



Work Study Handbook for Students and Supervisors

*A guide to the
Federal and College Work Study Programs*

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I. Introduction Information

A. Student Handbook Statement

These guidelines, policies, and procedures have been developed to meet the needs of student workers and their supervisors. Students entering the work study program are required to uphold all policies and procedures outlined in this manual. If inappropriate behavior is demonstrated in the work study program, the student will be accountable by this handbook. Any questions regarding this handbook should be addressed to Linda Kinziger, Director of Financial Aid or Paula Stettbacher, Director of Human Resources or Jennifer Franz, Payroll Assistant.

B. Types of Student Employment

1. Federal Work Study (FWS)

The Federal Work Study Program is a federally funded work program which provides the opportunity of employment to eligible students with financial need, helping them to earn money to help pay education expenses. A FWS award is financial aid, and as with other types of financial aid, student eligibility is determined by the Financial Aid Office.

2. College Work Study (CWS)

College Work Study is funded by Ripon College and provides the opportunity of employment to all students, helping them to earn money to help pay education expenses. Student eligibility for College Work Study also initiates in the Financial Aid Office.

C. Ripon College Work Study

Between the Federal and College Work Study Programs, Ripon College employs 350 students in 570 different jobs on campus, paying \$600,000 in wages during the academic year.

II. Policies and Procedures for Students

A. General Guidelines

The Work Study program is designed to help students meet educational expenses through meaningful employment. Jobs vary throughout the college and range from assisting in various departments to working in the library or food service, tutoring or being a lifeguard at the pool. Your work schedule is based upon your class schedule and you are never expected to work when you have a class.

B. Securing a Job on Campus

1. Available on campus jobs for students are posted in Handshake.
 - a. Logging into Handshake will help you find available student jobs on campus
 - 1) Under “Quick Links” in the portal select Handshake (left navigation bar)
 - 2) Login to Handshake with your MyRipon NetID
 - 3) You can update your profile and add documents
 - 4) To search for an on campus job, select the “jobs” tab, then click “on campus”
2. After securing a job(s) on campus, students must complete the *Student Appointment Form* (Appendix A) to initiate the Paycom Self-Onboarding process. This form should be delivered to the Financial Aid Office when complete.
 - a. *Student Appointment* form - fill out the top section – *Student Information*
 - 1) The check boxes will help you determine which additional documents are needed
 - 2) If you have never been paid for work performed on campus, you will need to complete the onboarding process through Paycom.
 - b. *Employment Eligibility Verification (I-9), Direct Deposit Form, W4 Tax Withholding* form - **only needed** if you have never been on Ripon College's payroll. Complete in Paycom Onboarding
3. After the *Student Appointment Form* has been completed by the supervisor and handed into the Financial Aid Office, the student will receive an email from Paycom to begin their Onboarding Process. (Appendix B)

C. Employee Rights and Responsibilities


Rights:

1. Information regarding their award amount, rate of pay, average number of hours per week, and general Work Study (WS) procedures.
2. Instructions regarding procedures to be followed if the student cannot report for a scheduled work period.
3. A clearly defined work schedule, which accommodates their course schedule and academic requirements.
4. Adequate training to perform assigned tasks.
5. A safe, clean, and professional working environment.
6. Supervision and direction from Ripon College faculty or staff.
7. Instructions for recording hours worked, as well as information regarding the College's payroll procedures and payroll calendar.

Responsibilities:

1. For security and confidentiality of records and/or data files, the College has a policy of administering and maintaining student records in compliance with the Family Educational Rights and Privacy Act of 1974, as amended. As an employee, each student holds a position of trust relative to maintaining the security and confidentiality of these records and must recognize the responsibility entrusted to them.
2. Student employees are not allowed to study, nor do homework while they are working. If your supervisor approves you doing homework, it must be while serving a need of the work site at the same time (i.e. answering the phone, greeting visitors, etc.)
3. Communicate with supervisors regarding schedule
4. Notify supervisor immediately if unable to attend work
5. Understand the expectations from individual supervisor
6. Notify the Financial Aid Office or Human Resources Office in the event of an inappropriate work environment
7. Maintain professionalism and accuracy in all transactions with the public or campus community
8. NOT WORK OVER 20 hours/week between all of the jobs held on campus.

