

Student Employment

Supervisor Overview

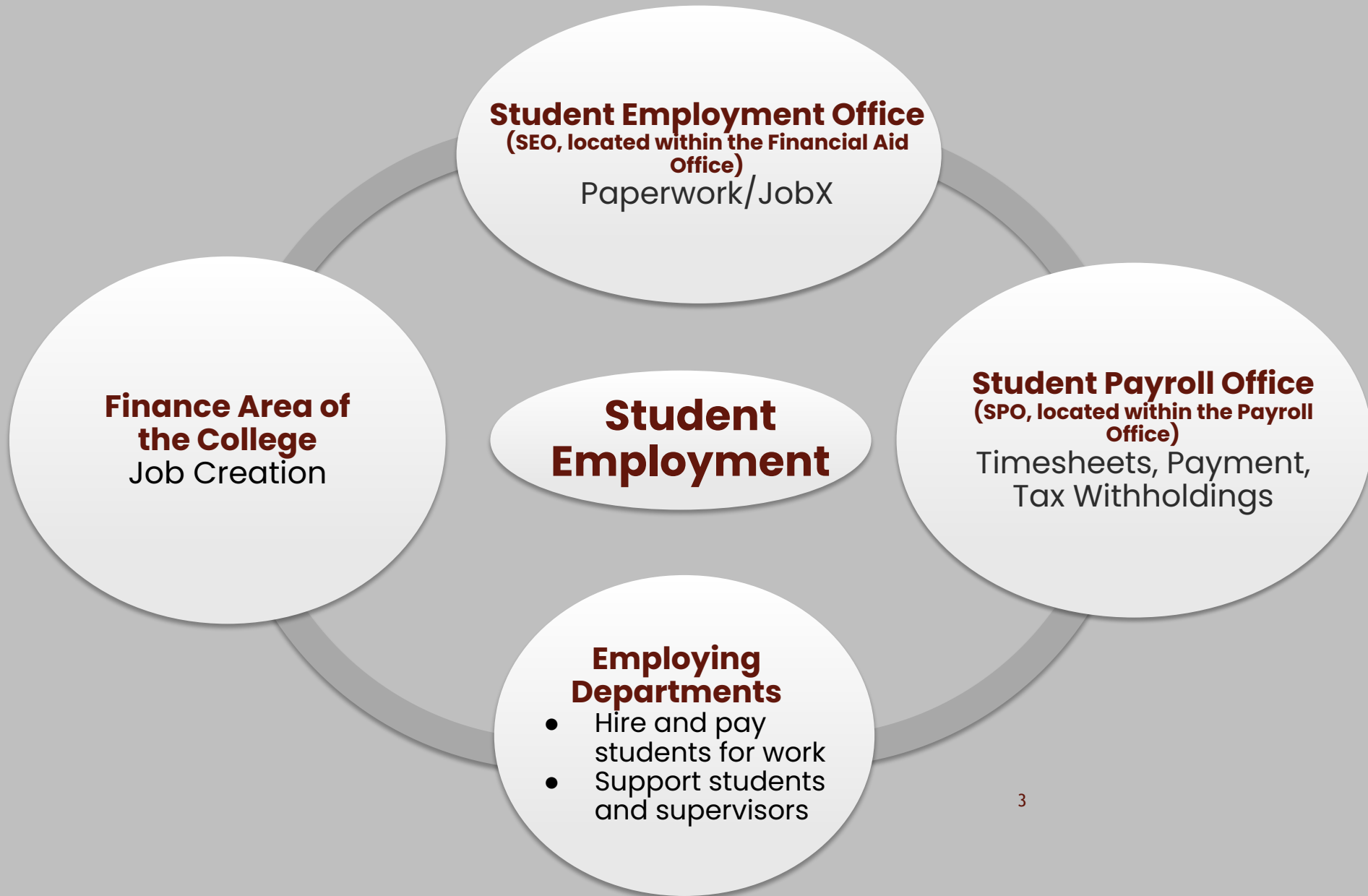
September 8, 2022
Swarthmore College

Welcome! Please put yourself on mute. There will be time at the end of overview for questions.

