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STUDENT EMPLOYMENT NEWSLETTER

January Edition

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Timely Reminders

January Student Employee Hours: Any students enrolled in Wintersession (December 16th – January 10th) may only work up to 20 hours per week unless an [appeal](#) to work up to 25 hours has been approved by the Student Employment office. All other students may work up to 40 hours until classes begin on January 18th.

Requesting 25 hours/week Appeal for Spring Semester: As a reminder, you must [submit an appeal request](#) each semester for a student to work up to 25 hours/week. Even if the appeal was approved in the fall, you must fill out a new appeal for the spring.

Requesting a GPA Appeal: Per PS-33, students with a cumulative GPA below a 2.0 or students on academic probation are not eligible for student employment unless an appeal has been granted. Please see our [online Appeal Form](#) for the appeal request and Academic Action Plan.

SEP Roundtable Save the Date: The next SEP Roundtable will take place via [Zoom](#) on Thursday, February 10th from 2pm – 3:30pm. Let us know what topics, questions, or resources you'd like to discuss!

New in Student Employment

Eligible Work Hours Calendar: We hope [this document](#) will help you monitor when students can and cannot work more than 20 hours per week.

Student Employee Newsletter: Beginning next month, we will be sending a monthly Student Employee Newsletter to all student employees! We are excited to use this as an opportunity to promote development opportunities, resources, and continue to help our students connect the work they are doing on campus to professional competencies. We will continue to update you about relevant topics in order to encourage dialogue and conversations between you and your student employees! If you have any topics you think our students should know about, please let us know!

Student Employee of the Year: The Student Employee of the Year (SEOTY) nomination form is coming soon and we are excited to announce new categories have been added in order to increase opportunities for recognition in celebrating our amazing student employees! New categories include:

- First Year Student Employee of the Year
- Research Student Employee of the Year

Check out the [website](#) for more information! We encourage you to start thinking now about who you will nominate! More details about SEOTY and National Student Employment Week will be announced in the coming months!

Student Employee Professional Development Program

January Topic – Each month a new module will post in Moodle and we will highlight talking points in the SEP Newsletter on ways you can engage with your students about these topics: Workplace Values

This month's topic: Values

- After completing the Values Worksheet, what values do you find congruent with your work as a student employee?
- If there is a disconnect, what can you as a supervisor do to help bridge the gap?
- How will these values effect your future students' job search? Professional search?

Tips of the Month

Approving Hours: If you are approving time for a student that does not work directly for you, you must get confirmation from the supervisor for hours worked. Either a signed timesheet or an email confirmation from the supervisor's email. This will help avoid mistakes or potential payroll fraud.

Tracking Hours: Looking for a way to track hours for students earning wages under President's Student Aide and Work Study? Use the [Hour Tracking spreadsheet template](#) to help keep track.

For Your Students

Welcome Back: Welcome back to all of your returning students and new student employees! Now is a great time to do a quick refresher for your returners while checking in with your new employees to ensure they are familiar with the following:

- Logging and tracking hours
- Office policies
- PS-33 Highlights
 - Student employees may only work up to 20 hours while enrolled in classes unless an [appeal](#) has been granted to work up to 25. Please remind them that this hour cap is for ALL on campus employment and it is their responsibility to ensure they remain within the allowable hours.
 - Students must be enrolled half time to remain eligible for employment. This is a helpful reminder as your student employees are finalizing their spring schedule.
 - Students holding campus jobs are not allowed to work during their scheduled class time.
- Encourage them to complete the monthly Student Employment Professional Development Series (SEPD) Moodle module