcome Debbera S Lunsted
You are currently logged in.

MyFSU

Academics & Services  Faculty Services  Library  Workplace  University Life  Help

Personal Announcements
There are no announcements

Event Announcements
There are no announcements

University Announcements
There are no announcements

Login Links
Banner INB  COFE  Phone Bill  Technet  E-Bill  Kronos: Time Entry

My E-mail Inbox
Channel Error:
Failed to login to the email account, the mail server may be down or the account information is incorrect.

Open the email center options to modify your account information if necessary.

My E-mail Inbox - Employee ONLY

Link to Web Version of Lotus Notes
Please use this link to temporarily access your Lotus Notes.

Email Instructions
To Activate Your Email:
1. First, disable any popup blockers.
2. Next, click on the e-mail icon located at top right.
3. A dialog box opens up, regarding a

President’s Corner
President Eislser’s Homepage
Memos To Employees
The latest messages to campus from President Eislser.

• Recent Events
Photos of activities the President has attended.

• Email President Eislser
Have a comment or suggestion?

Campus Updates

University Calendar
Week in Pictures Slide Show
Are You in Any of the Pictures?

FYI Online
Campus News
Newsworthy accomplishments of Ferris Faculty, Staff and Students
Student Intent Hiring Form

Student Employment Home Page

Student jobs are posted on the following dates:

- Fall Semester: August 1
- Spring Semester: December 1
- Summer Semester: April 15

Job Vacancy Posting Form
View Job Postings
Hiring Process Overview

Banner End User Training

Internet Native Banner (INB)

PPRO
SAND

Approval Alerts
You have no documents pending approval

Finance Services
- Budget Queries
- Encumbrance Query
- Requisition
- Approve Documents
- View Document
- Budget Development

Finance Announcements
There are no announcements

Banner Reports
- FOAP Structure
- Hierarchy Reports
- Vendor Addresses
- WebFOCUS
Employment Login Form

The Student Intent to Hire Form will be processed electronically. Before starting, you will need to have the following information:

- Student ID Number
- Student Name
- Employment Begin Date
- Hire Date
- Banner Index/Account Number
- Rate of Pay
- Timekeeping Location
- Employment Period

Note: Student employees are required to be enrolled at least half time.
STUDENT EMPLOYMENT PROCESS

Select the Desired Employment Action

- Enter Student Employee
- Search for Student I Originated
- Search for Student I Supervise
- Cancel Student Assignment
ENTER STUDENT EMPLOYEE

Enter Student ID Number (CWID).

Enter Student ID Number (CWID): [ ]

Next Page >>
Enter hiring semester

- Choose Semester
- Choose Year
Student Intent to Hire

Verify Student Information

Please verify you have the correct student. If no name appears, you have either entered an incorrect number or the student record does not exist in the system for the term and year you selected. You may try again by clicking on "Incorrect Student". If this is the correct Student ID and Name, continue by clicking on the "Correct Information" button.

<table>
<thead>
<tr>
<th>Student ID Number</th>
<th>xxx-xx-xxx</th>
</tr>
</thead>
<tbody>
<tr>
<td>Employee Name</td>
<td>Brutus Bulldog</td>
</tr>
</tbody>
</table>

[Correct Information]

[Incorrect Student]
## Student Intent to Hire Form

Enrolled Credits: 16

Enter the following information (* Indicates a required field).