Agenda

- **Overview**
- **Organization and Structure (SEO)**
 - Departments involved
 - Who to direct questions to
- **Changes and Reminders for 2022- 2023 (SEO)**
 - Paperwork and office location
 - JobX
- **Payroll Updates (Payroll)**
- **Supervisor Best Practices (Career Services)**

Student Employment Overview



Student Employment at Swarthmore

- **Students currently enrolled full time at Swarthmore may be employed through the Student Payroll Office and perform work for the College**
 - Students cannot be on a leave of absence
 - We cannot hire students from another institution (including tri-co)
- **Students must be paid an approved hourly wage for the hours they work**
 - This means they cannot be paid in a stipend, or by invoice, or any other means other than through Payroll
 - Students must be hired through JobX so their eligibility can be verified and confirmed eligible to work per the federal labor law
 - Students must be paid as they work
 - Departments are responsible for ensuring students are submitting accurate timesheets as they work
- **All policies can be found on the student employment website**

Changes for 2022–2023

- **New hire paperwork has transitioned to the Student Employment Office**
- **New hire paperwork is now completed AFTER a student accepts a job offer within JobX**
 - This means students may apply and be hired into a position prior to completing their new hire paperwork
 - Students are still not authorized to start any work (including training) prior to completing their new hire paperwork
- **New hire paperwork is processed through a student's JobX dashboard**
- **Form I-9 verification is completed with SEO in Parrish 154 E**
 - Students can sign up for an appointment via our online scheduler

