Student Employment Standards of Procedure 24-25
Student Success St. Petersburg

Contents

Introduction

This document is meant to serve as a guide for navigating the student employee hiring, reappointing, and payroll processes and procedures within USF St. Petersburg Student Success. This document is meant to be used by student employee supervisors, timesheet coordinators, and other unit HR representatives within St. Petersburg Student Success.

If you have not already, please take the **"Student Employment Resources"** Canvas Course (the link to self-enroll can be found here) prior to reading this document. This course is available to the entire USF St. Petersburg campus and will cover the basics of student employment at USF, how to get started finding student employees to hire, and will include the most up-to-date version of the Student Employment Handbook. This document is meant to be an extension of this training specific to St. Petersburg Student Success and cover everything after you have identified a student employee to hire. There may include some duplicate information from the Canvas Course for items of importance.

Key Takeaways:

Here are some basic key takeaways regarding student employment at USF:
1. The Process charts for the New Hire Process and the Reappointment Process.
2. Student employees can only be appointed for an academic year or for a summer semester at a time (GAs may be appointed for up to one year at a time). Student employees will need to be reappointed at the end of their appointment if they wish to continue in their position. It is the student employees' supervisor's responsibility to communicate with the student if they would like to continue their employment each academic year/summer semester and to notify their unit HR team about any reappointments. You can find the USF HR standard dates of employment as well as the guarantee dates (see Reappointments for Student Employees) here.
3. Students can only work **up to 29 hours per week** (20 hours per week for FWS employees or international student employees on a F-1 or J-1 visa) across **all** USF student employment appointments. The recommended maximum is 20 hours per week across all student employment appointments to allow students ample time for their academic work.
4. Students are paid on a biweekly basis. Timesheets will be required to be completed each pay period. You can find the full payroll schedule here.

Unit HR Team:

Here are your unit HR representatives for St. Petersburg Student Success.

Name	Title	Primary HR Responsibilities
Anthony Carinci	Director, SSRM	Payroll certifier; escalated student/full-time appointments; budget help for full-time appointment changes
Lauren Levy	Unit HR Administrator	Payroll certifier; backup payroll preparer; backup/escalated student appointment processing; primary contact for non-student appointments and stipends/other non-hourly-wage payments; leave coordinator; full-time recruitments; full-time personnel actions
Jenelle Thompson	Unit HR Coordinator	Payroll preparer; primary contact for all student appointments, student timesheets, and basic payroll questions; backup full-time recruitments

Terminology:

Term	Definition
Appointment	Refers to a specific employment placement for a student. A student can have multiple appointments for different departments, supervisors, payroll distributions, pay, etc.
Reappointment	An action to extend a particular existing appointment.
New Hire	Refers to a student who has never been employed with USF before.
Concurrent Appointment	Refers to a student who is already employed with USF in any capacity and is now being hired for a new appointment in a different department or for a different supervisor, payroll distribution, pay amount, etc.
Regional HR Team/Office	This is the team (currently led by Anna Thrombley) of people who process paperwork, handle onboarding, and actually enter items into GEMS, our HR Information System for the entire USF St. Petersburg campus.
Unit HR Team/Representative	This is the team that includes members of the Student Success Resource Management Team and Regional HR Team that is here to help with all of St. Petersburg Student Success HR needs – they help prepare paperwork for the regional HR office and provide guidance on HR items for the division. All work done by this team is ultimately sent to the Regional HR Team for processing and completion.
Onboarding Paperwork	Refers to the initial paperwork a student needs to complete prior to starting their position including their I9. This only needs to be completed once for their initial employment with USF (or if they have been not paid for over a year, they will need to complete it again) and is conducted through our regional HR office
Payroll Distribution	Refers to where the student will be paid from out of your department's budget.
Employee ID	Refers to the unique ID number given to all USF employees.

Term	Definition
Record Number (Rec #)	A number that identifies a specific appointment (for example, if a student has two jobs in two different departments, they might have a record 0 in COMPASS and then a record 1 in SLE)
Job Code	A number that identifies the classification of an employee at USF. 9190 is a Student Assistant. 9185 is a GA.
FTE	Stands for Full-Time Equivalency. FTE=Weekly Authorized Hours/40
Weekly Authorized Hours	The number of hours you anticipate a student to work weekly. This number is used by HR to help mitigate students with multiple appointments working over 29 hours per week (20 hours per week for FWS employees or international student employees on a F-1 or J-1 visa). If you anticipate going over your appointment's hours at any time, be sure to communicate with the student if they are working any other appointments with USF to ensure they do not exceed the maximum hours across all student positions. **Students should always be paid for the hours actually worked regardless of the Weekly Authorized Hours.**
Hourly Rate	Refers to the hourly pay. You can view the current State of Florida minimum wage information here.
FWS	Stands for Federal Work Study. These are students who get paid as part of their Financial Aid package.
Combo Code	A shorter string of numbers that are associated with a chartfield, but specify what the money is being used for (i.e. there is a different combo code for Student Assistants vs GAs, but they are both associated with the same chartfield).
Chartfield	A string of numbers indicating an area of budget. Typically formatted as **campus – fund** (for our purposes, typically designates State funding or auxiliary funds) – **department – product – initiative**
ASF	Stands for Appointment Status Form. This is the form we use to submit ACNs or Concurrent appointments.
ACN	Stands for Appointment Change Notification Form. This is the form that is used for reappointments or any changes to existing appointments.
Offer Letter	This is the form that is used for new employees or concurrent appointments in different departments that outline the specifics of the position to the new employee.
GA	Stands for Graduate Assistant. This is a specific classification of student employment that is only available to graduate students who have tuition waivers from their academic programs. We can hire graduate students who do not have tuition waivers, but they will be considered normal student assistants. GAs are part of the GA collective bargaining agreement.
U Number	Refers to the unique ID number given to all USF employees and students. This is used mostly on the academic side. You will need to ask students for this information - it can be found on their USF ID or in their student OASIS account.

