Eligibility Requirements for Student Temporary Employees

To work during the summer a student must be enrolled in at least one summer session

OR

Must have been enrolled in the spring semester and is pre-registered for fall.

To work beyond the last day of finals a student must be enrolled in the next semester.
A new hire packet consists of:

- Student Temporary Employee Authorization signed by supervisor and student must complete for all student employees
- W-4 Tax Form
- NC-4 Tax Form
- I-9 completed and signed by supervisor and student
- Printed confirmation of completion of E-verify in Student Employment (i.e. copy of license and Social security card)
- Automatic Payroll Check Deposit Service
How to Hire

If your student HAS worked on campus before (within the past year) you will need to submit

- a Student Temporary Employment Authorization form

HAS NOT worked on campus before (or three years since they have)

- Fill out a Student Temporary Employment Authorization form with your student worker.
- Have the student to bring the below documents to the 3rd floor of the JET Bldg
  Schedule an appointment at the link https://appstate.joinhandshake.com/login
- Fully completed Student Temporary Employment Authorization form
  a. Section 1 of the I-9 and accompanying required documentation
  b. NC-4 or NC-4EZ tax form
  c. W-4 tax form

Inform New-Hire students that they MUST be authorized by the Office of Student Employment before their first day of work, this includes any training.
Tier Pay System

Library Student Employee starting wage is $7.75 per hour for undergraduate students, $8.75 for graduate students.

We also allow flexibility for experience and skills.

Returning student receive wage increases each year.
Tier Pay System

Library Student Employee starting wage is $7.75 per hour for undergraduate students, $8.75 for graduate students.

We also allow flexibility for experience and skills.

Returning student receive wage increases each year.
Work Study

Work study students are required by university mandate to look for employment positions.

The process starts by applying online. Library positions are all uploaded into career gear. All students who apply were given instructions regarding the job fair.

The job fair was scheduled for Monday, August 14 from 2-4pm.

We were able to place 10 student workers
Work Study

Form will be printed with 4 copies
Please fill out the following areas on all four forms:

1. Employment Date to begin
2. Signature
3. Date
4. Selective Service (must select 1)
5. Office phone number
6. FOAP Code (please see form)
7. Signature

Copies of this form will be provided at the Job Fair. Please complete and send with the Hiring Packet to the Admin Office. All work study students must be hired at Student temps as well. No exceptions.
Student Temp Authorization

1. Student full name
2. Banner ID
3. Permanent Address
4. Email
5. Job Title - Library Student
6. Hourly Wage - $
7. Employing Department
8. Beginning Date of Employment
9. Ending Date of Employment
10. Fund Code - 106610
11. Org Code - 2750
12. Account Code - 614510
13. Program - 151
14. Timesheet Org -
15. Selective Service
16. Student Signature
17. Date
18. Supervisor Name
19. Supervisor Email
20. Supervisor Signature
21. Date