Student Employment Process

Step 1: Application and Hire

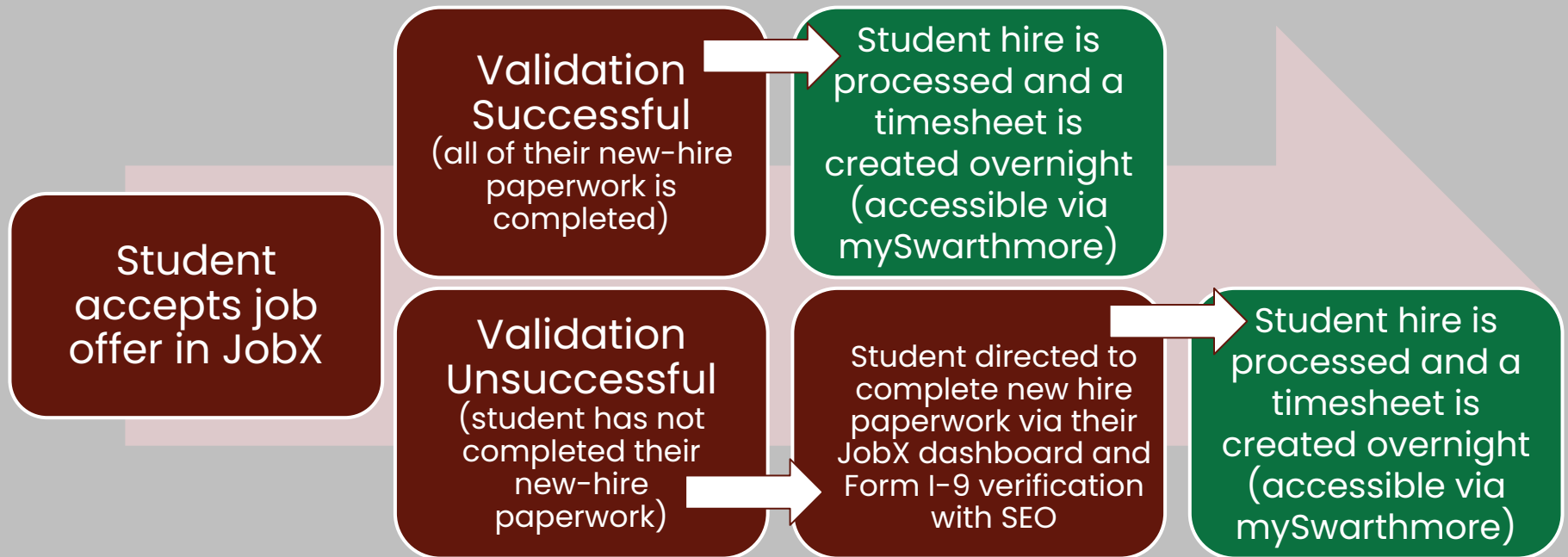
Student Applies
for Position in
JobX

Student Hired
by Application
or Direct Hire in
JobX

Student Hire
Approved by
SEO in JobX

Student Employment Process

Step 2: Acceptance & Validation



Login to JobX Directly



Student Employees
Search for a job or sign up for e-mail notification about positions you're interested in.



Student Employment Supervisor Home Page
Post available job positions, review applications, and hire employees. Employment guidelines and required documents are at your fingertips!



- First, please navigate to: **JobX Website**
- Click the Student Employment *Supervisor Home Page* link

JobX Landing Page

Swarthmore College Student Employment Supervisors



Post available job positions, review applications, and hire employees. Employment guidelines and required documents are at your fingertips!

Student Employment News

[General Resources for all Student Employers](#)

Find information about College student employment policies and instructional resources for student employment supervisors.

[Tips and Tricks for Supervisors](#)

Visit this website for helpful tips on using JobX.

[Supervisor Change Request](#) (add or remove a supervisor)

Use this form to request a new JobX or timesheet administrator and also to remove a supervisor from your department. This should be used for anyone who is new to your department regardless of whether they have previously worked at the College. This will notify both Payroll and the Student Employment Offices of your department's staffing changes.

[Contact the Student Employment Office](#)

Contact seo@swarthmore.edu for questions.

Employer Tools

[JobX Login](#)

Log in to post jobs, hire students, and access student applications.

[Student Employment Wage Tool](#) (Create a New Student Position)

Use this tool to request that a new position be created and assigned a wage category. A "new" position is one that does not exist in JobX currently. Do not use this link to change the funding source of an existing position. This may take a week to process. You will receive an email confirmation and instructions when your position has been created.

[Termination Request](#) (Remove a student's timesheet access)

This form is used to request that a student employee be terminated and their timesheet access be removed. Submit this form for each student you wish to have terminated. Students will be removed weekly so they may have access for a short time after this is submitted. Please be sure to notify your employee of their last day and also be sure to verify all of your employees before approving hours worked.

Your Department Control Panel

Home Employees - JobX - Reporting - Access & Audit - Uploads - Site Set up - Content - Help -

Job Control Panel

Result Filters: Employer: Art [Reset Filters](#)

[+ Add a Job](#) Search Title, Description, 1 [Search](#) -- Select Action Below -- [Apply Action](#)

Select/Deselect All Show 25 results per page 1 to 14 of 14 |<< < > >>|

<u>Studio Assistant</u>		Applications: 0 (0 New)	Employer: Art
<input type="checkbox"/> Job Id: 5198 Contact Person: [REDACTED] Wage: \$10.30 /hr	Status: Review Location: Art and Art History Department Beardsley 500 College Avenue Swarthmore, PA 19081	Listed: 09/21/20 Job Type: On-Campus Hourly Student Jobs	Actions

<u>List Gallery Intern</u>		Applications: 0 (0 New)	Employer: Art
<input type="checkbox"/> Job Id: 4573 Contact Person: [REDACTED] Wage: \$10.30 /hr	Status: Review Location: 500 College Avenue Swarthmore PA 19081	Listed: 09/10/20 Job Type: On-Campus Hourly Student Jobs	Actions