How to Hire a New Student Employee:

The **"Student Employment Resources"** Canvas Course (the link to self-enroll can be found here) will go over how to use Handshake to identify a student employee. HR highly recommends you treat hiring student employees as you would hiring full-time employees. This will ensure 1) the student gets a real feel for how the employment process will go as student employment is often the student's first paid job and 2) equity in the search process.
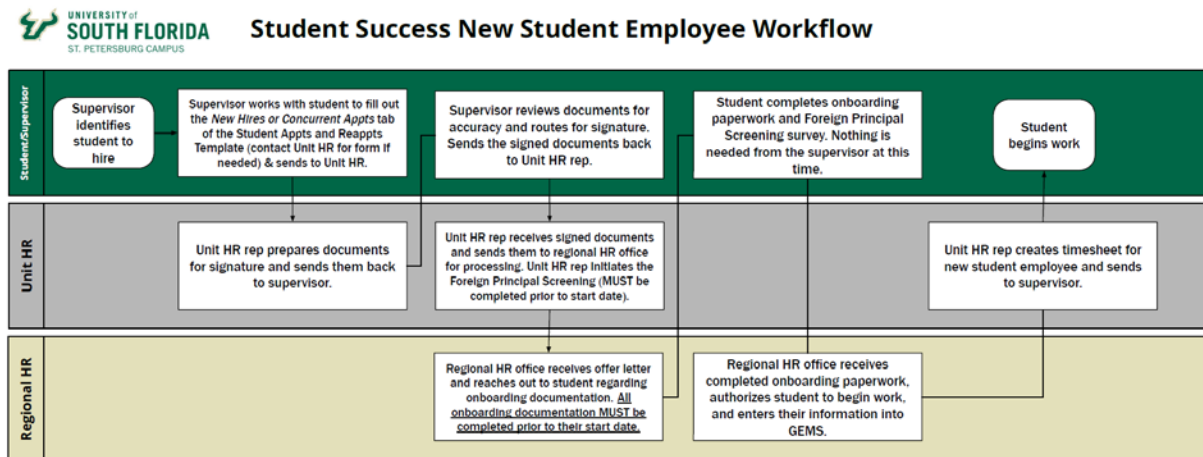
Requirements for Student Employment:

Student employees are required to be currently enrolled in classes at USF for the semester they are being hired for. For summer semesters, a student does not have to be currently enrolled in classes to be considered for student employment as long as the following criteria are met:

1. The student was enrolled in classes for the same year Spring semester,
2. The student will be enrolled in classes for the same year Fall semester, **OR**
3. The student is taking classes in the summer semester.

If you are wanting a student to start prior to their first day of classes with USF or after their graduation from USF (or are otherwise not planning on returning to classes at USF), please see Non-Student Temporary Appointments.

The New Hire Process:

Once you have Selected a Student to Hire:

Congratulations! You have found a student who meets all of the above requirements for student employment at USF! Here are some things to keep in mind before you give a verbal offer:

a. Please review the Requirements for Student Employment to ensure the student meets these requirements.
b. Ask the student if they are employed with USF in any other capacity. This will impact how many hours they can work with you and the timeframe in which you can hire them.

c. Anticipated start dates can vary depending on if the student has every worked for USF, if they are an international student, etc. Please review the chart below for more information. The estimated minimum time to hire is the time between when all required information is sent to your unit HR representative and assuming a maximum one business day turnaround time for getting signatures on any documents sent by your unit HR representatives. Delays in signatures or getting required information will likely delay your hire.

Situation	Estimated Minimum Time to Hire*
Has never worked for USF in any paid capacity	2 weeks
Has not worked for USF in a paid capacity for more than 1 calendar year	2 weeks
Is currently working for USF in a paid capacity or has worked for USF in a paid capacity within the last calendar year	2-3 business days
International Student	May take several weeks to months depending on the type of Visa they have and if they have a social security card yet. These are the same requirements that any employer would have to employ someone in the US.

*Around the beginning of each semester when a lot of hiring is going on, please note these estimates will likely be longer.