D. On-line Timecards (detailed instructions Appendix C)

1. Students are paid every other Friday. Students must make sure all of the hours worked are accurately recorded on their timecard
2. If more than one job is held by a student, the student must ensure to select the correct department when recording hours worked for each additional job beyond the primary one. The primary job is the one listed under your name on the timecard.
3. Watch for issues with the time you have entered and correct them immediately, so your timecard is accurate and error free. Issues will be marked with a red triangle: 
4. Approving your timecard is equivalent to signing and submitting a paper timesheet. A timecard is a legal document. Timecards **must** accurately reflect all hours worked. Misrepresentation of hours worked or forgery is a violation of the law. Misrepresenting hours worked or forging a timecard may lead to immediate termination of employment. Timecards must be accurately completed and approved by the Supervisor by noon on Monday following the end of a pay period. Incomplete or unapproved timecards at the deadline may result in a delay in receiving payment for pay period.
5. Your supervisor(s) can un-finalize your card if a change needs to be made. Changes can be communicated to HR via email (hr@ripon.edu) with both the supervisor and the student copied.

E. Pay Rates

With only a few exceptions, pay rates across campus are all \$7.25/hour. The few exceptions are as follows:

1. Student Support Services (SSS): Office Assistant, Peer Contact jobs are all paid at \$7.75/hour
2. Food Service jobs at any Sage location are paid at \$8.00-\$9.00/hour
3. Lifeguards for Willmore Center Pool are paid \$10.00/hour
4. Resident Assistants are paid \$10.00/hour

F. Discipline/Termination

Student Employment is a part of the educational experience at Ripon College. Students are expected to meet departmental expectations and follow policies. Issues with a Student Worker will be discussed with the student and may go through the discipline process:

1. Verbal Warning and an improvement plan discussed
2. No change or another incident occurs; written warning with improvement and/or action plan discussed
3. No change or third incident occurs; second written warning or a termination at the discretion of the supervising department

APPEALS: A student may appeal an employment termination. For more information regarding this process, contact the Financial Aid Office.

G. Breaks and Holidays

Students may work during semester breaks with the approval of their supervisor and pending available funding. During Fall, Winter, and Spring breaks, students can work up to 40 hours/week rather than the 20 hour limit. Students are not permitted to work on holidays that are observed by Ripon College.

III. Policies and Procedures for Supervisors

A. Requesting a Work Study Student Employee

- Departments and Offices indicate their need for work study students according to the budgeting process the Vice President of their area follows. The budget for work study students is completely separate from the budget for summer seasonal (student) workers/researchers.
- After the budget has been confirmed, supervisors complete a Job Description Form ([Appendix F](#)) for each different position within their department/office. The form can be found on Google Docs and, once submitted, will be on file with the Financial Aid Office. Effective with the 2017-18 academic year, all job descriptions must be on file with the Financial Aid Office in order for a student worker to be entered into the payroll system.
- Throughout the academic year, supervisors should communicate with Financial Aid to have open positions posted on Handshake.

B. Interviewing Student Employees

- Students will use the contact information in the Job Postings to arrange for an interview with a supervisor. It is beneficial for both you and your potential student employee to discuss the following during the interview:
 - Description of job duties.
 - Experience and skills needed to perform the job.
 - Personal conduct and dress expected.
 - Hours of operation and student's schedule of weekly hours.
 - Training and mentoring provided.
 - Expected date by which you will have made a hiring decision and start date.
 - Please note that the employment laws applying to interviewing regular employees also apply to the interviewing of student employees.
- How to prepare for the interview:
 - Write interview questions that are criterion-based, behavior-based, job related, and non-discriminatory.
 - Decide whether you will do skills testing.
 - Set aside enough time to do an interview of substance that covers all requirements for the student employee to successfully perform the job.
 - Give each candidate a copy of the position description.
- How to conduct the interview:
 - Make the candidate feel welcome and at ease.
 - Give the candidate an overview of how the interview will take place.
 - Wait for good answers and avoid talking too much.
 - Review employment dates and previous employment.
 - Determine interests, goals, strengths, and challenges.
 - Take notes during interview as needed to make an objective hiring decision.

C. Hiring a Work Study Student Employee

1. Notify the student of your hiring decision within two to three days to ensure timeliness. Fill in the Supervisor section of the Student Worker Appointment form (Form - Appendix A; Reference - Appendix E) and return it to the student so he/she can take it to the Financial Aid Office. **The newly hired student cannot begin training or working until paperwork has been completed with Financial Aid.**
2. Student employees are paid by the hour.
 - a. Holidays, snow days, and sick days are not to be counted as hours worked.
 - b. Student employees are not paid for lunch or break periods.
 - c. Overtime is not authorized for Work Study student employees.
 - d. Regardless of the number of positions held, students may only work up to a total of 20 hours per week.

D. Orienting Your Student Employee

Good personnel practices require that every employee be oriented to the organization of the work place and trained to perform necessary tasks. It benefits both you and the student to establish a formal training program and to keep the lines of communication open, clear, and constructive. Spend enough time discussing the following to prevent future confusion:

- Performance standards.
- Variations in work schedules for holidays and examination periods.
- Student's responsibility for College facilities and equipment.
- Safety and health practices.
- Training in skills and procedures necessary to perform the job.
- Confidentiality of records and files.
- System access and security procedures.
- Procedures for recording hours worked and completing timesheets.
- Dress code in the workplace.
- Telephone etiquette.
- No homework policy (student employees are not allowed to study nor do homework on the job unless they are fulfilling a role for the work site at the same time, such as answering phones).

