

STUDENT EMPLOYEE

Employment Guidelines

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Student Employment - Summary

At Kean University, we believe that development of employment skills works in partnership with academic programs of study in preparing students for professional careers. Student employment at Kean University provides students with meaningful work experiences that may build both general skills, such as problem solving and teamwork, and/or specialized skills in a particular field or function. Additionally, student employment offers students the opportunity to make important contributions to our workforce community.

CATEGORIES OF STUDENT EMPLOYMENT

The following types of student employment titles are available on campus:

- Student Assistant (Undergraduate only)
- Federal Work Study Student (FWS, Undergraduate or Graduate, if applicable)
- Graduate Assistant (Graduate only)

Student employees may work in any academic or administrative unit on campus.

ELIGIBILITY REQUIREMENTS

An appointee must be enrolled at Kean University as a regularly matriculated student, and possess those qualifications deemed appropriate to the specific assignment. Students are required to be in good academic standing in order to be considered for and maintain on-campus employment.

Work Hours and Break Times

Student Assistants, Federal Work Study Students, and Graduate Assistants are compensated on an hourly basis and may only work up to a maximum of 20 hours per week.

All Student Employees must take appropriate breaks and indicate them on their time sheets. Student Employees are not authorized to and will not be compensated for more than seven (7) hours of work in one day.

The work schedule should be based on the 1/2 hour. A total of 6 hours of work or more requires a 1 hour break. A total of 4 hours of work or more requires a 1/2 hour break.

Example: 6 hours and 30 minutes requires a 1 hour break. The employee will be compensated for 5 hours and 30 minutes. 4 hours and 30 minutes requires a 1/2 hour break. The employee will be compensated for 4 hours.

Electronic time sheets must be submitted through Kronos in a timely manner, or the student employee will face a delay in payment.

Pay Rates for Student Assistants

The Office of Human Resources has established levels to help determine an appropriate rate for your Student Assistants. Levels are based on knowledge, skills, abilities, education, work experience, and are contingent upon availability of funds.

Level I - Position may require some previous work experience, education and/or skills. Direct supervision is provided. The nature of the work is routine and minimal judgment is needed. Students at this level will be expected to perform a range of functions, such as but not limited to typing, answering the telephone, taking messages, sending faxes, making copies, and hand deliveries of mail on campus, word-processing, database maintenance, and creating slide presentations. (\$10.00)

Level II - Position requires previous work experience, education and/or specialized skills. Work is conducted under general supervision. Work assignments are varied and less routine, involving a moderate degree of analytical, and decision-making skills. Work assignments involve a broad variety of skilled tasks. Students may need to draw upon technical training to perform work, and may employ the extensive use of independent judgment and/or creativity. (\$11.00)

Level III - Position requires a significant level of knowledge, specialized skills and abilities, as well as previous work experience directly related to the assigned area. Work is conducted under limited supervision. Work assignments are highly technical and/or complex and the methodology may or may not be prescribed. Work assignments are mostly varied, involving a high degree of analytical, and decision-making skills. The work may be within the student's course of study. Student employees at this level may have the opportunity to serve in a leadership capacity, and coordinate the work of lower-level student employees (\$12.00)

All rates indicated on the authorization to hire forms are suggested by the department/program. The Office of Human Resources will make the final determination regarding hourly rates for student employees based on the job descriptions provided. Hiring departments/programs should not make commitments regarding hourly rates prior to receiving approval from the Office of Human Resources.

Hiring Procedures for Student Assistants

Students are to seek employment through the Office of Human Resources. Departments interested in hiring student assistants must obtain approval from the Budget Office and make the hiring request to the Office of Human Resources.

If this request is approved, departments must submit a student authorization to hire form and job description to the Office of Human Resources. Departments should not commit to a student's salary without approval from the Office of Human Resources. The department must contact the student once he/she has been selected and instruct him/her to report to the Office of Human Resources to complete the hiring process.

The student will be required to submit an HR Application, W-4 Form and I-9 Form, including work eligibility documentation. All Students are required to present their original Social Security Card and Photo ID to be copied and kept on file.

