

Student Employment SUPERVISOR CHECKLIST



PRESBYTERIAN COLLEGE
OFFICE OF FINANCIAL AID

- 1 Review the Student Supervisor Handbook**
- 2 Submit your job postings on JobX each academic year.**
- 3 When you hire a student**

Monitor JobX to ensure all hired students have completed all required student employment paperwork. All paperwork must be completed before the student can begin working, NO EXCEPTIONS, to this policy are allowed.
- 4 Monitor and Approve timesheets each month by the 15th.**

BEFORE THE STUDENT EMPLOYEE'S FIRST DAY ON THE JOB

- Direct the student to the New Student Employee Checklist
- Check to see if the student has questions before their first day
- Reaching out and providing answers will ease any concerns. If you get a question you can't answer, contact the Financial Aid Office at workstudy@presby.edu.
- Make sure the student knows where to report for their first day of work. Provide an exact location (address, floor, office) so the student's first day on the job starts smoothly.
- Meet with them to discuss the student's role and identify several ways to ensure that the student's employment experience gets off to a great start – and ends up being a success.

ON THE STUDENT'S FIRST DAY OF WORK

- Confirm the student completed the onboarding process in JobX.
- For first time student hires, a New Student Checklist is assigned on JobX that includes setting up Direct Deposit, Form I-9, Form W-4, Form SC W-4, and the Student Employment Agreement.
- For rehires, no onboarding is assigned but all information in system should be verified as accurate as they are hired.

DURING THE STUDENT'S FIRST WEEK ON THE JOB

Meet with the student to discuss the following:

- Job responsibilities and expectations
- Work schedule and weekly hours
- Logging and submitting hours worked in BannerWeb
- Provide any written guidelines, instructions, or manuals that may apply to the job (including the PC Student Employment Handbook and any required confidentiality forms)
- Remind the student that they are expected to abide by the Honor Code and Student Code of Conduct. Violations of the Honor Code could result in termination.

Supervisors are encouraged to familiarize themselves with any recent updates to the handbook and to use it as a reference when addressing employment-related questions or situations. Please take time to review the handbook and share any questions or concerns with Work-Study Coordinator. If additional training or clarification is needed, please contact workstudy@presby.edu.