Provide answers to the following questions:

- Who is the student's supervisor?
- To whom should the student direct problems or questions?
- Who should be contacted in case of absence or change in work schedule?

E. Work Study Supervisor Guidelines for Timesheets

Detailed Instructions on Approving and Submitting Timecards (Appendix C)

When can a student employee start working?

Once the student has completed the interview process and you have signed the Appointment Form with the student, the student must submit the work-study packet to the Financial Aid Office prior to being set-up with an on-line timecard through Paycom. Students who never worked for the College before need to complete the Appointment Form, as well as complete the Onboarding Process in Paycom. Students previously employed by the College will only need to complete the Appointment Form and update their Payroll Deduction/Direct Deposit information in Paycom if needed. Once all

paperwork has been received, the student can start work the first day of classes or after.

Who is responsible for keeping track of hours worked and remaining hours that a student may work within the semester?

The supervisor is solely responsible for ensuring that hours have been calculated accurately prior to submission of the on-line timesheet. Please remember that student employees can work up to 20 hours per week (Sunday - Saturday) between all of the jobs the student holds on campus. The supervisor should keep a running tally of the amount of hours worked by the student employee throughout the semester to ensure that the department/office budget is not exceeded.

Who must sign the student employee's timesheet?

Both the student employee and supervisor are required to approve the on-line timesheet in order for it to be processed. See Appendix C for more detailed instructions on completing timesheets.

- Student's signature is signified by approving their timecard. Once they have it approved, the background of the timecard is highlighted yellow.
 - If the student approves his/her timecard before hours are complete, the Supervisor can un-Approve the card at the bottom of the timecard.
- Supervisors approve timecards by adding a comment on the last day of the pay period. If more than one supervisor needs to approve hours, each should add a comment at the end of the pay period but no one should approve the entire timecard.

When should timecards be submitted?

All timecards must be complete and approved by noon on the Monday after the pay period has ended.

Timecards not ready for payroll Monday afternoon may have to wait until the next payroll to be processed.

F. Discipline/Termination

Student Employment is a part of the educational experience at Ripon College. Supervisors are expected to discuss departmental expectations and policies with their students.

BEHAVIORS THAT SHOULD BE ADDRESSED

(This list may be modified to suit department needs)

- Excessive tardiness or absenteeism
- Absent without legitimate excuse
- Carelessness or lack of attention
- Inappropriate workplace conduct
- Discourtesy or failure to work amicably with fellow employees
- Improper use of equipment (i.e.: computers)
- Violation of campus policies

RECOMMENDED ACTION

Supervisors should document discussions surrounding the following:

1. Verbal Warning and an improvement plan discussed
2. No change or another incident occurs; written warning with improvement and/or action plan discussed
3. No change or third incident occurs; second written warning or a termination at the discretion of the supervising department

GROUNDS FOR ACTION/IMMEDIATE DISMISSAL

Although following a corrective action plan is recommended, there are cases that may warrant immediate action or dismissal. Listed below are some examples:

- Breach of confidentiality
- Theft or gross negligence resulting in serious injury to property, person or public appearance
- Physical violence or obscene language/actions when dealing with the public or other staff
- Being under the influence of drugs or alcohol while on duty
- Falsification of timesheets
- Use of computers for inappropriate website searches/viewing
- Insubordination
- Excessive absenteeism or tardiness without prior notification

All student employment termination requires notification to both the Financial Aid Office and Human Resources Office. Copies of all written documentation of discussions leading up to termination will be kept on file in the HR Office.

APPEALS: A student may appeal an employment termination. For more information regarding this process, contact the Financial Aid Office.

Appendix A *Student Appointment Form*



STUDENT APPOINTMENT FORM

STUDENT SECTION:

Name: _____ Student ID #: _____ Student Phone #: _____
(Print Legibly)

☐ I have previously held a position with Ripon College.
☐ However, I realize all payroll paperwork is on Paycom's site and if I need to change my direct deposit or what is going to my student account, Paycom is where these changes are done.

☐ I have never worked for Ripon College.
☐ I will complete the Paycom New Hire Onboarding process, completing all information needed to set up a timesheet for me. I realize that 2 forms of ID will have to be seen by someone in Financial Aid to complete the I-9 form.