<table>
<thead>
<tr>
<th>Field</th>
<th>Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student No.</td>
<td>xxx-xx-xxx</td>
</tr>
<tr>
<td>Employee First Name:</td>
<td>Brutus</td>
</tr>
<tr>
<td>Employee Middle Name:</td>
<td>B</td>
</tr>
<tr>
<td>Employee Last Name:</td>
<td>Bulldog</td>
</tr>
<tr>
<td>Starting Date (MM/DD/YY) Summer Semester:</td>
<td>05/13/12</td>
</tr>
<tr>
<td>Fall Semester:</td>
<td>08/19/12</td>
</tr>
<tr>
<td>Badge Number (The last 9 digits) or WEB ID. - Required for NEW hires.</td>
<td></td>
</tr>
<tr>
<td>Job Title:</td>
<td>Clerical General - Level II</td>
</tr>
<tr>
<td>Time Keeping Location:</td>
<td>61300 Financial Aid</td>
</tr>
<tr>
<td>Reason for Hire:</td>
<td>Initial Hire</td>
</tr>
<tr>
<td>Employment Period:</td>
<td>Academic Year</td>
</tr>
<tr>
<td>Comments:</td>
<td></td>
</tr>
<tr>
<td>Hiring Supervisor' Email Address:</td>
<td><a href="mailto:YourEmail@ferris.edu">YourEmail@ferris.edu</a></td>
</tr>
</tbody>
</table>

Submit  Reset
Student Intent to Hire Form

The pay rate for this position is between $7.65 and $8.00.

*Pay Rate (No $ sign): 7.65

[Submit]  [Reset]
**Example of Student with Federal Work Study**

### Student Employment

Please complete ONE of the following sections.

#### Federal Work Study for Academic Year

<table>
<thead>
<tr>
<th></th>
<th>S28501</th>
</tr>
</thead>
<tbody>
<tr>
<td>Position Number</td>
<td></td>
</tr>
<tr>
<td>FOAP</td>
<td>26500-51318-6852-883</td>
</tr>
<tr>
<td>Complete Banner Index/Acct number. If no Banner Index exists, use FOAP.</td>
<td></td>
</tr>
<tr>
<td>Position Number</td>
<td>S10000</td>
</tr>
<tr>
<td>Banner Index/Acct. No.</td>
<td>Gxxxxx-6810</td>
</tr>
<tr>
<td>FOAP</td>
<td></td>
</tr>
</tbody>
</table>

Click here to submit Banner Index/Acct. No. or FOAP

#### Non Work Study

<table>
<thead>
<tr>
<th></th>
<th>S10000</th>
</tr>
</thead>
<tbody>
<tr>
<td>Position Number</td>
<td></td>
</tr>
<tr>
<td>Complete Banner Index/Acct number. If no Banner Index exists, use FOAP.</td>
<td></td>
</tr>
<tr>
<td>Banner Index/Acct. No.</td>
<td></td>
</tr>
<tr>
<td>FOAP</td>
<td></td>
</tr>
</tbody>
</table>

Click here to submit Banner Index/Acct. No. or FOAP
Example of Student with Ferris Work Study

<table>
<thead>
<tr>
<th>Section</th>
<th>Ferris Work Study for Summer</th>
<th>Non Work Study</th>
</tr>
</thead>
<tbody>
<tr>
<td>Complete this section if you are hiring the student employee using work study funds.</td>
<td>Position Number: S38501</td>
<td>Position Number: S10000</td>
</tr>
<tr>
<td>FOAP:</td>
<td>X0000-X0000-6859-XXX</td>
<td>Complete Banner Index/acct. number. If no Banner Index exists, use FOAP.</td>
</tr>
<tr>
<td>Complete Banner Index/acct. No. If no Banner Index exists, use FOAP.</td>
<td>Banner Index/acct. No.:</td>
<td>Banner Index/acct. No.:</td>
</tr>
<tr>
<td>Position Number:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>FOAP:</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

[Click here to submit Banner Index/acct. No. or FOAP] [Click here to submit Banner Index/acct. No. or FOAP]
Example of Student with Non-Financial Aid

<table>
<thead>
<tr>
<th>Non Work Study</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Position Number:</strong></td>
</tr>
<tr>
<td><strong>Complete Banner Index/Acct number. If no Banner Index exists,</strong> use <strong>FOAP.</strong></td>
</tr>
<tr>
<td><strong>Banner Index/Acct. No.:</strong></td>
</tr>
<tr>
<td><strong>FOAP:</strong></td>
</tr>
</tbody>
</table>

Click here to submit Banner Index/Acct. No. or FOAP
# Student Intent to Hire

Review fields for correct data:

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student Number:</td>
<td>xxx-xx-xxx</td>
</tr>
<tr>
<td>Student Name:</td>
<td>Brutus B. Bulldog</td>
</tr>
<tr>
<td>Position Number:</td>
<td>S10000</td>
</tr>
<tr>
<td>Banner Index/Acct. No.:</td>
<td></td>
</tr>
<tr>
<td>FOAP:</td>
<td>xxxxxx-xxxxx-6810-xxx</td>
</tr>
<tr>
<td>Pay Code:</td>
<td>S1</td>
</tr>
<tr>
<td>Secondary Position Number:</td>
<td></td>
</tr>
<tr>
<td>Secondary Banner Index/Acct. No.:</td>
<td></td>
</tr>
<tr>
<td>Secondary FOAP:</td>
<td></td>
</tr>
<tr>
<td>Starting Date:</td>
<td>08/19/12</td>
</tr>
<tr>
<td>Badge Number or WEB ID:</td>
<td></td>
</tr>
<tr>
<td>Job Title:</td>
<td>Clerical General - Level II</td>
</tr>
<tr>
<td>Rate:</td>
<td>7.65</td>
</tr>
<tr>
<td>Timekeeping Location:</td>
<td>61300 Financial Aid</td>
</tr>
<tr>
<td>Reason for Hire:</td>
<td>Initial Hire</td>
</tr>
<tr>
<td>Employment Period:</td>
<td>Academic Year</td>
</tr>
<tr>
<td>Originator's Email Address:</td>
<td>@ferris.edu</td>
</tr>
<tr>
<td>Hiring Supervisor's Email Address:</td>
<td><a href="mailto:YourEmail@ferris.edu">YourEmail@ferris.edu</a></td>
</tr>
<tr>
<td>Comments:</td>
<td></td>
</tr>
</tbody>
</table>
Thank you. Your Student Intent Form has been successfully submitted for processing. You may check the current status for this student on the search student screen.

Return to Student Employment Process
STUDENT EMPLOYMENT PROCESS

Select the Desired Employment Action

- Enter Student Employee
- Search for Student I Originated
- Search for Student I Supervise
- Cancel Student Assignment
PROCESS FOR INTERNATIONAL STUDENTS

- Use Student ID
- Process as normal
<table>
<thead>
<tr>
<th>Student Number:</th>
<th>xxx-xxxxxxx</th>
</tr>
</thead>
<tbody>
<tr>
<td>First Name:</td>
<td>Brutus</td>
</tr>
<tr>
<td>Middle Name:</td>
<td>B</td>
</tr>
<tr>
<td>Last Name:</td>
<td>Bulldog</td>
</tr>
<tr>
<td>Position Number:</td>
<td>S10000</td>
</tr>
<tr>
<td>Budget Number:</td>
<td></td>
</tr>
<tr>
<td>Pay Code:</td>
<td>S1</td>
</tr>
<tr>
<td>Position Sec Number:</td>
<td></td>
</tr>
<tr>
<td>Account Sec Number:</td>
<td></td>
</tr>
<tr>
<td>Starting Date:</td>
<td>08/19/12</td>
</tr>
<tr>
<td>Hire Date:</td>
<td>08/19/12</td>
</tr>
<tr>
<td>Badge Number:</td>
<td></td>
</tr>
<tr>
<td>Job Title:</td>
<td>Clerical General-Level II</td>
</tr>
<tr>
<td>Rate:</td>
<td>7.65</td>
</tr>
<tr>
<td>Timekeeping Location:</td>
<td>61300 Financial Aid</td>
</tr>
<tr>
<td>Reason for Hire:</td>
<td>Initial Hire</td>
</tr>
<tr>
<td>Employment Period:</td>
<td>Academic Year</td>
</tr>
<tr>
<td>Originator's Email Address:</td>
<td><a href="mailto:YourEmail@ferris.edu">YourEmail@ferris.edu</a></td>
</tr>
<tr>
<td>Hiring Supervisor's Email Address:</td>
<td><a href="mailto:YourEmail@ferris.edu">YourEmail@ferris.edu</a></td>
</tr>
<tr>
<td>Comments:</td>
<td>TEST for Training Session</td>
</tr>
</tbody>
</table>
STUDENT EMPLOYMENT PROCESS

Select the Desired Employment Action

- Enter Student Employee
- Search for Student I Originated
- Search for Student I Supervise
- Cancel Student Assignment
Student Search - Originator

Search Criteria (Choose one of the options.)