<u>List Gallery Assistant</u>		Applications: 5 (5 New)	Employer: Art
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Employer Type: -- Show all Employer Types --

Employer Name: Art

Job Status:

- Listed Jobs (0)
- Pending Approval (0)
- Review Mode (6)
- Storage Mode (7)
- Deleted (1)

[Approve External Jobs](#)

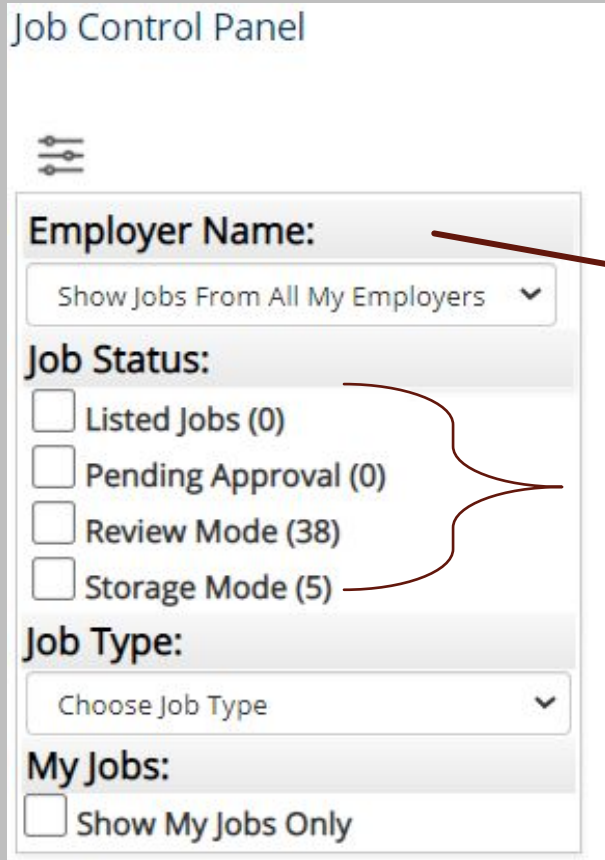
Job Type: Choose Job Type

My Jobs: Show My Jobs Only

Supervisor Access: [Application Search](#)

Your Department Control Panel

Job Control Panel



The image shows a 'Job Control Panel' interface. It features a filter icon at the top left. Below it are four sections: 'Employer Name' with a dropdown menu set to 'Show Jobs From All My Employers'; 'Job Status' with four checkboxes: 'Listed Jobs (0)', 'Pending Approval (0)', 'Review Mode (38)', and 'Storage Mode (5)'; 'Job Type' with a dropdown menu set to 'Choose Job Type'; and 'My Jobs' with a checkbox for 'Show My Jobs Only'. Red arrows and a bracket are used to highlight specific elements: one arrow points from the 'Employer Name' dropdown to the first bullet point, and another arrow points from a bracket around the 'Job Status' checkboxes to the second bullet point.

- If you oversee more than one department you will see multiple options in this drop down, most only have one option

- Job Status is a “bin” or holding place for your jobs
- Each has a purpose
- Reminders can be found on the “Change the Status of a position”

Job Status

- **Listed**

- Requires approval
- Post for public viewing and accepting online applications
- Direct Hire students (hire without an application)

- **Pending Approval**

- The position is awaiting approval before being Listed
- Admins in the SEO Office will approve usually within 24 hours

- **Review**

- Does not require approval
- Direct Hire students (hire without an application)
- Positions in review are not searchable nor do they accept online applications

- **Storage**

- Used to remove all current applicant/application data
- We suggest export your student application data if you wish to retain it
- Mostly used prior to entering a new application cycle to remove all old applications

Updating a Job Description

Update Job Profile:

Please remember: any changes you make to the job information will have to be approved.