I agree to be a responsible employee of Ripon College, bound by all the rules and regulations set forth by my supervisor and department. I understand that any false information given on my timesheets will result in disciplinary action and dismissal from the program. I agree to maintain the confidentiality of all information and understand that any disclosure of confidential information is grounds for immediate termination and/or disciplinary action.

Student Signature _____

Date _____

ADMINISTRATIVE SECTION:

Financial Aid Office:

☐ Campus Work Student ☐ Federal Work-Study Hourly Rate: \$ _____

FOR FWS USE ONLY: Total dollars awarded for the year: \$ _____

FA – Authorization to Work _____

Date _____

FA – Entered by _____

Date _____

SUPERVISOR SECTION:

Students are restricted to a total of 20 hours/week between all jobs on campus.

	<u>JOB 1</u>	<u>JOB 2</u>	<u>JOB 3</u>
Department Name			
Department Code			
Wage Rate			
Student's Job Title			
Name of Timecard Signer			
ID# of Timecard Signer			
Name of Supervisor (if different)			
Supervisor Signature			

Updated 05/07/2019

Appendix B *Paycom Self-Onboarding Process*

Watch for emails from Paycom which come across with systemmessage as the sender. As a new hire you will receive Self On-Boarding information to login and verify some of your information. All steps in this onboarding process must be completed before you are added as an employee. The last step before being added as an employee is bringing your two forms of ID for the I-9 Document to Financial Aid at Smith Hall Room 106.

Forms of ID for the I-9 Document:

1. Unexpired Passport – can be shown to satisfy ID requirements, or
2. Driver License PLUS Birth Certificate, or
3. Driver License PLUS Social Security Card

Once you are an Active Employee, you will receive a new login and password for your Employee Self Service (ESS) account. Going forward this is the login credentials you will use to complete timecards and to make changes to any of your personal or tax information.

SHOW ME HOW

to Self-Onboard

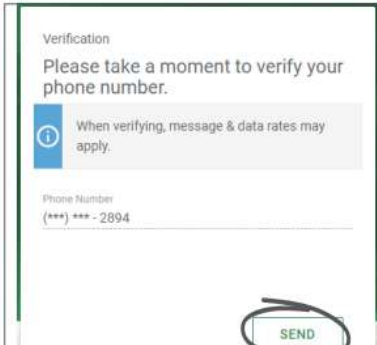
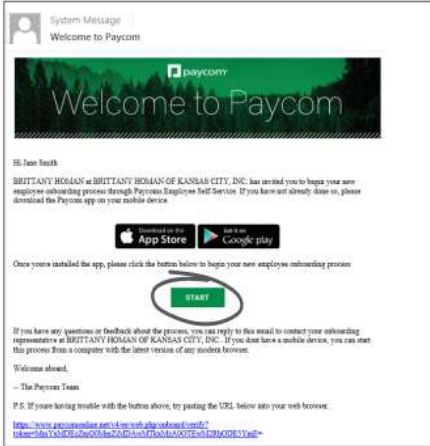
STEP 1

To begin your onboarding process, look for an email like this.

Follow the link to download the Paycom app or click "Start" from a desktop computer.

STEP 2

When prompted, click "Send" to verify your phone number.






STEP 3

After you've received a text message, enter the verification code and click "Verify."



Verification

Please enter the 6-digit code that was sent to your phone.

 Your code may take a few moments to arrive. Do not share this code with anyone.

6-Digit Verification Code

[Resend code](#)

VERIFY



STEP 4

Choose your preferred language and click "Next."

Language

Please select a language

☐ English

☐ Spanish

NEXT



STEP 5

Follow the guided steps to complete the onboarding process.

Get Started...

Choose a selection below to begin



1. Credentials

BEGIN



2. Information

BEGIN

Appendix C *Instructions for Students Completing Paycom Timecard*

How do I enter hours on my timesheet: When you go into your timesheet, you will click on +Add Punch, enter the date that you worked, the time you started and ended, and click on the drop down menu for Department to choose whichever Department you worked those hours for. If you only have one job on campus, you do not have to select the department. When that is all completed, click the green Add Punch to transfer that information to the timesheet below. Your supervisor can re-open your timesheet if you need to make a change after approving your timesheet.

SHOW ME HOW

to Add Hours with Web Time Sheet
Time and Attendance

Using Your Cell Phone



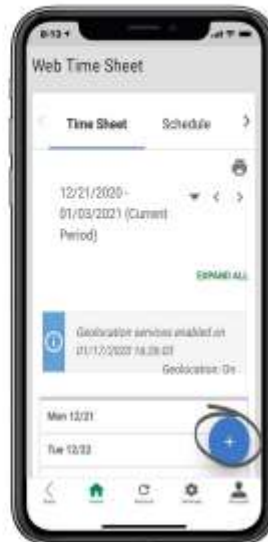
STEP 1

Log in to Employee Self-Service*. From the Time Management tile, tap "Web Time Sheet".