Please make three copies.
<table>
<thead>
<tr>
<th>Sub-team</th>
<th>Supervisor</th>
<th>Coordinator</th>
<th>Fund</th>
<th>TS Org</th>
<th>Team</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mailroom / Facility</td>
<td>Dave Fletcher</td>
<td>Adam Jones</td>
<td>106610</td>
<td>275000</td>
<td>ADMINISTRATIVE SERVICES</td>
</tr>
<tr>
<td>Learning &amp; Research</td>
<td>David Travis</td>
<td>Ken Johnson</td>
<td>106610</td>
<td>275002</td>
<td>LRS</td>
</tr>
<tr>
<td>Circulation/Reserves</td>
<td>David Travis</td>
<td>Ken Johnson</td>
<td>106610</td>
<td>275003</td>
<td>LRS</td>
</tr>
<tr>
<td>Systems Technology</td>
<td>Katherine Alford</td>
<td>Scott Rice</td>
<td>106610</td>
<td>275005</td>
<td>SYSTEMS &amp; TECHNOLOGY SERVICES</td>
</tr>
<tr>
<td>Music Library</td>
<td>Shane Watson</td>
<td>Gary Boye</td>
<td>106610</td>
<td>275006</td>
<td>MUSIC LIBRARY</td>
</tr>
<tr>
<td>Library Instruction</td>
<td>Michael O'Hara</td>
<td>Scott Rice</td>
<td>106610</td>
<td>275009</td>
<td>SYSTEMS &amp; TECHNOLOGY SERVICES</td>
</tr>
<tr>
<td>Special Collection</td>
<td>Ross Cooper</td>
<td>Kim Sims</td>
<td>106610</td>
<td>275010</td>
<td>SPECIAL COLLECTIONS</td>
</tr>
<tr>
<td>Night Access</td>
<td>Russell Paige</td>
<td>Ken Johnson</td>
<td>106610</td>
<td>275011</td>
<td>LRS</td>
</tr>
<tr>
<td>Digital Schl/Initvs</td>
<td>Adam Sheffield</td>
<td>Pam Mitchem</td>
<td>106610</td>
<td>275012</td>
<td>DIGITAL SCHOLARSHIP &amp; INITVS</td>
</tr>
<tr>
<td>Bibliographic/MP</td>
<td>John Doherty</td>
<td>Jennifer Brosek</td>
<td>106610</td>
<td>275014</td>
<td>BIBLIOGRAPHIC SERVICES</td>
</tr>
<tr>
<td>IMC Stacks</td>
<td>Thomas Main</td>
<td>Margaret Gregor</td>
<td>106610</td>
<td>275015</td>
<td>IMC STACKS</td>
</tr>
<tr>
<td>Col.Mgmt /ABC-ILL</td>
<td>Greg Beavers</td>
<td>Alex McAllister</td>
<td>106610</td>
<td>275018</td>
<td>COLLECTION MANAGEMENT SERVICES</td>
</tr>
<tr>
<td>Stacks</td>
<td>Kyle McFarland</td>
<td>Alex McAllister</td>
<td>106610</td>
<td>275019</td>
<td>COLLECTION MANAGEMENT SERVICES</td>
</tr>
<tr>
<td>Archives</td>
<td>Ross Cooper</td>
<td>Kim Sims</td>
<td>106610</td>
<td>275100</td>
<td>SPECIAL COLLECTIONS</td>
</tr>
</tbody>
</table>
On Line A and H, the typical student (dependent, claimed by parents) enters 0. Please fill out lines 1-8.
On Line 1, the typical student (dependent, claimed by parents) enters 0.

Please fill out lines the Employer Name and address.
See below for the list of acceptable documents for verification.

How does this Work for Your Individual Office:

A new University Mandate has centralized the I-9 and E-verify process at App State. As of July 1st 2015, the Office of Student Employment, with the support of Human Resources, now conducts the I-9 and E-verify processing of student temps and work study students.

Inform your new student worker that if they have never worked on campus before, they must visit the centralized I-9 site on the third floor of the JET Bldg, Room 389 or 390 prior to the first day of employment or scheduling on the link https://appstate.joinhandshake.com/login

PLEASE Advise your new hire to bring unexpired, original IDs listed in the I-9 directions (page 9 “Lists of Acceptable Documents”) when they fill out the Student Temporary Authorization with you. the student back with a slip stating they are authorized to work.
Direct Deposit Form

Please do not staple anything except the voided check to the direct deposit form.
Please review the Library Student Employee Handbook with your students.

We have paper copies and the electronic version can be found at the link below:


Please have your new hire sign the page below and put into the Student’s file.
Supervising Students
Supervisor’s Duties and Responsibilities

Student Employment Handbook:
https://studentemployment.appstate.edu/filecabinet/74

- Following all employment guidelines and policies.
- Treat all student employees with the same respect and have the same expectations of everyone.
- Ensuring student completes all necessary paperwork for employment BEFORE they report to work.
- Communicating appropriate work behaviors and expectations.
- Establish clearly defined work schedule and hold student employee accountable for abiding by the agreed upon schedule.
- Monitor the student work hours to ensure student is not working more than the hours he/she has been assigned.
- It is recommended by Student Development and Student Employment that students not exceed 20 hours per week when classes are in session. Research shows more than 20 hours per week of work begins to impede on students' academic success.
- https://studentemployment.appstate.edu/student-work-hours
Supervising Students

Supervisor’s Duties and Responsibilities

Student Employment Handbook:
https://studentemployment.appstate.edu/filecabinet/74

- Make sure that the student employees adhere to the customer service and business etiquette guidelines including dress code.
- Follow workplace safety and security protocols.
- Help students connect their student work experience to future career goals.
- Correct inappropriate behavior as soon as possible. Explain why the behavior was inappropriate or incorrect and how to remedy the situation. Try to resolve any problems pertaining to job performance or working relations at the time of the incident.
Supervising Students

Supervisor’s Duties and Responsibilities

Student Employment Handbook:
https://studentemployment.appstate.edu/filecabinet/74

Library Student Employee Handbook:

NACE Competencies Job Descriptions:
Appalachian State provides each student with valuable employment opportunities to gain career readiness skills that will serve them for many years after they leave Appalachian. Student employee job descriptions and evaluations must align with the National Association of Colleges and Employers (NACE) Career Readiness Competencies, Appalachian’s new standard for student employment excellence.

