Everything You Need to Know About Being a Student Employee

Presented by
Concordia University Human Resources Department
Welcome!

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Concordia University, St. Paul empowers you to discover and engage your purpose for life, career and service in a dynamic, multicultural, urban environment where Christ is honored, all are welcome, and Lutheran convictions inform intellectual inquiry and academic pursuits.
Employee Handbook

- Located at: https://concordia.csp.edu/humanresources/employment-policy/
- Under “Employment Policy” tab
- Student Acknowledgement Agreement Form
Employment Policy

Handbooks

- Employee Handbook
- Faculty Handbook

Whistleblower Hotline Policy and Procedure

Concordia University, St. Paul has a responsibility to conduct its affairs ethically and in compliance with the law. If you suspect that the University or a particular CSP employee is engaged in improper governmental activities, you...
Student Confidentiality Statement

- You may be exposed to classified information. Any discussion is prohibited unless it is done with personnel that is involved with the work you are completing.

- Any information disclosed with an unauthorized individual on a student enrolled with the university could result in a FERPA Violation.

- By signing this form you are saying that you understand the importance of confidentiality and that if shared it could result in criminal or civil penalties.
FERPA

● Federal Educational Rights and Privacy Act
● Designed to protect the privacy of students’ education records and personally identifiable information
● Education Records: Any record that is directly related to a student and maintained by the university
● Personally Identifiable Information

This information is not to be given out and is considered a FERPA violation
FERPA Continued…

- What happens if non-compliance occurs:
- Student has a right to file complaint with the U.S. Department of Education in Washington D.C.
- Complaint may result in loss of Federal funding for financial aid and educational grant for Concordia University, St Paul and the filing of civil litigation

**WHEN IN DOUBT CONSULT WITH YOUR SUPERVISOR**
University Payroll

- University Payroll Manager: Brian Marek
- Student Employees are paid every two weeks
- The Friday of payday week all timecards need to be submitted by 11:59pm
- Direct Deposit only- deposits can be distributed to Student Accounts
- Sick and Safe Time
Time Card

Found on the portal under Financial Aid & Billing Tab

Under Time Card Reporting

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<th>Time Reporting</th>
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<td>Time Sheet</td>
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Details of Employment

- Direct Deposit
- Pay Stub
- Leave Balance
- Benefits
- Job Details
- Tax Forms
- Rent/Fee

Student Employment

Celebrating 125 years, 1893-2018

125 YEARS
Leading in Legacy
You will enter your time under the day you worked. If you are working **REGULAR** hours, they will be entered in on that line. If you are taking **SICK & SAFE TIME**, you will enter it under that line.

Be sure to click **NEXT** to enter hours in for the next week.

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**Time Sheet**

You can see a portion of the time sheet below. The hours are entered under the respective days and times. Once you have completed your hours, hit **Submit for Approval**.
You will receive an email from Human Resources stating you have been placed in the position and you will receive a Pin #. You will place this pin number in the box to submit your timecard.
Once you have successfully submitted your time card it will indicated that in the frame.
• All student employees have the ability to work 19 hours and week during the school year and 29 hours a week during breaks and summer.

• However, student employee will need approval through Human Resources first.

• Student employees are not eligible for benefits like Health, Dental, Vision, Retirement, Paid Time Off, and Tuition Reimbursement.
Earned Sick & Safe Time (ESST)

- All student employees are eligible for ESST if they work at least 80 hours annually.

- Sick time is defined as time taken to care for one’s own mental or physical illness or preventative medical care or that of a family member. Documentation from a health care provider will need to follow.

- Safe time relates to reasons related to domestic violence, sexual assault, stalking, school closures due to critical safety concerns or other public safety issues for an employee or an employee’s family member.
• Purpose of ESST is to provide time off from work with pay due to illness, medical appointments, or critical safety issues including: domestic violence, sexual assault or stalking. Documentation will need to be provided to HR.

• Every 30 hours worked = 1 hour of ESST. Employees can accrue 48 hours in a year and can roll up to 80 hours of unused ESST.

• Student employees are only eligible to use ESST if they are scheduled to work a regular shift. Student employees are not to use it for Paid Time Off.
In order to use Sick and Safe Time, it will need to be entered in on the second line.

NOTE: ALL ESST hours will need to have approval from the Supervisor. The timecard will be returned if the hours are not approved. Be sure to check the timecard for approval.

All regularly scheduled hours are to be entered on the first line.
Accessing Payroll Information

- Direct Deposit Information
- Pay Stubs throughout the year
- Sick & Safe Time Balance
- Position Details
- W-2 Information
- Pin resetting if you want to have one that is more memorable
Safety in the Workplace

● Be sure to wear proper attire that pertains to your position ex: closed toe shoes, long pants, etc.

● If you are to get injured while working it is imperative that you let your immediate supervisor know right away. A first report of injury needs to be conducted by your supervisor and turned into Human Resources.

● If medical attention needs to occur then you will need to let your doctor know that it is a work related injury as well as notify Human Resources immediately.
Professionalism

- **Dress Code**: Employees of CSP represent the LCMS. Christian values dictate modest and appropriate business attire. Employees should dress appropriately for their role at CSP. Clothing should be clean and in good repair.

- **Social Media**
  - **Reputation**
  - **Privacy Considerations**

- **Professionalism on and off the job**
Customer Service

● Phone
  ○ Tone is everything – Smile! They can hear it
  ○ Consider the greeting (first impression)
  ○ Answer questions/give assistance
  ○ Anything else we can help you with today?

● Email: The Trifecta
  1. Professional
  2. Helpful/Productive
  3. Welcoming & Friendly
Customer Service: Solving Problems

- Check yourself (check up from the neck up)
- Listen (really listen)
- Offer resolution
- Don’t lie, make promises, or assumptions
- Do get back to them – on time
Thank you!

Questions?
Contact Bethany in Human Resources:

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