STEP 2

Click the plus sign icon.



to Add Hours with Web Time Sheet Time and Attendance



STEP 3

Then, tap "Add Hours."



STEP 4

From here, input your hours worked. Scroll down and click "Add Hours."

If you need to update your Allocation, such as the Department, Location or Job, you can make the change from the Allocation section.



SHOW ME HOW

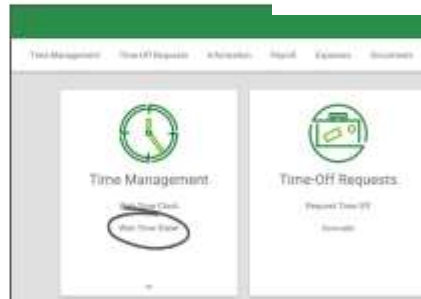
to Add Hours with Web Time Sheet
Time and Attendance

Using Computer to
Login to Paycom



STEP 1

From the Time Management tile, click "Web TimeSheet."



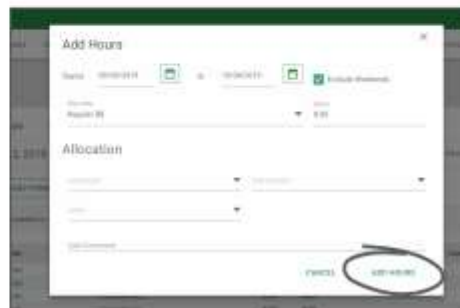
STEP 2

Click, "Add Hours."



STEP 3

From the pop-up window, input your hours worked. Then, click "Add Hours."



1. **Make sure you are on the timecard for the correct time period.** If the correct time period is not showing, then arrow down move back in time.
2. You will only have one timecard for all the jobs you have on campus. The Primary Job you hold is listed under your name in Paycom. If entering punches for this job, you do not have to select a Department from the dropdown. If you are entering punches for a 2nd or 3rd job you have on campus, you MUST choose the appropriate Department from the dropdown.

Add Punch Pair

Day(s) 05/18/2021 to mm/dd/yyyy ☐ Exclude Weekends

Day 08:00 AM In 10:00 PM Out

Allocation

Department

Search or Make Selection

(None)

(Quads) Covid Driver - [6206]

ACS Grant - [2527]

Admissions Student Wages - [6801]



Before you approve your timecard, review it to make sure if In Punch has an Out Punch. If not, you will get a warning icon.

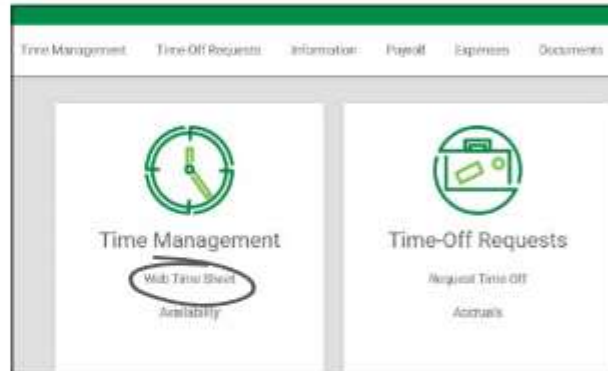
SHOW ME HOW

to Approve My Timecard
Time and Attendance



STEP 1

After logging in to Employee Self-Service®, navigate to Time Management > Web Time Sheet.



STEP 2

Any missing punches will display with two question marks. Click "??," then "Add Request." Once there are no missing punches, click "Approve Timecard."

