Student Employment Update for Supervisors 20-21

12/8/2020

**Student Employee of the Year 2020-2021 Award**
Student Employee supervisors are encouraged to nominate an outstanding student employee for Student Employee of the Year. All students nominated will be recognized. **Entries are due no later than Wednesday, February 3, 2021 by 5:00 p.m. View the Details!**

**Can Student Employees Work During Winter Break?** View the Details!

**December 2020 Graduates**

- Student employees who are graduating in December will not be eligible to continue working as a student employee after December 13th. If they aren’t enrolled for spring semester as a student, they can’t work as a student employee.

**Spring 2021**

- **Student Employee COVID Sick Pay Approved for Spring 2021** View the Details!

- **2021 Student Employee Payroll Schedule**

- **Student employees who are continuing into the Spring semester.** If you have students who are already working in a position during the fall semester and they will continue to work in the same position for the spring semester, they may continue automatically. No paperwork is necessary for them to continue in the same position from the fall to spring semesters.

- **Student employees who won’t be returning to their position for the Spring semester for any reason other than graduation, please submit a Student Employee Termination Form.**

- **Hiring new/additional student employees for Spring, Summer and/or Fall 2021 Positions?** Student Employment must advertise all positions before student employees can be hired. This ensures that Xavier is compliant with Equal Opportunity Employment laws. All student employment positions will be posted in Handshake and student applicants must apply through Handshake. Additionally, in most cases, consideration of Federal Work Study awarded students is required before opening up positions to all students. To post a position, please submit a Job Posting Form. View Steps for Hiring a Student Employee.

- **When Can Newly Hired Students Start Working in Campus Positions?** New student employees must complete new hire paperwork which includes the in person I-9 verification by appointment prior to starting their position. Failure to do so results in Xavier being non-compliant and is then at risk to be fined for each instance this occurs. If you don’t receive communication from Student Employment confirming student’s eligibility to start work, double check with Student Employment prior to scheduling students.

Contact Vicki Clary at 4880 or claryv@xavier.edu with questions.

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**Quick Links and Notes:**
- Student Employment Website
- Student Employment Forms

**Student Employee Pay Rates - 2021 Minimum Wage Increase**
There will be a $0.10 increase in the State of Ohio minimum wage rate for 2021 effective on January 1st. Xavier follows the minimum wage according to state regulations and therefore, Xavier student employee pay rates change accordingly.

Xavier student employees currently making $8.70 per hour (Level I = the current minimum wage) will change to $8.80 per hour effective January 1, 2021.

Xavier student employees currently making $9.20 per hour (Level II $.50 above Minimum Wage) will change to $9.30 per hour effective January 1, 2021.

Any other hourly rate will stay the same unless discussed with and approved through Student Employment.

When budgeting for student employee hours take the increased rate and the benefit amount into consideration. View the benefit amounts and calculating Student Employee Wages.