University Libraries will periodically update student job descriptions to adhere to University NACE Competencies requirements.
Supervising Students

Supervisor’s Duties and Responsibilities

Covid Reporting

For the guidance on COVID related reporting procedure for the library, please follow Covid 19 Reporting Process for Library

Early Intervention Team Reporting

The Early Intervention Team is a faculty and staff-led entity, with consultation from Counseling and Psychological Services, the Student Wellness Center, the Institute for Health and Human Services, the Student Learning Center, the University College Academic Advising and Orientation Center and a number of other units and campus personnel. The team’s main function is to meet with students who are showing signs of difficulty with university life and who have been referred by faculty or staff. https://eit.appstate.edu/
Title IX

Title IX of the Education Amendments of 1972 (“Title IX”) prohibits discrimination on the basis of sex under any educational program or activity receiving federal financial assistance. Accordingly, educational institutions that receive federal funds must respond promptly and effectively to incidents of sexual harassment, including incidents of sexual violence that create a hostile environment.
Supervising Students

Supervisor’s Duties and Responsibilities

Title IX: Policy 110 and 602.21.

In addition to our adherence to federal and state laws, including Title IX of the Education Amendments of 1972, Appalachian has its own internal policies regarding harassment, discrimination, and retaliation, including Policy 110 and the Code of Student Conduct, and adheres to University of North Carolina system-wide policies, including Policy 602.21. These policies communicate our expectations for behavior for all those affiliated with our institution.

Title IX Reporting
Title IX information and Resource Guide
Policy Manual: Discrimination and Harassment
Supervising Students
Supervisor’s Duties and Responsibilities

At Appalachian, a Responsible Employee who obtains knowledge of Prohibited Conduct must report such information to the Office of Title IX Compliance within 72 hours).

Title IX Reporting - All Supervisors are RESPONSIBLE EMPLOYEES and Must report

Title IX information and Resource Guide
Policy Manual: Discrimination and Harassment
Payroll Information - University Policy

On the worksheet:
1. Supervisor fills in the written information for each student
2. Student completes university timesheet, signs and sends to supervisor.
3. Supervisor signs and sends to approver (or approves).
4. Student enters exact time on the timesheet into banner
5. Approver assures both forms match and approves time submitted.
6. Approver then sends timesheets and total sheet to Admin

This video was shared by Bryan Estel in April, 2020. How to add digital signature to pdf files
Payroll Information - Library Policy

1. Students log into Banner and submits time worked

2. Supervisors/approvers log into Banner, view individual student’s hours, checks for accuracy.

3. Next, click on the three vertical dots to bring up the print options.

4. From the vertical three dot menu, select Print, then click on the destination drop menu.

5. When the print menu pops up click on the destination drop menu. From the drop menu, select “Save as PDF”.
6. Once the timesheet has been saved as a PDF it can be opened in Adobe Acrobat or other PDF viewer/editors. In Adobe Acrobat select the “Tools” option.

7. From the Tools menu select “Edit PDF”. On the edit toolbar select “Add Text”.
8. Create/Add a text box to the pdf where you can enter any additional information. When you are done adding text, click the “Close” button. Don’t forget to save any changes you have made to the PDF. The PDF is now ready for the supervisor to approve the hours.

9. Supervisor approves time submitted and signs on the electronic timesheet (This has to be electronically signed, types names are not acceptable). If there is an error, supervisor points out edits/changes to the approver. Supervisor then sends changes to the approver.
10. Approver must reject the submission, contact student and ask student to correct time in banner. Repeat steps 1-7 until correct time has been entered.

11. The approver can now approve the hours within banner.

12. The PDFs along with the totals sheet submitted to Admin.
Payroll Information - Library reconcile

On the worksheet:
1. Put org.code on the sheet at the top.
2. Change the pay period & payroll dates of the worksheet to correspond to the current pay period.
3. Send the worksheet to Admin. the same day the payroll is submitted.