Date	Pay Code	IN	Allocation	OUT	IN	Allocation	OUT	Hours	Total Hours	Salary	Rate	Management	Comments	Missing Punch	Details
Mon 11/14	00-01-AM	Employee S.	11:00 PM	01:00 PM	Employee S.	11:00 PM	01:00 PM	0.00	0.00						
Tue 11/15	00-01-AM	Employee S.	11:00 PM	01:00 PM	Employee S.	11:00 PM	01:00 PM	0.00	0.00						
Wed 11/16	00-01-AM	Employee S.	11:00 PM	01:00 PM	Employee S.	11:00 PM	01:00 PM	0.00	0.00						
Thu 11/17	00-01-AM	Employee S.	11:00 PM	01:00 PM	Employee S.	11:00 PM	01:00 PM	0.00	0.00						
Fri 11/18	00-01-AM	Employee S.	11:00 PM	01:00 PM	Employee S.	11:00 PM	01:00 PM	0.00	0.00						
Sat 11/19	00-01-AM	Employee S.	11:00 PM	01:00 PM	Employee S.	11:00 PM	01:00 PM	0.00	0.00						
Sun 11/20	00-01-AM	Employee S.	11:00 PM	01:00 PM	Employee S.	11:00 PM	01:00 PM	0.00	0.00						
Mon 11/21	00-01-AM	Employee S.	11:00 PM	01:00 PM	Employee S.	11:00 PM	01:00 PM	0.00	0.00						
Tue 11/22	00-01-AM	Employee S.	11:00 PM	01:00 PM	Employee S.	11:00 PM	01:00 PM	0.00	0.00						
Wed 11/23	00-01-AM	Employee S.	11:00 PM	01:00 PM	Employee S.	11:00 PM	01:00 PM	0.00	0.00						
Thu 11/24	00-01-AM	Employee S.	11:00 PM	01:00 PM	Employee S.	11:00 PM	01:00 PM	0.00	0.00						
Fri 11/25	00-01-AM	Employee S.	11:00 PM	01:00 PM	Employee S.	11:00 PM	01:00 PM	0.00	0.00						
Sat 11/26	00-01-AM	Employee S.	11:00 PM	01:00 PM	Employee S.	11:00 PM	01:00 PM	0.00	0.00						
Sun 11/27	00-01-AM	Employee S.	11:00 PM	01:00 PM	Employee S.	11:00 PM	01:00 PM	0.00	0.00						
Weekly Totals								0.00	0.00						
Mon 11/21	00-01-AM	Employee S.	11:00 PM	01:00 PM	Employee S.	11:00 PM	01:00 PM	0.00	0.00						
Tue 11/22	00-01-AM	Employee S.	11:00 PM	01:00 PM	Employee S.	11:00 PM	01:00 PM	0.00	0.00						
Wed 11/23	00-01-AM	Employee S.	11:00 PM	01:00 PM	Employee S.	11:00 PM	01:00 PM	0.00	0.00						
Thu 11/24	00-01-AM	Employee S.	11:00 PM	01:00 PM	Employee S.	11:00 PM	01:00 PM	0.00	0.00						
Fri 11/25	00-01-AM	Employee S.	11:00 PM	01:00 PM	Employee S.	11:00 PM	01:00 PM	0.00	0.00						
Sat 11/26	00-01-AM	Employee S.	11:00 PM	01:00 PM	Employee S.	11:00 PM	01:00 PM	0.00	0.00						
Sun 11/27	00-01-AM	Employee S.	11:00 PM	01:00 PM	Employee S.	11:00 PM	01:00 PM	0.00	0.00						
Weekly Totals								0.00	0.00						

to Approve My Timecard



Upon approval, punches will display in yellow.

Distribution period started on 13-Jan-2018 to 18-Jan															Distribution To	
Date	Key Code	IN	Allocation	OUT	IN	Allocation	OUT	Hours	TotalHours	System	Latency	Execution	Comments	Missing Patches	Alerts	
Mon 15/01		10:00 AM	Completed	12:00 PM	01:00 PM	Completed	02:00 PM	0.00	0.00							
Tue 16/01		10:00 AM	Completed	12:00 PM	01:00 PM	Completed	02:00 PM	0.00	0.00							
Wed 16/01		10:00 AM	Completed	12:00 PM	01:00 PM	Completed	02:00 PM	0.00	0.00							
Thu 17/01		10:00 AM	Completed	12:00 PM	01:00 PM	Completed	02:00 PM	0.00	0.00							
Fri 18/01		10:00 AM	Completed	12:00 PM	01:00 PM	Completed	02:00 PM	0.00	0.00							
Sat 19/01																
Sun 20/01																
Mon 22/01																
								Monthly Totals:		40:00	0:00	0:00				
Mon 15/01		10:00 AM	Completed	12:00 PM				0.00	0.00							
Tue 16/01		10:00 AM	Completed	12:00 PM				0.00	0.00							
Wed 16/01		10:00 AM	Completed	12:00 PM				0.00	0.00							
Thu 16/01		10:00 AM	Completed	12:00 PM				0.00	0.00							
Fri 16/01		10:00 AM	Completed	12:00 PM				0.00	0.00							
Sat 16/01																
Sun 16/01																
Mon 16/01																
								Monthly Totals:		40:00	0:00	0:00				



An audit trail of approvals can be found under the Approvals tab at the bottom of the page.

Totals	Approvals				
Pay Period Approvals					
<input type="checkbox"/> Select	Approved Dates	Approved By	Approved Time	Approval Type	Status
<input type="checkbox"/>	05/23/2018	00000000	11/09/2018 14:21:11	Expense	

Appendix F *Instructions for Supervisors Approving Student Timecards*

You will have two logins to Paycom: 1) a personal login where you can change your address, enroll in benefits, see your W2, look at check stubs, etc.; 2) a login for Supervisors to approve timesheets, respond to requests for time off, etc. **You should write down your login credentials for both until you get used to the process!**

Emails sent from Paycom will show up as 'systemmessage' in the sender column.