Once the student has accepted a verbal offer, you will need to complete the **"Student Appointments and Reappointments Template"**. If you do not have a copy, please contact one of your unit HR representatives. Please complete **all columns** of the "New Hires or Concurrent Appts" tab. The student should be able to provide most information. Here are a few things to keep in mind:

a. Pay rate should be at or above minimum wage for the State of Florida. You can view the current State of Florida minimum wage information here. Please see the **"Student Employment Resources"** Canvas Course (the link to self-enroll can be found here) for recommendations on how to stagger student employee wages if you have different levels of positions. Please contact your unit HR representative for the current GA rate if you are hiring a GA.

b. For hours, you will need to confirm if the student is working in any other areas within USF. Students can only work **up to 29 hours per week** (20 hours per week for FWS employees or international student employees on a F-1 or J-1 visa) across **all** USF student employment appointments. For example, if a student informs you that they are working with another department at USF for 5 hours per week, the maximum number of hours they can work with you is 24 hours per week (or 15 hours per week for FWS employees or international student employees on a F-1 or J-1 visa). The recommended maximum is 20 hours per week across all student employment appointments to allow students ample time for their academic work.

c. If the student you are hiring is FWS and you are planning on utilizing those FWS funds for their appointment, please be sure to provide a screenshot of their FWS award with their employment information. If the student is FWS eligible, but you are not planning on utilizing those FWS funds for their appointment, please select "no" here. SSRM allocates departmental FWS funds on an annual basis. Please check with SSRM at stp-ssrm@usf.edu if you are unsure of your department's FWS allocation.

d. There is only a Start Date listed because HR determines the standard end dates for each academic year/summer semester. You can view the HR standard semester employment dates here.

e. If you are unsure of the Combo Code, more information can be found on the "Payroll Information" tab. If you are still unsure of the Combo Code, please go to the Director of your area for guidance on where the student should be paid from in your department's budget.

If you are hiring multiple students, you may include all of them on one worksheet. Once you have completed the spreadsheet, please send it to your unit HR representatives.

From there, your unit HR representatives will create the appropriate paperwork. This paperwork will be sent back to the requestor for review and to route for signature (either hand written signature or DocuSign). **Please be sure you review all documents your unit HR team have sent you for accuracy.** Many of our HR processes are manual and while we try to catch any mistakes made, a second set of eyes is always best to ensure accuracy. Once the documents are signed, please return them to your unit HR representative for processing.

Please note: Your unit HR representatives **will not** route documents for signature to potential student employees. Student employees are less likely to respond to us as they are not familiar with our names and we want any questions they have regarding the position to come directly to the supervisor.

Once the unit HR representative receives the signed documentation, this documentation is submitted to our regional HR office for processing. If the student is brand new to employment with USF (or if they have not been employed with USF for more than a year), they will have to complete onboarding paperwork. **ALL STUDENT EMPLOYEES ARE REQUIRED TO COMPLETE THEIR ONBOARDING PAPERWORK PRIOR TO STARTING IN THEIR POSITION. If they do not complete the paperwork by their anticipated start date, the start date will need to be pushed back until they do so.** If you are ever unsure if a student is able to start their role, please contact your unit HR team to confirm before the student's start date.

Additionally, your unit HR representative will initiate the Foreign Principal Screening. This is also a requirement BEFORE your student can begin working.

Foreign Principal Screening:
The Foreign Principal Questionnaire is a quick screening survey conducted by USF Central Human Resources in compliance with Section 288.860, Florida Statutes. This questionnaire is required for all non-research positions which are not recruited through GEMS Careers and will be required for each offer letter issued (for example, if a student accepts a 5 hour per week job with Campus Rec this week and then accepts a 10 hour per week job with COMPASS next month – they will need to complete the questionnaire twice). The survey may also be required prior to some other types of HR actions such as a reappointment after a break in service. This survey can be issued prior to an offer letter. **Students are required to complete this survey PRIOR to their start date. If they have not completed this survey prior to their start date, the start date will need to be pushed back until they do so.**

The invitation for the questionnaire will come from hr-foreigninfluence@usf.edu directly to the student and will look like this:

From: HR Foreign Influence <hr-foreigninfluence@usf.edu>
Sent:
To:
Cc:
Subject: Foreign Principal Survey

Greetings,

Section 288.860, Florida Statutes, became effective July 1, 2023, and addresses concerns regarding improper foreign influence. With regard to employment at major research institutions like the University of South Florida, the new law requires Board of Governors (BOG) approval, prior to hiring:
1. Government Official of a Foreign Country of Concern
2. Political Party Member of a Foreign Country of Concern
3. Individual domiciled in a Foreign Country of Concern
a. Domiciled is defined as having a physical presence in a foreign country of concern, with an intent to return thereto. Intent is demonstrated by the absence of seeking citizenship in the United States.

Please take a few moments to answer the following questions in the survey below, which will help the University determine whether the above requirements apply.

Foreign Principal Screening Survey
https://forms.office.com/r/XdSY0ZThqJ

Please submit this survey within the next 7 days.

Thank you in advance for your attention to this matter.

