

STUDENT EMPLOYMENT FALL 2021

Departmental Training



Topics

- **Student Employment Eligibility Criteria**
- **Interviewing Students**
- **Hiring Process**
 - **Domestic Students**
 - **International Students**
- **Workday Functions**
- **Supervising and Mentoring Students**
- **Payroll**
- **Keep in Mind...**
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Who is eligible to work?

Domestic Students	International Students
<ul style="list-style-type: none">● Be enrolled full- or part-time in a degree-seeking graduate or undergraduate program● Valid I-9 on file● W4 Form on file● Maintaining satisfactory academic progress● Must be enrolled in the semester they are working, no working during a leave of absence, withdrawal, or after graduation● Work must be performed in Rhode Island	<ul style="list-style-type: none">● Be enrolled full- or part-time in a degree-seeking graduate or undergraduate program.● Valid I-9 on file● W4 Form on file● Maintaining satisfactory academic progress● A valid Social Security Number● Must be enrolled in the semester they are working, no working during a leave of absence, withdrawal, or after graduation● Work must be performed in Rhode Island

Interviewing Students

Suggested items to address during an interview:

- The student's availability.
- The student's prior work experience and skills.
- Detailed job description and requirements.
- Start date, pay rate, and duration of employment.
- Type and length of training to be provided on the job. (All training needs to be paid).
- Departmental policies that may affect the student's interest in the job (e.g. dress code).
- Timetable in which student can expect notification of a hiring decision.

Students usually do not bring a resume/portfolio to an interview unless the supervisor specifically requests it.

Hiring Students



Hiring Process:

Domestic Student who has not worked on campus yet.

- Supervisor/person responsible for hiring completes the “**New Student Hire**” request in Workday.
- Student Employment sets up the student in Workday which then activates the onboarding process.
- Email goes out to the student from Workday to complete Part I of their Form I-9.
- Student completes and submits the Onboarding information and Part I of the I-9 electronically in the Workday system.
- Student makes an appointment using the QLess system to bring their documentation to Student Employment to finalize the I-9.
- The requestor (person who made the original “**New Student Hire**” request) receives a Workday notification when the I-9 is complete.
- Supervisor/person responsible for hiring will then be able to hire the student into the specific job using the “**Add Job**” process in Workday.

Hiring Process: Obtaining a SSN.

International Student who has not worked on campus yet.

- Person/Department responsible for hiring, provides student with the Job Offer electronically on letterhead with a signature (**letter must be on RISD letterhead**).
- Student completes a Social Security Letter Request Form.
- Once the form is completed and submitted online, OISS will create an "Immigration Status Verification Letter" for student. (3-5 business days for processing).
- OISS will send an email to notify student when the original "Immigration Status Verification Letter" is in the Mailroom for them to pick up in their RISD Box.

Hiring Process: Obtaining a SSN. (cont.):

International Student who has not worked on campus yet.

- **DUE TO COVID:** OISS will send the student's name and contact information to the Social Security Administration (SSA) and someone there will schedule an appointment for the student on a specific date and time. (***Remind students that they cannot just walk into the SSA Office without an appointment!***).
- Once student receives an appointment for a specific date and time, they must take all of the documents on the Social Security Letter Checklist (on OISS website) with them to apply for their Social Security Number (SSN). (***Remind student to make sure to ask for a receipt!***).
- Once the student receives their SSN, they must notify their supervisor that they are ready to be hired in the Workday system.
- Students will need to complete the first part of their I-9 electronically in the Workday System and then should make an appointment at the Student Employment Office to finalize their I-9 and any tax documents. (Will then follow the hiring process of ***Domestic Student who has never worked on campus**).

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International Students Who Have Not Worked on Campus Yet

REMEMBER!

- ★ We understand that onboarding international students can be a long process and we all want students to be able to begin work as soon soon as possible.
- ★ With that said, international students who begin working ***before*** all of the proper onboarding steps are completed and all paperwork is in good order and submitted, could potentially put RISD and the student in serious jeopardy:
 - ❖ **Students could lose their Visa status and be forced to leave the school and the country!**
 - ❖ **RISD could face heavy regulatory fines!**

(Re)Hiring Process:

Domestic and International Students who have worked on campus previously

- Returning students who have worked on campus before do not need to complete an I-9 again.
- Supervisor/person responsible for hiring will just need to hire the student into the specific job using the “**Add Job**” process in Workday.

Common Workday Functions



Creating a New Hire

1. In the Search area, enter Create Request.
2. Request Type, New Student Hire.
3. Type the first name, last name and RISD ID number of the Student you wish to hire. Submit.