Job Category * «?»	Administrative
Title	[REDACTED] v
Wage	10.800
Level	3
Position Number	[REDACTED]
Fund	11000
ORGN	[REDACTED]
Reports To/Make With +	[REDACTED]
Number of Available Openings *	2
Hours per Week <small>Maximum of 20 hrs when classes are in session.</small>	10.0 v to 15.0 v
Time Frame for this Job	Spring 2021 (01/01/2021 - 05/31/2021) v
Every job must have one primary contact person (the next question). It may also have any number of secondary contact people.	
Primary Contact Person *	[REDACTED] v

- Once a job is established in JobX, you are unable to change the job title. Do not attempt to change this. Any changes must be submitted to SEO. We typically can only make changes a few times a year.
- Should be equal to the number of students you will hire
- Must be set to the correct dates for the hires you are processing
- All wage rates are set by the College and can't arbitrarily be chosen

Hire an Employee

Application

- Position is **Listed** and advertised
- Student applies using the position's online application
- Applications are reviewed
- Students may be interviewed
- Student employee is selected through the review process

Direct Hire

- Department knows who they want to hire
- Student is aware and interested in the position
- JobX user uses direct hire process to select student and no application is needed or submitted
- Can be used to rehire a student who worked in a prior term
- Must delete old applications before student can be hired

Checking Paperwork Status

Student Record Details

Criteria	Status
I9 Status	Not completed
Direct Deposit Form Status	Not completed
PA Residency Certification Form Status	Not completed
PA Employees Non-Withholding Application Certificate	Completed
Workers Compensation Form Status	Not completed
Onboarding Check List Status	Not completed

Payroll

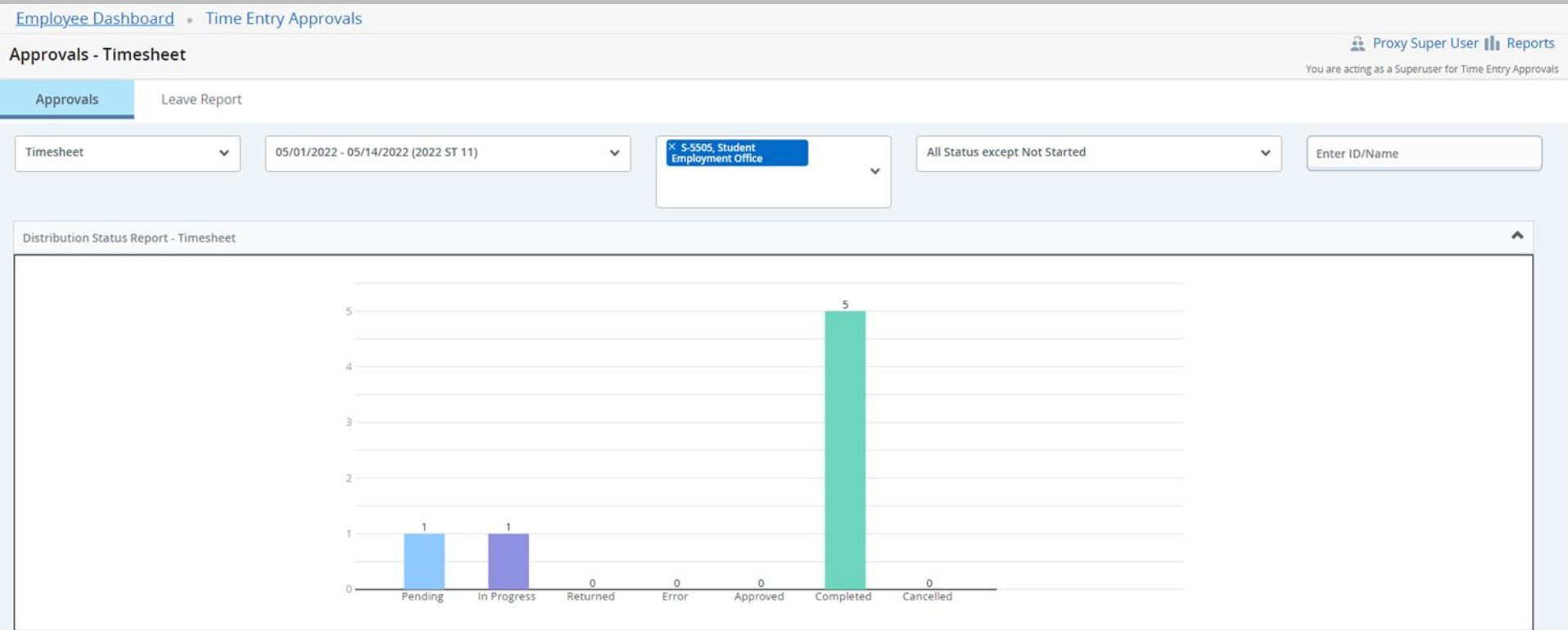
- It is the supervisor's responsibility to check student's time for accuracy, and to approve by noon on Tuesday
- **Employee Dashboard:** Your dashboard is updated to include time entry, leave reporting and any time approval options you may have depending on your job responsibilities
- **APPROVE A TIMESHEET:**