- Enter CWID, Last Name, or First Name; then press "Search".
- Fill in all of the fields then press "Search".
- To display all records, leave all fields blank and press "Search".

CWID: 
Last name: 
First name: 

Search
Click on the student ID number

<table>
<thead>
<tr>
<th>CWID</th>
<th>Last Name</th>
<th>First Name</th>
<th>Start Date</th>
<th>Timekeeping</th>
<th>Status</th>
<th>Next Approver</th>
</tr>
</thead>
<tbody>
<tr>
<td>xxx-xx-xxx</td>
<td>Bulldog</td>
<td>Brutus</td>
<td>05/29/2007</td>
<td>61300</td>
<td>Complete</td>
<td>Complete</td>
</tr>
<tr>
<td>xxx-xx-xxx</td>
<td>Bulldog</td>
<td>Brutus</td>
<td>08/12/2007</td>
<td>61300</td>
<td>Complete</td>
<td>Complete</td>
</tr>
<tr>
<td>xxx-xx-xxx</td>
<td>Bulldog</td>
<td>Brutus</td>
<td>01/14/2008</td>
<td>61300</td>
<td>Complete</td>
<td>Complete</td>
</tr>
<tr>
<td>xxx-xx-xxx</td>
<td>Bulldog</td>
<td>Brutus</td>
<td>05/18/2008</td>
<td>61300</td>
<td>Denied / Canceled</td>
<td>Denied</td>
</tr>
<tr>
<td>xxx-xx-xxx</td>
<td>Bulldog</td>
<td>Brutus</td>
<td>05/18/2008</td>
<td>61300</td>
<td>Complete</td>
<td>Complete</td>
</tr>
<tr>
<td>xxx-xx-xxx</td>
<td>Bulldog</td>
<td>Brutus</td>
<td>05/18/2008</td>
<td>61300</td>
<td>Denied / Canceled</td>
<td>Denied</td>
</tr>
<tr>
<td>xxx-xx-xxx</td>
<td>Bulldogs</td>
<td>Brutus</td>
<td>08/24/2008</td>
<td>61300</td>
<td>Denied / Canceled</td>
<td>Denied</td>
</tr>
<tr>
<td><strong>CWID:</strong></td>
<td>xxx-xx-xxx</td>
<td></td>
<td></td>
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<td></td>
</tr>
<tr>
<td>----------------</td>
<td>-----------------------------</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Name:</strong></td>
<td>Bulldog, Brutus B.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Badge Number:</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Start Date:</strong></td>
<td>08/19/12</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Suffix:</strong></td>
<td></td>
<td></td>
<td></td>
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<td></td>
<td></td>
</tr>
<tr>
<td><strong>Job Title:</strong></td>
<td>CLRGN2</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Salary Amount:</strong></td>
<td>7.65</td>
<td></td>
<td></td>
<td></td>
<td></td>
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<tr>
<td><strong>Earning Limit:</strong></td>
<td>2400</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Earn/Paid Amt:</strong></td>
<td>0</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Credit Hours:</strong></td>
<td>16</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Reason For Hire:</strong></td>
<td>Initial Hire</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Employment Period:</strong></td>
<td>Academic Year</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Timekeeping Location:</strong></td>
<td>61300</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Supervisor’s E-mail Address:</strong></td>
<td><a href="mailto:YourEmail@ferris.edu">YourEmail@ferris.edu</a></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Position Number:</strong></td>
<td>510000</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>FOAP Number:</strong></td>
<td>26500-61318-6852-881</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Banner Index/Acct. No.:</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Secondary Position Number:</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Secondary FOAP Number:</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Secondary Banner Index/Acct. No.:</strong></td>
<td></td>
<td></td>
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<td></td>
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<td></td>
</tr>
<tr>
<td><strong>Visa Type:</strong></td>
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<td></td>
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<td></td>
<td></td>
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</tr>
<tr>
<td><strong>Grade Level:</strong></td>
<td>UG</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Birth Country:</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Nationality:</strong></td>
<td></td>
<td></td>
<td></td>
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<td></td>
<td></td>
</tr>
<tr>
<td><strong>Authorization Expiration Dt:</strong></td>
<td>0</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Transaction Number:</strong></td>
<td>20120625113310</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Overall Status:</strong></td>
<td>Pending</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>EAA Type:</strong></td>
<td>Student Intent to Hire</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Next Approver:</strong></td>
<td><a href="mailto:stuempl@ferris.edu">stuempl@ferris.edu</a></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
COMMENT HISTORY