[Link to Job Aid](#)



Adding a Student Worker Job: Job Aid



Removing a Student from a Job: Job Aid



Adding a Staff/Faculty Member as a Student Supervisor

- Check in Workday first
- Type the person's name into the Workday search bar. Hit the Search icon.
- If the person's name comes up more than once, and one shows up as "***Your Name "Student Supervisor (Student Employees Only)"***" they should be good to go!
- If not, email Student Employment with the name of the person(s) you would like added to Workday as a Student Supervisor.

Supervising and Mentoring Students



Supervisory Responsibilities:

- Orient the student in detail regarding their role in the department.
- Explain the standards of behavior expected of employees.
- Ensure that students comply with RISD's FERPA Policy.
- Ensure that students comply with the Student Employment Confidentiality Policy.
- Provide the training necessary to perform tasks.
- Ensure adequate supervision of student work.
- Keep lines of communication open, clear, and constructive.
- Ensure that students do not work during scheduled class times.
- Treat students in accordance with their rights, which are the same as those of all employees as defined by applicable state, federal, and RISD regulations.
- Provide a work space that is free from hazards.
- Ensure that students are performing the tasks defined in their job descriptions.
- Follow your department's Student Worker Accident Procedures if a student incurs an injury while working. Be sure that student workers are trained in these procedures as well.
- Verify the accuracy of student time entry.
- Ensure that students take a half-hour (minimum) unpaid break if working six or more continuous hours.
- Set a good example based on the kind of workplace you, yourself, would want to work in.

Supervisory Responsibilities:

Performance and Attendance Concerns

- Supervisors should attempt to resolve a student attendance or work performance issue before considering termination.
- Begin with some form of “coaching.” Discuss your concerns with the student and set a timeframe within which you expect to see improvement.
- If the student does not improve by the end of that time, you may either proceed with termination or continue the coaching process.

Four-Step Coaching Process

STEP 1 – Identify the specific concerns.

STEP 2 – Identify what is influencing the behavior, and its impact.

STEP 3 – Discuss your concerns with the student.

STEP 4 – Follow up with the student.

Important: This process does not apply to cases of gross misconduct (harassment, misuse of RISD facilities, timecard fraud, etc.). These cases should be reported to the Office of Student Employment immediately.

Mentoring Students

Making Student Employment a High Impact Practice

- Make student employment a high-impact activity by providing structured opportunities for students to reflect on and integrate what they are learning.
- Help students better articulate what they have learned from their job.
- To do this, *try to* reframe student employment from **transactional to transformational**, from **supervision to mentoring**, from **cost to investment**.

Mentoring Students: Structured Conversations

Making Student Employment a High Impact Practice

- Use brief, structured conversations with student employees to help make the learning that is occurring through student employment more “visible” to the students.
- Conversations could focus on 4 key questions about what students are learning and how they are applying their learning:
 1. How is this job fitting in with your academics and studio work?
 2. What are you learning here that’s helping you in school? With your creative process?
 3. What are you learning in class or studio that you can apply here at work?
 4. Can you give me a couple of examples of things you’ve learned here that you think you’ll use in your chosen profession or discipline?

Payroll



Timecards and Pay Schedule

- Supervisors must approve biweekly student time cards online by the deadline dates.
- Although It is the student's responsibility to complete the time cards on time; it is the supervisor's responsibility to authorize time worked.
- If the person in charge of authorizing timecards is planning to be away when student employment payroll is scheduled to be run, they **MUST** make certain that the time cards are approved and submitted by someone else in the department who is an approved supervisor.
- Students should be entering their hours for each shift at the time of each shift and should submit their hours on a **weekly** basis
- Supervisors are responsible for ensuring the hours are accurate, correcting any mistakes, and approving the hours by the pay period deadline.
- Students cannot enter time in an already closed pay period, so any late time submitted will significantly delay the student getting paid.
- Be aware that late payments create the potential for a student to be placed into a higher tax bracket for the week in which they are receiving additional payments.
- This can cause more taxes to be withheld from a students' pay for that particular week.
- Remember students, like all of us, depend on reliable pay periods!

Keep in Mind:

- Domestic students are allowed to work up to 40 hours a week total (between all jobs).
- International students may work a maximum of 20 hours per week during periods of enrollment and 40 hours per week during periods of non-enrollment (i.e., summers and holidays). Supervisors must monitor the academic-year hours of international students.
- Students are not allowed to volunteer for a position that is set up as a paid position.
- Student workers earn sick time based on hours worked accruing .0286 for every hour paid, the equivalent of 1 hour of sick time for every 35 hours worked. This time is accrued throughout the student's time at RISD
- Beginning January 1, 2022, Rhode Island's minimum wage will increase from its current \$11.50 to **\$12.25**. More information to come in November.

Resources

- [RISD Info Student Employment Website](#)
- [RISD Student Employment Student Hub Website](#)
- [Office of International Student Services \(OISS\)](#)
- [RISD Career Center](#)
- [Workday Information for Students](#)

Questions



Thank you

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