The screenshot displays the Swarthmore Employee Dashboard. At the top, there is a red navigation bar with the text "SWARTHMORE" on the left and icons for settings, user profile, and a search function on the right. Below the navigation bar, the page title "Employee Dashboard" is visible. The main content area is divided into several sections. On the left, there is a "My Profile" button. The central section, titled "Leave Balances as of 09/08/2022", contains three cards: "Vacation Time in hours" with a value of 217.83, "Sick Time in hours" with a value of 140.00, and "Administrative Leave in hours" with a value of 0.00. A link for "Full Leave Balance Information" is located at the bottom right of this section. Below the leave balances, there is a "Pay Information" section with a dropdown arrow, showing "Latest Pay Stub: 08/15/2022" and links for "All Pay Stubs", "Direct Deposit Information", and "Deductions History". A "Taxes" section is also visible with an upward arrow. On the right side of the dashboard, there is a "My Activities" section with a pencil icon, a prominent blue "Enter Leave Report" button, and links for "Approve Time" and "Approve Leave Report".

To approve student timesheet, click on *Approve time*

Payroll

- Select the Pay Period for the Timesheet Approval



- You can double-click on the 'Pending', 'In progress' or 'Completed' bar on the graph to filter

Payroll

- Click on student's name to view detail summary of the timesheet

[Employee Dashboard](#) • [Time Entry Approvals](#)

Approvals - Timesheet Proxy Super User | Reports
You are acting as a Superuser for Time Entry Approvals

Approvals | Leave Report

Timesheet: [v] | 07/10/2022 - 07/23/2022 (2022 ST 16) [v] | S-5505, Student Employment Office [v] | Pending [v] | Enter ID/Name [input]

Pending 1 [^]

Employee Name	ID	Organization	Hours/Units	
<input type="checkbox"/> [REDACTED]	111222333	S-5505, Student Employment Office	5.00 Hours	[i] [v]

- The student's submitted timesheet will provide the hours they worked over the two-week work period
- Review for accuracy

Payroll

[Employee Dashboard](#) • [Time Entry Approvals](#) • [SEO Co-Director PR, W00952-00, S, 5505, Student Employment Office, Rate: \\$12.390000](#) • [Preview](#)

111 [REDACTED]
SEO Co-Director PR, W00952-00, S, 5505, Student Employment Office, Rate: \$12.390000
Pay Period: 07/10/2022 - 07/23/2022 | 5.00 Hours | [Pending](#) Submitted On 09/04/2022, 10:31 AM

Time Entry Detail

Date	Earn Code	Shift	Total
07/11/2022	RST, Regular Student Pay	1	3.00 Hours
07/15/2022	RST, Regular Student Pay	1	2.00 Hours