History Comments

Bulldog, Brutus xxx-xx-xxx

Status | Status Date | Approver's Email | Comments
---|---|---|---
Approved | 06/25/2012 | stuempl@ferris.edu | TEST.
STUDENT EMPLOYMENT PROCESS

Select the Desired Employment Action

- Enter Student Employee
- Search for Student | Originated
- Search for Student | Supervise
- Cancel Student Assignment
KRONOS REQUIRED SIGN OFF

The Payroll Office, in conjunction with Student Employment, is in the process of creating new procedures to compliment an established policy regarding supervisor Kronos approvals. Supervisors have always been required to approve their student workers, yet this task has occasionally been forgotten. This creates a problem in that the Payroll Office “Sign Off” looks like an approval of the hours to an auditor. In truth, it is merely a way for Payroll to lock the system so student hours can be uploaded.

Federal Financial Aid regulations require that work study student’s hours must be monitored and approved by their supervisors. In addition, vigilant supervisor attention to student hours in Kronos can prevent loss resulting from paying un-worked hours.

In an effort to ensure that this policy is upheld, beginning July 1, 2012, students whose hours have not been approved by their supervisor will not receive a check until the hours are approved. The supervisor will need to call the Payroll Office, have a clerk lift the sign off, and then approve the hours. At that time the supervisor will be given a time to pick up the checks.

If you have any questions regarding this change, please feel free to contact the Payroll Office at ext. 2160 or Student Employment at ext. 3922.

Michael Grandy, Director of Accounting Services
IMPORTANT PAYROLL NUMBERS

Any questions regarding KRONOS

Amy Parks                       X-2160
Sherry Hickman           X-3892
Deb Savides                    X-3983
ANY QUESTIONS?
SUPERVISING STUDENT EMPLOYEES

John Randle
Manager of Student Employment
The key to a positive experience for both student and employer is the effectiveness of training and supervising that takes place.
STUDENTS SEEK THE WORK EXPERIENCE TO PROVIDE

- Opportunities for career development
- Educational experiences
- Opportunities to demonstrate social responsibility
- Environments to serve others
- Personal growth and skill training
- Self help income/less student loan debt
EMPLOYERS SEEK FROM THEIR STUDENT WORKERS...

- Economical and effective staffing
- Opportunity to teach skills, work ethics, etc...
EXPECTATIONS
CLARITY OF EXPECTATIONS IS THE KEY

- Without clear expectations you set yourself up for continually being amazed (dismayed).
- People are not born understanding what is expected in your area.
- Previous work experience doesn’t count- can’t generalize expectations.
EXPECTATION WORKSHEET

• Review prior to starting employment
• Have student sign the form
  ✓ Retain original
  ✓ Copy to student
• State what will happen if expectations are not met
WORK WITH YOUR COLLEAGUES TO DETERMINE EXPECTATIONS WHICH MAY INCLUDE...

- What is proper attire?
- Who does the student report to?
- How flexible is the schedule?
- Are there grooming requirements?
- Can they use the phone? For what type of calls?
- Can students use office equipment for personal use?
CONTINUED...