USF Central Human Resources
hr-foreigninfluence@usf.edu

After completing the survey, they will receive a second email confirming if they need to complete further screening that will look like this:

From: HR Foreign Influence <hr-foreigninfluence@usf.edu>
Sent:
To:
Subject: Foreign Principal Screening- Name- No Further Action

Greetings,

Based on your survey responses, you are not subject to further Foreign Principal screening. No further action is needed.

Please let me know if you have any questions.

Thank you,

USF Central Human Resources
Hr-foreigninfluence@usf.edu
+1 813-974-0115

If they receive the "no further action is needed" email, they can move forward with the hiring process.

If you have any questions about whether or not your student employee has completed the Foreign Principal survey or if they need to complete one again, please contact your unit HR representative.

Student Onboarding Information:
Please let the student know to keep an eye out in their USF email for emails from our regional HR department (from stp-onboarding@usf.edu). Here are some tips to pass along to your students in order to ensure successful and timely completion of onboarding paperwork:
   1. Please have them review the last page of the offer letter for the types of identification documents they will need to have on hand to complete their onboarding. They can do this even before HR

reaches out. At this time, they can also identify an authorized representative (see #4) to help them complete their I-9 paperwork.

2. When they receive the onboarding packet from HR, please encourage them to read the entirety of the packet before they start completing it. Here are some things that are commonly missed:
    a. Some identification documents will need scans of the front and back.
    b. Some documents require physical signatures (i.e. any document requiring a notary, I9s, etc.) while some allow for digital signatures. It should be clear which is which - just something to pay attention to.

3. Part of the onboarding documents includes a document that needs to be notarized. Please let the student know that there is a notary available on-campus at the cashier's office (they just need to bring their student ID along with a state issued ID), at our regional HR office, or most banks will do them for free as well.

4. The I-9 form requires an authorized representative. An authorized representative can be anyone (a co-worker, neighbor, friend or family member) who can attest they have viewed your original document(s) from the list of acceptable documents. They will write the document information in the appropriate columns, hand sign (no digital signatures allowed in this section), date, and print their name in the bottom of Section 2. Do not make any changes to the pre-printed information on the form. Please leave Section 3 blank.

5. Please have the student try to submit the paperwork a couple of days ahead of the deadline given by HR so if HR requires edits or any additional documentation, they will have time to submit it and still make their anticipated start date. **If HR does not have all completed documents by the deadline given, the student's start date will need to be pushed back until they can provide all documentation.**

6. Students now have the option to complete their onboarding paperwork in-person with our regional HR office (BAY 206)! While not required, if a student is struggling to complete their onboarding paperwork, they can schedule an appointment by emailing stp-hr-onboarding@usf.edu (appointments are recommended, but HR will also accept walk-ins as available). Please be sure the student brings the **original** identification forms identified on the last page of their offer letter.

If you are ever unsure if a student is eligible to start work, please do not hesitate to contact your unit HR representative.

ADA Accommodations

USF is committed to creating a diverse, equitable, and inclusive environment for all students, employees, and visitors. Part of this commitment is to assure equal opportunity in employment and education for individuals with disabilities. The university is an Equal Opportunity/Equal Access employer and therefore complies fully with the requirements of the Americans with Disabilities Act of 1990 (ADA), the ADA Amendment Act of 2008, and all other federal and state laws and regulations prohibiting discrimination on the basis of disability or handicap. If you have a student who is requesting ADA Accommodations for their employment role with you, please direct them to the USF HR website on ADA Accommodations which outlines policies, information on qualified individuals, examples of reasonable accommodations, processes, and forms to complete.

Concurrent Appointments – How to Read an ASF

Concurrent appointments are for students who are currently employed by USF in another department(s), but would like to also work with you. These types of appointments will require both an offer letter and an ASF (Appointment Status Form) to indicate to HR that this student employee is already employed by USF. Please be sure you review all documents your unit HR team have sent you for accuracy. Many of our HR processes are manual and while we try to catch any mistakes made, a second (or third) set of eyes is always best to ensure accuracy. Below you will find a diagram for how to read an ASF form:

This top section includes the employee's name, empl ID number and the effective date (AKA the anticipated start date) of the appointment

The red highlighted sections are the information for the student employee's other position. It will tell you their other pay rate and how many hours they are working.

The green highlighted sections are the sections you will want to pay attention to – these include all of the information for your appointment. From top to bottom, this will be the appointment end date (set by HR), department ID, job code (will always be 9190 for student employees), compensation frequency (will always be hourly for student employees), standard hours, FTE (full-time equivalency = standard hours/40), and then their hourly rate. If any of these is incorrect, please notify your Unit HR representative prior to getting signatures.

The blue section are the remarks. Here your Unit HR representative will reiterate what this ASF is for. You may use this section to double-check their work.

The purple highlighted section is where signatures are required. For all undergraduate signatures, only the supervisor and budget approver are required. For GAs, the GA will also need to sign in the bottom box.

Reappointments for Student Employees

Students can only be appointed for one academic year/summer semester at a time. Because of this, if you and the student wish to continue their employment with your department, we will need to reappoint them. Each spring and summer, there is a Guarantee Date where the regional HR team "guarantees" student employees will be in the HR Information System (GEMS) by the start of the semester if their documentation is received by that date. It is typically a couple of months prior to the start of the semester. You can find the upcoming Guarantee Dates as well as the USF HR standard semester dates of employment here.