Although you will have two separate logins, once they are both set up, you will be able to login to either one and toggle between the two.

A: To access your Supervisor screens:

Go to paycom.com

Click on Login

Select Client

Enter Client Code: 0BQ07 (there are 2 zeros and no 'O's in this code)

Enter your Username: typically will be your first initial+last name (lower case, no spaces), but if that didn't create a 6-digit login, your combination of first-last-names could be different

Enter your temporary Password: ripon123

Once logged in, go to *User Options/Change My Password* to enter your own password.

B: To access your Employee (personal) screens:

Go to paycom.com

Click on Login

Select Employee

Enter your username - if you didn't change your user name it is a 9-digit code that has zeros but no 'o's. I changed mine so I could remember what it is.

Enter your password - you would have been asked to change this the first time you logged in

Enter the last 4 digits of your Social Security number

C: Toggle between Client and Employee

D: Approving Timecards

Go to Time Management on the Client side/Timecard Search. Click on Multiple under filters and only select the type of employee (Student) you are approving for. Click on Pay Period (not Date Range) and the current time period will come up. Then make sure to click Include Borrowed employees if you are approving Student Workers.

Timecard Search

Time and Attendance Filters will not be applied unless Display Totals and Approvals is checked.

Filters

Selected Pay Class: Student [STU]

Display Totals and Approvals: ☒

Date Filter: ☐ Date Range ☒ Pay Period

Selected Period: 03/14/2021 - 04/10/2021 (ARCHIVED PERIOD) - Monthly

Include Borrowed Employees: ☒

Refresh

Employee Timecards

Active Employees ☒ Current Employees ☒ Borrowed Employees

Search or Make Selection is equal to Value Search (0)

If your student has your department for their primary job, their timesheet will appear under Current Employees. If your student has your department as an additional job to what is set up as their primary, their timesheet will appear under Borrowed Employees BUT only if they have hours on their timesheet for your department.

When approving a student worker who has multiple jobs on campus, you should not approve the whole timecard. Otherwise, the other supervisors cannot approve the hours worked for their department. Each supervisor should review the timecard for hours marked for their department and if everything is good, leave a comment on the last day of the pay period. In the screenshot below, both Christina and Brenda approve the hours entered on this timecard for work done in their departments.

SAT (03/27)

Weekly Totals							18.00		\$0.00			
SUN (03/28)	06:00 PM	[2005]-...	08:00 PM				2.00	2.00				
MON (03/29)	12:00 PM	[3212]-...	03:00 PM				3.00	3.00				
TUE (03/30)												
WED (03/31)	09:00 AM	[2005]-...	01:30 PM				4.50	4.50				
THU (04/01)	09:00 AM	[3212]-...	12:00 PM	02:00 PM	[3212]-...	04:00 PM	5.00	5.00				
FRI (04/02)	01:00 PM	[3212]-...	03:00 PM				2.00	2.00				
SAT (04/03)												
Weekly Totals							16.50		\$0.00			
SUN (04/04)	06:00 PM	[2005]-...	08:00 PM				2.00	2.00				
MON (04/05)	12:00 PM	[3212]-...	03:00 PM				3.00	3.00				
TUE (04/06)												
WED (04/07)	09:00 AM	[2005]-...	03:00 PM				6.00	6.00				
THU (04/08)	09:00 AM	[3212]-...	12:00 PM	02:00 PM	[3212]-...	04:00 PM	5.00	5.00				
FRI (04/09)	01:00 PM	[3212]-...	03:00 PM				2.00	2.00				
SAT (04/10)												
Weekly Totals							18.00					

Comment: Approve Christina Othon

2005 Approved - Brenda Gabrielson

Totals

Approvals

Pay Period Totals

Pay Code	Allocation (Tax Profile)	Hours	Rate	Dollars
RTT	Regular FICA Exempt [2005]-Student Workstudy-College Work Study Students	30.50	\$8.75	\$266.88
RGR	Regular FICA Exempt [3212]-Student Workstudy-College Work Study Students	40.00	\$8.00	\$320.00
Pay Period Totals		70.50		\$586.88

