Student Employee Supervisor Guide

If you are a new supervisor, email stuemp@vassar.edu to let us know which department and/or student jobs you will be supervising. The Student Employment Office (SEO) will need to give you JobX and Workday roles.

General Hiring Rules

1. All jobs and student workers must obtain clearance from the Student Employment Office before working any hours. Employees in NYS must complete an I-9 form to legally work. If your student worker works any time before this form is completed, they are not yet considered an employee and are not eligible for retro pay.

2. Create, Update, or Add Additional Openings to student jobs in JobX.
   a. If you need access to JobX, please email stuemp@vassar.edu.

3. Postings should be on JobX and positions should be in Workday before students are hired.


Approvals Process

- To create a new Student Employment position, submit your request here.
  - If the position is to be funded by your department or a grant, enter the full Workday budget string on the form and include all relevant worktags.
  - If your department is not funding the job, and you would like student employment to do so, you must discuss this with your senior officer.
    - If your senior officer approves the job, forward that confirmation to stuemp@vassar.edu.
    - No student employment funded job requests will be processed without documented (in email) approval from a senior officer.

Resources:
Student Employment Handbook
Student Employment Website
Student Payroll
Student Worker FAQ
JobX
Employer Guide to JobX
Workday
Workday FAQ
Employer Guide to Workday
Job Registration Calendar

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FAQs
(If you do not have JobX access, please email stuemp@vassar.edu.)

How can I update my student’s job title?
Click here. Please note that Job Titles for jobs which are currently occupied can only be changed before the Academic Year/Break period begins; if you submit a change for an occupied job during the Academic Year/Break, it will be processed for the following year or break period. Job changes should only be made by the Student Employment Office, please do not submit a change in Workday directly.

How do I delegate?
If you will be away during a period when hours need to be approved, please be sure to delegate this task so your students’ pay is not held up. Please refer to page 5 of this guide for instructions to delegate your tasks in Workday. Please note that only your manager or workers on your management level in your own organization can be set up as delegates for your tasks. The Student Employment Office should not be responsible for approving your student worker’s timesheets at any time- please delegate your tasks if you know you will be away.

How do I approve timesheets?
When a student worker submits their hours, you will receive a notification in your email as well as in your Workday inbox. You can review and approve (or send back) hours from that notification, or by clicking on the “Team Time” Worklet in Workday. If you use the Worklet, you can review time entries based on the filters you enter. Please note that students can submit hours going back as far as 6 weeks, so be sure to check at least 6 weeks back on the calendar if any of your student workers have submitted late hours.

How does my student worker assign hours to the correct job?
Employees with more than one job can select the correct job using the “Positions” dropdown menu when they enter their hours.

How can I see how much sick time my student has available?
In Workday, navigate to the Student Workers profile by typing their name into the search bar or by using the “My Team” Worklet. On the left side of the screen in the menu bar, click “Time Off.” The student’s Paid Sick Leave accruals, time off paid year to date, ending period balance, and other data will display on the screen.

How can I request additional job openings?
Click here.

How do I terminate my student?
Click here. Please do not submit this form if the student employee is not already aware they are being terminated. If you require assistance terminating an employee, email stuemp@vassar.edu.

How do I make workplace accommodations for a student who has requested them? Supervisors should consider what aspects of the job are essential and determine if those tasks can be reasonably modified to accommodate the student making the request. If you have questions, please reach out to the Office for Accessibility and Educational Opportunity for consultation and guidance.

How much does my student worker make?
Current minimum wage for Vassar student workers can be found here. Use this form to update the wage for any department-funded student job if you wish to pay your students a higher hourly rate. If your job is funded by Student Employment, the job must earn the Vassar minimum wage. Jobs paid via stipend must go through an approval process, email stuemp@vassar.edu to receive the required paperwork.

Looking for more answers? Check out the Student Worker FAQ or contact us!

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Student Employment Timelines

Academic Year Timeline
Approx. August-May

1. Recruitment begins in early August for work study students.
   o Submit any changes to your Academic Year jobs as early as possible - preferably by July to guarantee they can be updated for the current Academic Year.

2. Jobs open for work study students to begin working on day 1 of classes.
   o No student worker may work unless approved by the SEO and hired through JobX first.
   o If you are rehiring a student who worked in the same position (same title and same department) last Spring and they do not have financial aid, email stuemp@vassar.edu in order for us to grant your student JobX access to be rehired during the first 30 days of the semester. Please include the student’s name, 999, and the JobX Job ID in the email.

3. Jobs open for applications from all other students 30 days after start of semester (Fall and Spring).

4. Jobs begin for all other students 30 days after the start of the semester.
   o No student worker may work unless approved by the SEO and hired through JobX first.

5. All jobs end on the last day of the Academic Year.
   o Jobs are not active during Winter Break, Spring Break, or Summer Break periods for any student worker.
   o October Break is considered a period of enrollment and student workers are permitted to work during that time if they wish.

Winter Break Timeline
Approx. October-January

1. Recruitment begins in late October for eligible students.
   o Submit any changes to your Winter Break jobs as early as possible - preferably by early October to guarantee they can be updated for Winter Break.

2. Jobs open for applications from eligible students in late October.
   o Students are placed into jobs by Student Employment in early November. Supervisors can submit The Break Applicant Preference List to assist with this process, but preferences are not guaranteed as placements are given based on financial need.

3. Jobs begin 1st day after “Holiday Break.”

4. Jobs end day before classes begin for Spring Semester.

5. Academic Year jobs are not active during Winter Break for any student worker.

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Student Employment Timelines

Spring Break Timeline
Approx. January-March

1. Recruitment begins in late January for eligible students.
   - Submit any changes to your Spring Break jobs as early as possible- preferably by early January to guarantee they can be updated for Spring Break.

2. Jobs open for applications from eligible students in late January.
   - Students are placed into jobs by Student Employment in early February. Supervisors can submit The Break Applicant Preference List to assist with this process, but preferences are not guaranteed as placements are given based on financial need.

3. Jobs begin 1st day of Spring Break.

4. Jobs end final day of Spring Break.

5. Academic Year jobs are not active during Spring Break for any student worker.

Summer Break Timeline
Approx. March-August

1. Recruitment begins in late March.
   - Submit any changes to your Summer Break jobs as early as possible- preferably by early March to guarantee they can be updated for Summer Break.

2. Jobs open for applications from eligible students in mid-April.
   - Supervisors choose their own hires for summer jobs. Hires should be completed by early May to ensure students have time to submit their Commitment forms and secure campus housing if necessary.

3. Jobs begin day after Spring Semester ends.

4. Jobs end day before Fall Semester begins.

5. Academic Year jobs are not active during Summer Break.