- Are friends/family allowed in the workplace when student is working?
- Are there secure items areas that students are not allowed in when supervisor is gone?
- If rules aren’t followed, what are the consequences?
- What are the policies for missing work?
- Are there evaluations?
- Are there times beyond the regular schedule that the student may be needed?
- When a student finishes a task, what is expected of them?
- Etc...
TRAINING

- Critical for students
TRAINING FOR JOB SPECIFIC SKILLS

Tools include...

- Job description
- Procedure manuals
- Equipment manuals
- Instructional videos and software
- Workshops
- Conferences (free or low cost training)
THINK OF STUDENTS AS REAL STAFF MEMBERS

- You will be more likely to include them in training
METHODS OF TRAINING
ON THE JOB TRAINING

- Does not mean “figure it out yourself”.
- Needs to be deliberate and well planned.
- Schedule specific work station instruction.
- Patience.
TRAINING MEETINGS

- Groups of students or individuals
- Promotes teamwork
- Overcome communication problems
MODELING

- Takes place whether you are aware or not
- Very powerful
- What THEY see is what you get
- Exhibit high standards
COACHING

- May need to start at square one. Fundamentals!
- Good coaches...
  - Teach
  - Allow practice
  - Critique the practice
  - Suggest changes for improvement
  - Praise good effort
  - Promote teamwork
TRAINING FOR TRUST

- Undertake early and review frequently
- When training new students, include veterans
- Explain to them that you trust them with duties that require professional behavior and that you fully expect them to live up to expectations.
- Importance of confidentiality
SUPERVISION
**DEVELOPING RAPPORT**

- Feel at ease and help them feel at ease with you
- Express interest in their activities and families
- Be patient. May take time for some
Some students are easier to like
Avoid showing favoritism
Be a Co-Learner

- Be open to student’s views on how to complete tasks
- You may benefit from their coursework
SHOW RESPECT

- Separate the person from the behavior when responding to problems.
- The behavior may not be worthy of respect but the person is.
- Confront shortfalls but don’t degrade or embarrass.
- Deal with in private.
- Treat with respect but leave no doubt of what will occur if behavior doesn’t change.
INAPPROPRIATE RELATIONSHIPS WITH STUDENTS

- Hostile environments are unacceptable
- Ask yourself, “if my son, daughter, brother, sister were here would I be uncomfortable?”
- Make sure personal relationships keep a professional edge
- Don’t party
- Don’t be best friends
- Etc...
“I know you believe you understood what you think I said, but I am not sure you realized that what you heard is not what I meant.”
EMPHASIZE NON-VERBAL COMMUNICATION

Be aware of:

- Facial expressions
- Eye contact or lack of it
- Body language
- Tone of voice

They all transmit feelings, reactions, attitudes and impressions. Avoid conveying unintentional messages.
THINK at 600 words/minute. Talk at 125 words/minute.

Easy for your mind to wander

Tend to fill in the blanks

Listening shows respect for thoughts and ideas
PRE-COMMUNICATION CHECKLIST

- Stop and think it through before speaking
- React honestly
- Keep in mind the total impression-verbal and non-verbal
- Listen for ideas and meaning. Ask questions to make sure you understand it
- Create an uncritical atmosphere. Encourage questions
- Don’t interrupt or contradict even if you disagree.
- Point out errors courteously
MOTIVATING
DESIGN IN DEPENDENCE

- Make your department rely on students
- Work that trapeze without a net
- Brings out responsibility
Delegate those back burner issues.
Don’t consider certain things as “student” tasks.
MOTIVATING IS MOSTLY INTERNAL

- Students are motivated by non pay pay
- Being treated with consideration
- Interesting job
- Being complimented for good performance
- Timely feedback/constructive criticism
- Sense of work that matters
TREAT STUDENTS LIKE OTHER EMPLOYEES

- Assume students to be responsible until they prove otherwise
- Certain area this can’t be avoided-
  
  Scheduling
EXTERNAL MOTIVATION

- Employment ladder that rewards initiative and good work
- Higher pay
- More challenging work
- Supervisors who occasionally do the same work as students

CAUTION! You will be copied!
MOTIVATION IN LOW-LEVEL, UNPLEASANT TASKS

If work is especially boring or unpleasant the following should act as motivators...