Appendix E *Student Account Codes and Pay Rates*

Detail Code	Detail Description	GL Code	Hourly Wage
6801	Admissions Student Wages	11010006801	\$7.25
5801	Alumni Student Wages	11010005801	\$7.25
5603	Annual Fund Student Wages	11010005603	\$7.25
2301	Art Student Wages	11010002301	\$7.25
3901	Athletics Student Wages	11010003901	\$7.25
2401	Biology Student Wages	11010002401	\$7.25
6421	Campus Rec Officials	11110006421	\$7.25
6101	Career and Professional Dev St	11010006101	\$7.25
4456	CEC Creative Enterprise Center	11010004456	\$7.25
2910	Center for Politics and the Pe	13029100300	\$7.25
2501	Chemistry Student Wages	11010002501	\$7.25
2701	Communication Student Asst.	11010002701	\$7.25
5201	Conf/Contract Services Student	11010005201	\$7.25
6206C	COVID Student Assistants	11010006206	\$8.75
2001	Dean of Faculty Student Wages	11010002001	\$7.25
5901	Dean of Student Student Wages	11010005901	\$7.25
2801	Econ Student Wages	11010002801	\$7.25
3001-2	Education Student Assistant	11010003001	\$7.25
3001-1	Education Tutor	11010003001	\$9.00
3101	English Student Wages	11010003101	\$7.25
4901	Finance Student Wages	11010004901	\$7.25
6901	Financial Aid Student Wages	11010006901	\$7.25
4301	Foreign Lang/Cultures Student	11010004301	\$7.25
5401	General Plant Student Workers	11010005401	\$7.25
3301	History Student Wages	11010003301	\$7.25
2101	IT Student Wages	11010002101	\$7.25
2201	Library Student Wages	11010002201	\$7.25
5302	Mail Center Student Wages	11010005302	\$7.25
3401	Math Studies Student Wages	11010003401	\$7.25
5701	Mktg/Communications Student S	11010005701	\$7.25
4306	Multicultural Student Recruit	13043060300	\$7.25
3501	Music Student Wages	11010003501	\$7.25
4001	Physics Student Wages	11010004001	\$7.25
4101	POGO Student Wages	11010004101	\$7.25
1001	Presidents Office Student Wage	11010001001	\$7.25
4201	Psychology Student Wages	11010004201	\$7.25
6206	Quads (Covid Driver)	11010006206	\$8.75 do not use (use 6206C instead)
6203	RA General (all res. Halls)	11010006203	\$10.00
6001	Registrar Student Wages	11010006001	\$7.25
2020	Scholarly Artistic Grant	11010002020	\$7.25 May vary depending on grant stipulations
3212	Space Grant Student Research	13032120300	\$8.00 May vary depending on grant stipulations
4624-1	SSS/Notetaker-Office Assist	13046240300	\$7.25
4624-2	SSS-Peer Contact	13046240300	\$7.75
6401	Student Activities Student Wag	11010006401	\$7.25
2601	Theatre Student Wages	11010002601	\$7.25
2005	Tutor	11010002005	\$8.75
5206-2	Willmore/Front Desk	11010005206	\$7.25
5206-1	Willmore/Lifeguard	11010005206	\$10.00
5206-3	Willmore/Student Supervisor	11010005206	\$7.75

APPENDIX F *Student Worker Position Description Form*

10/19/2017

Ripon College - Work Study Job Descriptions

Ripon College - Work Study Job Descriptions

Please complete this form for all student worker positions you supervise. Beginning in the 2017-18 academic year these job descriptions must be on file with the Financial Aid Office in order for a student worker to be entered into the payroll system.

** Required*

1. Department *

2. Student Application Process *

Check all that apply.

☐ In Person

☐ Via Email

3. Job Supervisor's Name *

4. Job Supervisor's Contact Information (Email) *

**5. Job Supervisor's Contact Information
(Telephone) ***

6. Job Location *

7. Job Title *

8. Job Description (provide a brief description and list tasks performed) *

9. Specialized Skills Required - Please list *

10. Other Information Related to the Job

11. Does this position require any credentials/certification? (Example - Life Guard) If yes, describe. *

12. Identify the responsibility level of this position: **Mark only one oval.*

- ☐ Job is critical to the mission of the office/department
- ☐ Job is important to the office/department
- ☐ Job provides administrative support to the office/department

13. What level of supervision is required for this position? **Mark only one oval.*

- ☐ Student is able to "self-supervise" and works independently
- ☐ Student is given general guidelines of tasks to accomplish and receives general supervision
- ☐ Student is assigned specific tasks to perform and must be instructed on how to perform the task

14. What is the average time it takes to train a student for this position?

15. If an error occurs in the performance of this job, how soon would the error be identified: *

Mark only one oval.

- ☐ Same Day
☐ Within a Week
☐ Within a Month
☐ Longer

16. What impact will the error have on the operation of the office/other offices on campus or off campus entities? (Be specific and describe the impact of the error as major, moderate or minimal) *

17. Does this position have supervisory authority over other student workers? If so, describe: *

18. Number of hours per week this position is needed in the office/department? *

19. Number of hours the student is expected to work per week *

20. Number of Students Hired for this Position *