Your unit HR representative will reach out prior to the Guarantee Date to prompt you to start talking with your existing employees about their potential continued employment with your area. Your unit HR team will also send you an updated **"Student Appointments and Reappointments Template"** with all of your current student information included in the "Reappointments" tab. Once you have had a chance to discuss with your students, you will complete the "Required" columns with the required information. If the student is continuing with using FWS funds for their appointment, we will also need a screenshot of their FWS award information. The optional columns immediately to the right of the required columns will populate with the student employee's current information and should only be changed if the student is changing their hours, pay rate, or supervisor. The combo code column will need to be completed. If you are unsure of the Combo Code, more information can be found on the "Payroll Information" tab. If you are still unsure of the Combo Code, please go to the Director of your area for guidance on where the student should be paid from in your department's budget.
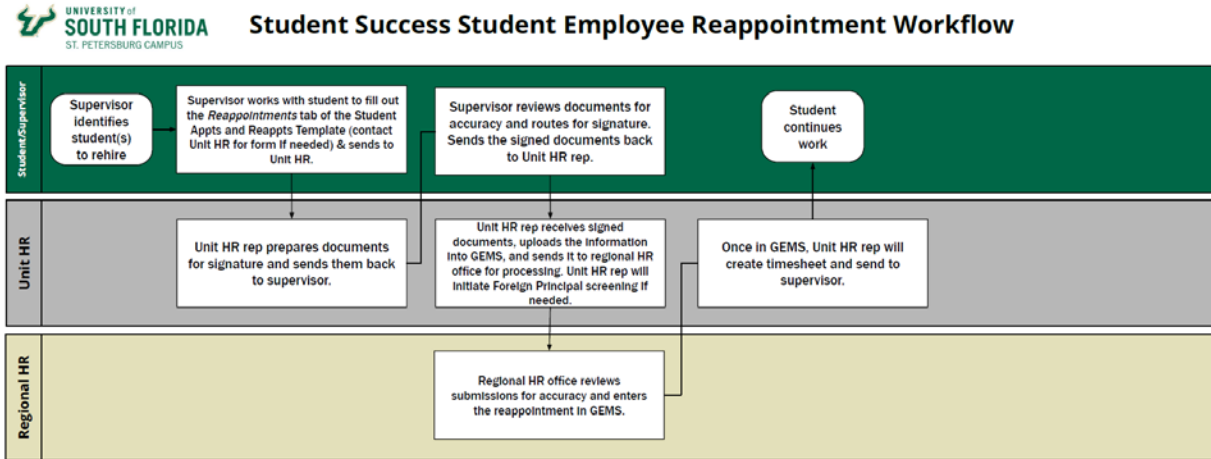
If a student is not showing in the "Reappointments" tab (most likely because they are too new to your department), please complete the "New Hires or Concurrent Appts" tab for them. Regardless of when you hire a student, their employment can only extend through the end of the academic year or summer semester as defined by the USF HR standard dates of employment. This means, if a semester runs from 08/05 – 04/28 and you hire someone with an anticipated start date of 04/01, if you would like for them to work past 04/28, they will need to be included in your reappointments information.

Once you have completed all of the information, please send the completed spreadsheet to your unit HR team for processing. The unit HR team will review for completeness and create Appointment Change Notification (ACN) forms for you and your student employees to review and sign (either hand written signature or DocuSign). Once signed, please return to your unit HR team for processing.

Depending on the type of reappointment, the student may need to complete a Foreign Principal Screening. Please be sure they do so prior to the effective date of the reappointment.

Once the unit HR team receives the signed paperwork, we will submit it to our regional HR office for final review and processing. This will likely take several weeks as HR has to review and approve hundreds of student employment requests.

The Reappointment Process:

Student Success Student Employee Reappointment Workflow

Student/Supervisor

Supervisor identifies student(s) to rehire

Supervisor works with student to fill out the *Reappointments* tab of the Student Appts and Reappts Template (contact Unit HR for form if needed) & sends to Unit HR.

Supervisor reviews documents for accuracy and routes for signature. Sends the signed documents back to Unit HR rep.

Student continues work

Unit HR

Unit HR rep prepares documents for signature and sends them back to supervisor.

Unit HR rep receives signed documents, uploads the information into GEMS, and sends it to regional HR office for processing. Unit HR rep will initiate Foreign Principal screening if needed.

Once in GEMS, Unit HR rep will create timesheet and send to supervisor.

Regional HR

Regional HR office reviews submissions for accuracy and enters the reappointment in GEMS.

How to Read an Appointment Change Notification (ACN) Form

For reappointments and most mid-semester appointment changes, an ACN (Appointment Change Notification) form is required to be signed by both the supervisor and the student to ensure that they understand and agree to the changes being made to their appointments. Please be sure you review all documents your unit HR team have sent you for accuracy. In the below example, this is what an ACN form would look like if you were wanting to extend an appointment and, during the extension, change the pay rate and the supervisor of the student for the next semester without changing departments or authorized hours per week.