- Not letting others down.
- Don’t want to damage reputation as “can do” employees.
- “It’s rotten job but somebody has to do it” attitude.
- Use whatever works for you.
- Must know your students to know what works.
- Make it fun.
- Change things up.
- Don’t schedule hard or boring tasks for long durations.
SUPERVISORS REALLY MAKE A DIFFERENCE

- Student work not just a means to a degree.
- It’s a significant part of the education experience.
- Take satisfaction that you have had a positive impact.
DISCIPLINE

- Verbal Warning
- Written Warning
- Probation
- Termination
Document, document, document... then document some more

Be prepared to be questioned
75% OF TERMINATIONS ARE DUE TO NO SHOWS

- Padding time cards
- Using internet
- Online games
- Socializing- friends at workplace
- Coming in late
- Suspected drunkenness
- Disclosing confidential information
- Attitude
REASONS FOR POOR JOB PERFORMANCE

- Lack of knowledge
- Lack of skills
- Personal problems
- Conflicts
- Lack of motivation
REASONS STUDENTS DON’T COME TO WORK

- Personality clashes
- Poor work conditions
- Bored
- Don’t feel needed
- Not motivated
- Transportation/child care issues
- Poor supervision
HOW TO BE PROACTIVE IN PROBLEM SOLVING

- Communicate with all employees including students
- Don’t assume anything
- Policy books
Confront immediately

Your performance depends on their performance
EVALUATIONS

- Can do verbally or in written form.
- Example on Student Employment web page
WORK STUDY

- Work study is need based financial aid program
- Two sources: Federal and Ferris funded
- How we distribute.
  - Original awards go to students on a first come first serve basis.
  - Work study wait list

Where we stand:

<table>
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<tr>
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<tr>
<td>FSU</td>
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<td>300,000</td>
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</table>
WORK STUDY CONTINUED

- For hourly wages only
- Grad, undergrad, professional
- Community service requirement
WORK STUDY CONTINUED...

- Job descriptions
- Job posting requirements
- No FICA if enrolled half time or more
- Doesn’t count against you for financial aid purposes
- Typically high numbers of jobs available
TRACKING WORK STUDY BALANCES

- Make sure you are aware of what account students are getting paid from.
- Department earnings reports sent out every pay period.
- Other reports can be requested
- Notified when students are within $200 of earning limit and when they run out.
NON-FINANCIAL AID

- (Non-work study)
- Does count against you for financial aid purposes
- No FICA if enrolled at least half time
- Entirely funded through departmental budget
- Typically has fewer jobs available
SUMMER EMPLOYMENT

- FICA
- 5.65%
- Non-enrollment
- Less than half time enrollment

($7.40 on campus = $8.00 off campus)
CRIMINAL BACKGROUND CHECKS

- Must be for everyone in a given group
- Can't pick and choose
- No exceptions
STUDENT DRIVING REQUIREMENTS

- FSU vehicles
- Must have valid drivers license
- Must have less than 6 points
- Must not have had an OUIL, DUID, Driving impaired, or Reckless Driving offense in the last three years.
- Must not have had driver’s licenses suspended for a traffic related violation in the last three years.
- Must not have had two or more at fault accidents in the last three years.
- Must not have been convicted of a crime using a motor vehicle
- Send names and drivers license #’s of students who drive Ferris vehicles to Chris Weber.
POSTING REQUIREMENTS

- Michigan Minimum wage poster
- Youth employment standards
STIPENDS/ ONE TIME PAYS

- Ferris does not recognize stipends
- Still must meet minimum wage requirements
- Overtime regulations still apply
MISC...

- How we determine wages
- Volunteering
  - Must be clear
  - Sign “volunteer” letter
- Student employment handbook
- Internships/ co-ops
MORE MISC...

Breaks/Lunches
- Not required*
- No student policy
- Use common sense
- Not to be used to leave early and arrive late

- View posted jobs on MYFSU
- Adding/changing job titles and descriptions
- Notification of students over 26 hours and student less than half time.

*Refer to MI Department of Labor requirements for minors.