Time Information

Date	Earn Code	Shift	Hours/Units	Time In	System In	Comment In	Time Out	System Out	Comment Out
07/11/2022	RST, Regular Student Pay		3.00	07:00 AM			10:00 AM		
07/15/2022	RST, Regular Student Pay		2.00	02:00 PM			04:00 PM		

Summary

Earn Code	Shift	Week 1	Week 2	Total
RST, Regular Student Pay	1	5.00		5.00 Hours
Total Hours		5.00		

Routing and Status

Name	Action	Date & Time
Watts, Susan L.	Originated	09/04/2022, 10:29 AM
Watts, Susan L.	Submitted	09/04/2022, 10:31 AM

Return

Details

Cancel Timesheet

Return for correction

Approve

- **Return** will take you back to the previous screen
- **Details** shows you the weekly detail view as the student entered the time
 - This is where the Approver can make corrections to the Time Record if necessary
- **Return for Correction** will return the Time Record to the student for correction
- **Approve** will approve the Time Record

Payroll

- **Comments** can be made to explain to the student the reason for the return

Comment (Optional):

Add Comment

2000 characters remaining

- Once approved, Timesheet can not be returned for corrections

[Employee Dashboard](#) • [Time Entry Approvals](#) • [SEO Co-Director PR, W00952-00, S, 5505, Student Employment Office, Rate: \\$12.390000](#) • [Preview](#)

Timesheet successfully approved.

SEO Co-Director PR, W00952-00, S, 5505, Student Employment Office , Rate: \$12.390000
Pay Period: 07/10/2022 - 07/23/2022 | 5.00 Hours | Approved | Approved On 09/04/2022, 12:30 PM

Time Entry Detail

Date	Earn Code	Shift	Total
07/11/2022	RST, Regular Student Pay	1	3.00 Hours
07/15/2022	RST, Regular Student Pay	1	2.00 Hours

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ReturnDetails

Payroll

- **Status of timesheets:**
 - **In Progress:** Still in the student's queue, timesheet still needs to be submitted for approval
 - Deadline for students to submit timesheet is 10am on Monday
 - **Pending:** Submitted for approval by the student, in the supervisor's queue
 - **Completed:** Approved by the supervisor
 - Deadline to approve timesheet is noon on Tuesday
 - **Not Started:** Student has not open timesheet
- All supervisors should have a proxy in their absence
- Students should enter their times after each shift
- No student should be working until they have completed their new hire paperwork

Questions:

Karen Phillips
Email: kphill1@swarthmore.edu
Phone: 610 328 8395

Susan Watts
Email: swatts1@swarthmore.edu
Phone: 610 328 8677

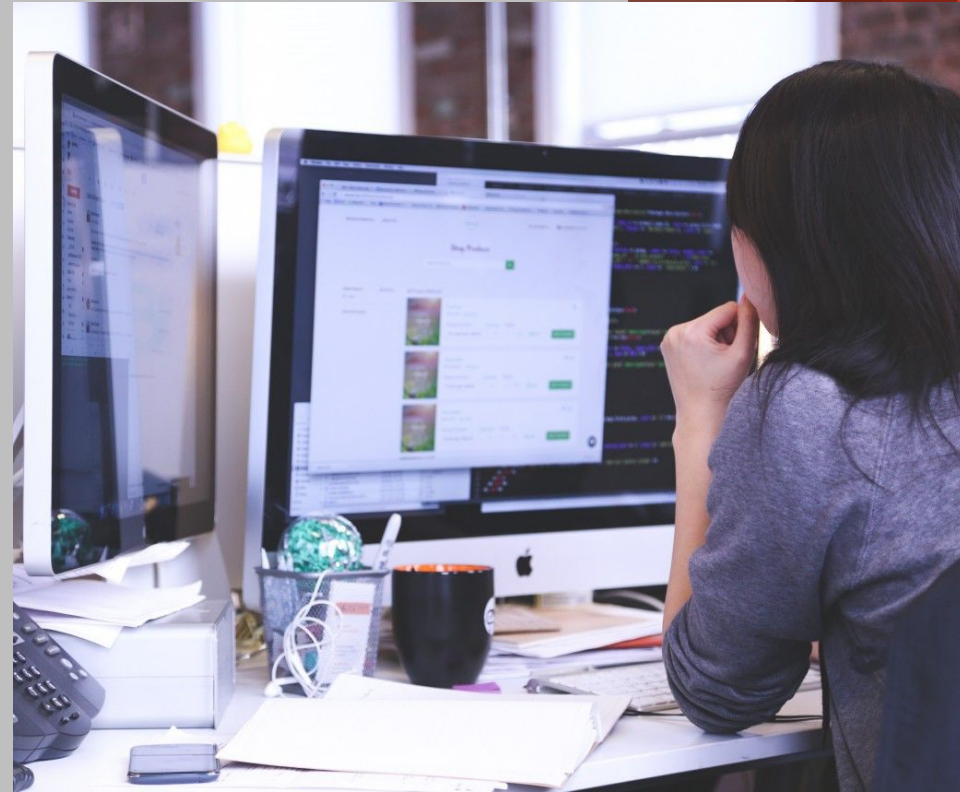
Supervisor Best Practices

- Promoting professionalism and accountability
- Setting Expectations
- Clear Communication
- Defining learning goals
- Providing timely and productive feedback



Promoting Professionalism and Accountability

- Remembering that while they are students first, this is a job - a professional opportunity for them
- From the beginning, set the tone for your office, and communicate your expectations clearly (more on that next...)
- Navigating a dual relationship as a supervisor



Setting Expectations

- Make sure the goals/tasks/projects for your students will be expected to complete during their employment are clear
- Communicate clear deadlines with your student employees to hold them accountable
- If they have multiple tasks, provide clarity with how best to prioritize
- If they don't meet expectations, how will they be held accountable

Navigating a Dual Relationship

- It's okay to address it
- Be clear with what is expected and considered professional within the office and note how it may differ from outside relationship
- If a student is not meeting expectations, it is important to still hold them accountable



Clear Communication

- Set up a time to meet semi-regularly with your student workers
- Encourage question asking!
- Follow up conversations with an email to keep document of agreed upon conversations

Define Learning Goals

- What is their purpose of their time with you?
- What are the shared goals/objectives? What are you trying to accomplish together

Providing Timely and Productive Feedback

- The only way for our students to grow/develop is through constructive feedback
- Address concerns early
- Keep the shared goal in mind: Feedback is not meant to be an attack on one's personal abilities
- Ask for feedback, and be open to listening

Engaged Feedback Checklist

I know that I am ready to give feedback when:

1. I'm ready to sit next to you rather than across from you
2. I'm willing to put the problem in front of us rather than between us (or sliding it towards you)
3. I'm ready to listen, ask questions, and accept that I may not fully understand the issue
4. I want to acknowledge what you do well instead of picking apart your mistakes
5. I recognize your strengths and how you can use them to address your challenges
6. I can hold you accountable without shaming or blaming
7. I'm willing to own my part
8. I can genuinely thank you for your efforts, rather than criticize you for your failings
9. I can talk about how resolving these challenges will lead to your growth and opportunity
10. I can model the vulnerability and openness that I expect to see from you

Providing Constructive Feedback



The Velvet Hammer Approach:

1. Introducing the topic:
'Got a minute? I need your help with something.'
2. Appropriate framing, with a focus on behavior, not the individual:
"I noticed that [problem behavior goes here.] (Pause). I was wondering what's causing this problem (pause), because it cannot continue. What do you suggest we do?"

Why it's effective:

- Positions the person receiving feedback to be part of the solution.
- Heard from an inclusive place of wanting to help, not punish.