UNIVERSITY of SOUTH FLORIDA

CENTRAL HUMAN RESOURCES
Appointment Change Notification

Date: 10/05/2022
From: Jane Smith (supervisor)
To: Jane Doe (student)   Employee ID: %111111-0

This top section includes the employee's name, empl ID number-record number, and the supervisor's name.

Please note the following changes to your current job details below, effective 12/08/2022 . These changes are being made as a result of: Appointment Extended ▾ Pay Increase ▾

The blue section includes the effective date of the change as well as the primary reason for the change and secondary reason for the change (if applicable).

	Current Appointment Details	Changes to Appointment
Position Number	N/A	
Job Code	9190	
Position Title	Student Assistant	
Department Name	Student Success	
Department ID	3-5102-000	
Supervisor Change	Jane Smith (%222222)	John Smith (%333333)
FTE	0.5	
Hours Per Week Base	20	
Pay Rate	10.00	11.00
Pay Plan	Temporary ▾	Choose One ▾
FLSA Status	Non-Exempt ▾	Choose One ▾
Probationary Status	Not Applicable ▾	Choose One ▾
Appointment End Date	12/08/2022	04/27/2023

The red highlighted section outlines all of the current appointment information including pay, hours per week, supervisor, and more.

The green highlighted section outlines anything that will be changing. If it is not changing, there will not be anything in this section. In this example, the only items that are changing are the supervisor, pay rate, and the end date of the appointment. So, in this example, the student will still be working for the Student Success department for 20 hours per week because nothing is indicated on the "Changes to Appointment" side to say that those items are changing.

Your appointment is subject to the Constitution and laws of the State of Florida and the United States, the rules and regulations of the Florida Board of Governors (FBOG), and the regulations, rules and policies of the University of South Florida Board of Trustees. You may review the University's regulations and rules on USF's website at http://regulationspolicies.usf.edu/.

Contact Central Human Resources, your campus HR Office, or USF Health HR to discuss the impact these changes may have to your benefits and employee rights and responsibilities. Please visit www.usf.edu/hr/about-us/service-centers.aspx for contact information specific to your department.

We appreciate your contributions and commitment to the University of South Florida.

I acknowledge receipt of this notification by my signature below:

Employee Signature: ▬▶   Unit Approver Signature: ▬▶

Cc: Employee
      Dean/Director
      Central Human Resources, USF Health HR, or Campus HR Office

The purple highlighted section is where signatures are required. The signatures required for this form are the student employee's signature and the budget approver's signature (typically, this will be the head of your department).

Mid-Semester Employment Changes

If you need to change any portion of a student's appointment (hours, pay rate, combo code, supervisor, etc.) or to terminate a student's employment, please email your unit HR representative with the change and an effective date of the change.

1. For hours, pay rate, or supervisor changes, an ACN will need to be created by your unit HR staff and routed for signature by the student supervisor (see How to Read an ACN Form). Once signed (either hand written signature or DocuSign), please return to HR for processing. These typically have a 1-2 day processing time.
2. For combo code changes, please note we can only go back as far as the beginning of the pay period in which the request is being made. Anything further and you will need to contact a Unit Budget representative. No additional paperwork is required for same-pay-period payroll distribution changes. These will be processed at the end of each pay period.
3. For terminations, no additional paperwork is needed. We will just need a last date worked to process. This typically has a 1-2 business day processing time.

GEMS Manager Self-Service (MSS)

For mid-semester employment changes, you may need to give your unit HR team delegate access in GEMS Manager Self-Service. You will only need to do this once. If you are interested in learning how to use this software, let your unit HR team know and they can set up a training for you.

Timesheets and Payroll:

USF payroll runs on a biweekly schedule averaging 26 pay periods per calendar year. All staff, temporary and full-time, at USF are paid on the same schedule. You can find the full schedule here (please note the schedule is made at the beginning of each fiscal year and updated after the university holiday closures are announced). All USF employees are paid via direct deposit. Student employees are considered temporary, hourly employees and are required to submit a timesheet each pay period.

Direct Deposit

As soon as they are employed, students can set up their direct deposit. Directions for setting up direct deposit can be found here.

Timesheets

Timesheet templates will be sent to student employee supervisors by your unit HR representative once the student employee is in our HR Information System (GEMS). If you have not heard from your unit HR representative regarding a timesheet after receiving confirmation that a student employee is good to begin employment, please reach out. GEMS does not automatically notify the unit HR team once someone has been entered so may need to be reminded if someone is outstanding. Please be sure to let your student know not to adjust the top section entered by the unit HR representative. It's important that the information at the top of the timesheet matches exactly what is in GEMS. An example of what a timesheet could look like is below.

Students are required to submit a timesheet each pay period that they work as a condition of their employment. You can find instructions on how to complete student employee timesheets here and searching for Timesheet Instructions. Each biweekly timesheet is signed by both student employee and supervisor (either hand written signature or DocuSign) to acknowledge the number of hours worked. If a student employee has not submitted a timesheet for a pay period(s) that they have worked for more than two consecutive pay periods, HR encourages supervisors to notify the student that they cannot work until their timesheets for prior hours worked are completed. If the student continues to not submit timesheets, please submit timesheets on their behalf (with or without the student's signature, with being strongly preferred) and then terminate their employment.