International Students are required to submit proper documentation to establish either Identity or Employment Eligibility (i.e. I-20, 1-94, N-550 etc.). Failure to submit proper documentation will result in forfeiture of the student employee position.

If any employment documentation is missing or incomplete, a notification email/letter is sent to the student or department giving them two weeks to complete the missing documents. If the missing documents are not completed within the two week period, this will result in forfeiture of the student employee position.

Student Assistants must be registered for classes to be eligible for student employment, and must stop working upon graduation.

Federal Work Study (FWS) Students

Students interested in working as a federal work study student must contact the Financial Aid Office. Additional information, such as eligibility criteria, application process and deadlines, is available on the Kean University Federal Work Study Program website, at <https://www.kean.edu/offices/financial-aid/federal-work-study-program>.

If hired, the student must submit a FWS authorization to hire form to the Office of Human Resources. The Work Study Student will be required to submit an HR Application, W-4 Form and I-9 Form including work eligibility documentation. All Work Study Students are required to present their original Social Security Card and Photo ID to be copied and kept on file.

International Students are required to submit proper documentation to establish either Identity or Employment Eligibility (i.e. I-20, I-94, N-550 etc.). Failure to submit proper documentation will result in forfeiture of the Federal Work Study student assistant position.

If any employment documentation is missing or incomplete, a notification email/letter is sent to the Federal Work Study Student or department giving them two weeks to complete the missing documents. If the missing documents are not completed within the two week period, this will result in forfeiture of the Federal Work Study Student position.

Federal Work Study Students must be registered for classes to be eligible for student employment, and must stop working upon graduation.

Work Study Students must contact the FWS Coordinator towards the end of the semester to inquire about their work eligibility for the upcoming semester.

Graduate Assistants

Students interested in working as a graduate assistant must contact the Office of Graduate Admissions. Additional information, such as eligibility criteria, application process and deadlines, is available on the Kean University Graduate Assistantship Program website, at <https://www.kean.edu/academics/nathan-weiss-graduate-college/graduate-assistantship-program>.

If hired, the student must submit a GA authorization to hire form to the Office of Human Resources. The Graduate Assistant will be required to submit an HR Application, W-4 Form and I-9 Form including work eligibility documentation. All Graduate Assistants are required to present their original Social Security Card and Photo ID to be copied and kept on file.

International Students are required to submit proper documentation to establish either Identity or Employment Eligibility (i.e. I-20, I-94, N-550 etc.). Failure to submit proper documentation will result in forfeiture of the graduate assistant position.

If any employment documentation is missing or incomplete, a notification email/letter is sent to the Graduate Assistant or department giving them two weeks to complete the missing documents. If the missing documents are not completed within the two week period, this will result in forfeiture of the graduate assistant position.

Graduate Assistants must be registered for classes to be eligible for student employment, and must stop working upon graduation.

Supervisors of Graduate Assistants must submit a Graduate Assistant Position Request Form to the Graduate Admissions Office to ensure continued employment of their GA.

New Hire Onboarding

When the Office of Human Resources communicates a formal offer to the candidate, he/she will be instructed to present themselves to the Office of Human Resources for new hire onboarding, including the collection of additional documents, such as a Social Security Card.

Please note that if the Social Security card is not readily available or it is lost, the intake process will be halted until the card is available.

Prospective employees who do not complete the onboarding process in a timely manner will delay their ability to start working, and may jeopardize their offer of employment.

Prospective employees who have begun working before authorized to do so, in writing by the Office of Human Resources, will be subject to immediate rejection of the offer of employment and/or termination.

Prospective employees on an F1 Visa are required to establish both identity and employment authorization before being processed. Only documents designated on the current Form I-9 will be accepted.

HR Contacts

For questions or concerns, you may contact the following members of the Office of Human Resources for assistance:

Shailesh Patel
Program Assistant
Tel: 908-737-3267
spatel@kean.edu

Tejal Talati
Managing Administrative Assistant
Tel: 908-737-3301
ttalati@kean.edu