Student Employee Supervisor Update – 3/16/20

- A Student Employee Supervisor Update was sent at 3:30 p.m. on Friday 3/13/20 to all Student Employee Supervisors via the SE Supervisor canvas course. Please make sure you review this update carefully and contact me to get any clarification. Student Employee Supervisor Update

- Students who were hired to work during spring semester but hasn’t completed paperwork yet. Students are not eligible to start working even remotely, without the new hire paperwork being completed. Student Employment can provide remote options to complete new hire paperwork. It would require the student to have a notary or other professional to do the verification for them though. Contact me if you have questions regarding that.

- See below action items regarding end of Spring semester responsibilities and Summer and Fall student employee information.


- Student Employee Performance Evaluations: If you haven’t already scheduled a date and time with each of your student employees for their performance evaluations, they can be done virtually. Due to the circumstances, instead of requiring the student to sign the supervisor version of the performance evaluation form, supervisors can just type on the student signature line “virtual evaluation done” and make sure the student employee has submitted their student version self-evaluation. See steps and details for completing this process.

- May 2020 Graduates: Student employees who are graduating in May will not be eligible to continue working as a student employee after May 10th. The exception to this is if they are enrolled as a graduate student for Summer or Fall of 2020.

- Termination Forms: At the end of spring semester, Termination Forms are not needed. All student employee positions for Fall 2019/Spring 2020 will automatically be ended in banner as of May 10, 2020 except Graduate Assistantship positions with a contract for a later end date. No termination forms needed for students who are graduating, we will automatically end their positions and employment.

Summer Student Employment - Summer semester student positions begin on May 11, 2020 and end on August 23, 2020.

- Students must be enrolled full-time or intend to be enrolled for Fall semester 2020 in order to be a summer student employee. Students don't have to be enrolled in summer semester classes to work during the summer.

- Students can work a maximum of 25 hours per week all campus positions combined during the summer. Departments with a critical need for student employees to work beyond the 25 hour limit, will need to submit the Summer Exception Form.
• **Returning or Continuing Students:** Students who are currently working in your position during the Fall 2019/Spring 2020 Semesters that will continue to work in the same position during the Summer Semester, simply submit a [Payroll Authorization Form](#) before or by April 30th if possible. Same would apply for students who worked last summer in the same position.

• **To Hire New or Additional Student Employee(s) for a Summer position.** Your position must be advertised by Student Employment. To post your summer position, complete and submit a [Job Posting Form](#) before or by April 1st if possible. Positions are required to be posted for a minimum of 5 business days.

**Fall Hiring – Upperclassmen & Returning Students** - Fall 2020 semester positions begin on August 24, 2020.

• **Returning or Continuing Students:** Students who are currently working in your position during the Fall 2019/ Spring 2020 semesters that will return and continue to work in the same position in Fall 2020, simply submit a [Payroll Authorization Form](#) before or by April 30th if possible.

• **To Hire New or Additional Upper-Class Student Employee(s) for a Fall Position.** Your position must be advertised by Student Employment. To post your fall position, complete and submit a [Job Posting Form](#) before or by April 1st if possible. Positions are required to be posted for a minimum of 5 business days. In most cases, positions will be advertised and restricted to FWS students first, as they get priority in the hiring process.

**Fall Hiring – Incoming 1st Year Students with Federal Work Study**
The following two options will be available to recruit incoming first year students with Federal Work Study. *Mark your calendars, more details to follow!*

• **Virtual Student Employment Fair Online—July 20, 2020 to July 31, 2020.** Students may apply online for positions via this virtual online fair. *Mark your calendars, more details to follow!*

• **On-Campus Student Employment Fair at Cintas—August 24, 2020.** Students will attend in person to meet and talk with employers regarding their positions. *Mark your calendars, more details to follow!*

As always, contact Student Employment with questions at claryv@xavier.edu or 4880.