Authorized weekly hours are an estimate of the number of hours that the student will work. Please communicate with the student if you believe that they will go over their weekly authorized hours to ensure, if they are working multiple positions within USF, that they do not exceed 29 hours per week across all student employment appointments (20 hours per week for FWS employees or international student employees on a F-1 or J-1 visa). Regardless of authorized weekly hours, student employees should always be paid for actual hours worked and actual hours worked should be reflected on their timesheets.

Completed timesheets are to be submitted to your designated Timesheet Coordinator (listed below) each pay period by the designated due date. Due dates for timesheets should be mostly constant, but may change if a university closure impacts payroll deadlines. Please discuss with your Timesheet Coordinator regarding when and how they prefer to receive timesheets. Timesheet Coordinators double check that timesheets are submitted for the correct pay period, are signed by both the student and the supervisor, and submit them to the unit HR team for them to manually enter the hours from each timesheet into our Payroll software (CERTs) and certify the hours before the payroll close date/time.

Timesheet Coordinators

A Timesheet Coordinator is a delegated person within your department that is responsible for the following items related to timesheets:
1. Ensures all timesheets are collected and that there are no outstanding student timesheets.
2. Ensures all timesheets are for the current pay period (or a timesheet that was not already submitted from a previous pay period) and are signed by both the student and the supervisor. If applicable, double checks with supervisor for any hours worked on a University-designated holiday closure date.
3. Renames all timesheets with the following naming convention:
   PayPeriodNumber_LastName_FirstInitial_RecordNumber_Timesheet.
4. Ensures all timesheets are in the designated Box folder by 11:00am on the Wednesday prior to the payroll close date (or designated due date in the case of a university closure impacting payroll deadlines).
5. Serves as point of contact for the unit HR team regarding timesheet inquires.
6. Finds a backup in case of out of office during a payroll week.

If you are unsure of who your department Timesheet Coordinator is, please contact your unit HR representative.

Progressive Discipline for Temporary Employees of Student Success:

Before Starting a Progressive Discipline Procedure:

1. Please check to see if your department has a department-specific progressive discipline policy. This progressive discipline procedure is to be used for student employees who may be experiencing challenges with their job responsibilities for departments within Student Success St. Petersburg whose departments <u>do not</u> have an existing progressive discipline procedure.
2. If you believe that the challenges you are experiencing with a student employee fall under a Student Code of Conduct or title IX issue, please contact Student Conduct and Ethical Development before proceeding. This department will investigate the issue and, in partnership with your unit HR team, will give guidance on what your department's options are during the investigation.
3. Things to consider as a supervisor:
   a. Consistency is key! Making sure you are treating all students as equally as possible in all situations. While the context of all situations may be a little different, please know that there are resources to help – whether the student employee may need an ADA accommodation or additional resources. If you ever have any questions, please contact your unit HR representative.
   b. What might be impeding the student from resolving the situation on their own (personal or professional)?
      i. We are in a unique situation where we can provide assistance with many personal challenges for student employees. Some options include: Student Outreach and Support (including a food pantry), Peer Coaching, Academic Advising, Wellness Center, Ombuds, Employee Assistance Program, ADA accommodations, and more.
   c. What (if any) resources can I provide to the student to help with this situation?
   d. How have I or others in my department or division handled situations like this in the past?
   e. Do I have any biases that are impacting my ability to handle this situation fairly?
   f. What would a 'successful resolution' to this situation look like to me?

Examples of Situations to use a Progressive Discipline Procedure:

Some examples may include:
- Multiple times late to shift
- No-call, no-show to shift
- Leaving shift early without permission
- Not finding coverage for shift
- Working on homework during shift before all work duties have been completed
- Excessive cellphone usage during shift
- Not following departmental policies and procedures
- Not following deadlines
- Inappropriate workplace conversations (please contact the Center for Career and Professional Development for guidance)

Progressive Discipline Procedure:

When starting a progressive discipline procedure for student employees, please keep in mind that, for many, this may be their first time as an employee of any organization and so they may not be aware of what is standard or appropriate in the workplace. Before proceeding to a written warning, please be sure that the situation had been previously discussed or is written as part of a manual that was given to the student prior to the written warning. If the student employee is unaware of standard/appropriate workplace behavior in multiple areas, please refer them to the Center for Career and Professional Development as they have resources and workshops that may be able to assist.

If you are unsure of how to proceed with any particular situation, please do not hesitate to contact your unit HR team to help come up with a plan. Please be sure to contact your unit HR team before moving to a suspension in any situation.

For situations such as:
- **Excessive absenteeism and/or tardiness:** Habitual failure to report to work at the established beginning time of the work shift and/or an unreasonable/unacceptable number or frequency of absences (anticipated or unanticipated) where employee either did not provide sufficient notice or did not find sufficient coverage for shift. Absences authorized by law, regulation, policy, or procedure cannot be taken into consideration.
- **Leaving the Workplace without Authorization:** Unauthorized absence by an employee from the workplace or duty assignment during the established work period, or leaving the workplace for a break period without being properly relieved where that work station must be maintained during such period.
- **Inappropriate Use of Work Time:** Continued idleness or non-productiveness during work time which diverts the employee from performing their assigned tasks. This includes engaging in idle talk or gossip, conducting personal business or homework, engaging in excessive personal phone use, playing computer games, napping/dozing off.
- **Failure to Comply with Instructions, Policies, Procedures, or Work Standards:** Including items such as consistently late with timesheet submissions.

Use the following sequence:

First occurrence:	Verbal to written reprimand
Second occurrence:	Written reprimand to suspension*
Third occurrence:	Suspension* to dismissal
Fourth occurrence:	Dismissal

For situations such as:
- **Violation of Department-Specific Policies or Procedures:** Including any policy or procedure written in a manual that was provided to the student employee in advance.

Use the following sequence:

First occurrence:	Written reprimand to suspension*
Second occurrence:	Suspension* to dismissal
Third occurrence:	Dismissal

*Please contact your unit HR representative prior to suspension if both verbal and written warnings have been insufficient.

If you encounter a situation that does not fall into one of the above categories, please contact your unit HR representative for more information.

Student Employee Letter of Disciplinary Warning:
Please use the next page for any written warnings. During written warnings, be sure to discuss what the next steps of the process look like so the student employee is aware of the full process.

UNIVERSITY OF SOUTH FLORIDA
ST. PETERSBURG
Student Employee Letter of Disciplinary Warning

Disclaimer: Two or more warnings may result in termination

Date:

Students Name:

Date of Incident:

Supervisor:

Purpose of Warning:
☐ **Unexcused tardiness or missed shift/meeting, without calling supervisor in advance**
☐ **Leaving work early without permission or leaving the office for non-work related business during shift**
☐ **Working on homework during shift before all work duties have been completed**
☐ **Excessive friend visits on the job-site while working**
☐ **Incomplete project/work by assigned due date**
☐ **Excessive personal phone calls/texts**
☐ **Other, please explain:**

Date(s) of any previous warnings on the same issue:

Additional Comments:

Students Comments:

Supervisor Signature	**Date**	**Student Signature**	**Date**
Director Signature	**Date**		

Non-Student Temporary Appointments

Non-student temporary appointments apply to all of the following scenarios:
1. Recent graduates of USF (undergraduate or graduate)
2. Students who have not yet started at USF, but are anticipated to start at a later date (undergraduate or graduate)
3. Students taking an undetermined break from college (undergraduate and graduate)
4. Graduate or undergraduate students enrolled at any institution other than USF doing a paid internship with USF
5. Any other temporary new hire that does not meet the Requirements for Student Employment

The process for non-student temporary appointments can vary so it is best to contact your unit HR representative before considering hiring anyone in this capacity, but typically requires the following:
1. A full recruitment (exact same process as for a full-time recruitment)
2. Or, if you have an identified person (for example, a recent graduate), HR will likely make it a time-limited position (typically with a maximum time of 16 weeks, but can change depending on university hiring freezes or other university policy changes) for equity purposes
3. Create a full job description
4. Select an Administration and Staff Job Title with similar job responsibilities to base the job off of. We will be required to use the minimum qualifications as well as the pay range for this to ensure pay equity. You can view all options here, but Student Services Program Specialist would probably be the best fit for most temporary positions within Student Success. The hourly range for this classification is $15.38 - $19.71. If you find another classification that you think would be a better fit, please let your unit HR representative know and they can get you the hourly range for that classification.
5. Minimum of 3-4 weeks turnaround from the time you contact your unit HR representative to the start date of the prospective employee.

Non-Student Temporary Employees Timesheets, Leave, and Overtime:

Non-student temporary employees are hourly in Student Success unless they meet the FLSA requirements for salaried (this would be very rare for our division) and should follow the exact same timesheet requirements and procedures as student employees. All temporary, hourly employees are not eligible for any holiday pay and are only paid for actual hours worked. They also do not accrue any leave. All temporary, hourly employees are eligible for overtime pay if they work over 40 hours in a week. Please see the USF Employee Leave Guide for more information. If the employee consistently works more than 29 hours per week, they may become benefits-eligible. Please be sure to discuss with your department's budget administrator if the department has funds to cover employer-side health benefits for your employee before allowing them to work over 29 hours per week. Please contact your unit HR team if you have any questions.

Stipends and Other Non-Hourly-Wage Payments for Students

PLEASE READ THIS SECTION BEFORE PROMISING ANY FUNDS IN ANY AMOUNT TO ANY STUDENT.

There are many rules for how institutions are allowed to pay students and/or employees based on Department of Labor laws, FAFSA rules and regulations, and federal, state, and local laws regarding scholarships, stipends, and other monies. Even if your department has identified potential funds to give to students, your unit HR team needs to ensure we are following all federal, state, and local laws before we can pay anyone money from USF. Please contact your unit HR representative **before** offering any money to any student to ensure we are, in fact, able to follow through.