<table>
<thead>
<tr>
<th>Department</th>
<th>Pay Period:</th>
<th>Org.Code:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Supervisor</td>
<td>Month/Year:</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Temporary Students</th>
<th>Total Hours</th>
<th>Wage/Hour</th>
<th>Total Payroll</th>
<th>Work Study Students</th>
<th>Total Hours</th>
<th>Wage/Hour</th>
<th>Total Payroll</th>
</tr>
</thead>
<tbody>
<tr>
<td>Oscar Meyer</td>
<td>8.00</td>
<td>7.25</td>
<td>58.00</td>
<td>John Doe</td>
<td>7.00</td>
<td>7.25</td>
<td>50.75</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Jane Dough</td>
<td>4.50</td>
<td>8.00</td>
<td>36.00</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>TYPE STUDENT NAME</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>PUT IN WAGE PER HOUR</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>SAVE WORKSHEET</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>THEN USE AS A TEMPLATE FOR</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>EACH PAYROLL PERIOD FOR TERM</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>TOTALS</td>
<td>8.00</td>
<td></td>
<td>58.00</td>
<td>TOTALS</td>
<td>6.00</td>
<td></td>
<td>66.00</td>
</tr>
</tbody>
</table>
1. ALL STUDENT TIMESHEETS (screenshots) will be saved by the Approver with the Rate of pay at the **top of each page**.

2. The timesheets will be **signed and dated** by the Supervisor if the Approver is not the Supervisor. If the Approver is also the Supervisor, their signature is required. ALL signatures will be done in Adobe sign. Typed in names of the Supervisor or Approver will not be accepted.

3. ALL files need to have the same naming convention. (*The students Last Name and First Name must be used, no nicknames please*)

   **Pay period (space) LAST Name (space) FIRST Name**

   **EXAMPLE:**  SM19 Doe, Jane
SM PAYROLL GUIDELINES

BEGINNING WITH SM 19 / FY 2020-2021

4. A file will be created on the M:drive created by the TECH Dept … each Approver will have access to this SECURE file.

A folder for each Approver will be on this drive and you will be responsible for placing each SM pay period timesheet for each student in Your folder within 5 business days after the Date of Approval in Banner.

EXAMPLE OF FILE: Approver Last Name Dept Name or initials (space) Org code number

Fletcher Mailroom 275000                        Travis LRS 275002
Cooper Special Collection 275010             Doherty RAM 275014

Inside each Approver folder will be the appropriate SM folder which will include 2 pay periods

EXAMPLE: SM19-20
Payroll Information - Library Policy

SM PAYROLL GUIDELINES
BEGINNING WITH SM 19 / FY 2020-2021

The university requires 2 pay period reconciles each month.

Once the folder is created on the M: drive, the data will be safe and backed up in case of individual computer crashes, power outage, or a newly assigned the Approver position.

Records can easily be accessed by Admin and our Tech Dept can give access to the new Approver easily. No records will be lost and by using a universal File Naming convention it will also be searchable or easily found for audit purposes.

By having the supervisor Adobe sign the document, email chains will not be required. Adobe sign assures that the Supervisor was the person who signed it, the Supervisor also needs to put the date after their name, for auditing purposes.

This video was shared by Bryan Estel in April, 2020. [How to add digital signature to pdf files]
## Payroll Information – Pay Period Dates

<table>
<thead>
<tr>
<th>Payroll Number</th>
<th>Semi Monthly Reporting Start Date</th>
<th>Semi Monthly Reporting End Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>12/16/2019</td>
<td>12/31/2019</td>
</tr>
<tr>
<td>2</td>
<td>1/1/2020</td>
<td>1/15/2020</td>
</tr>
<tr>
<td>3</td>
<td>1/16/2020</td>
<td>1/31/2020</td>
</tr>
<tr>
<td>4</td>
<td>2/1/2020</td>
<td>2/15/2020</td>
</tr>
<tr>
<td>5</td>
<td>2/16/2020</td>
<td>2/29/2020</td>
</tr>
<tr>
<td>6</td>
<td>3/1/2020</td>
<td>3/15/2020</td>
</tr>
<tr>
<td>7</td>
<td>3/16/2020</td>
<td>3/31/2020</td>
</tr>
<tr>
<td>8</td>
<td>4/1/2020</td>
<td>4/15/2020</td>
</tr>
<tr>
<td>9</td>
<td>4/16/2020</td>
<td>4/30/2020</td>
</tr>
<tr>
<td>10</td>
<td>5/1/2020</td>
<td>5/15/2020</td>
</tr>
<tr>
<td>11</td>
<td>5/16/2020</td>
<td>5/31/2020</td>
</tr>
<tr>
<td>12</td>
<td>6/1/2020</td>
<td>6/15/2020</td>
</tr>
<tr>
<td>13</td>
<td>6/16/2020</td>
<td>6/30/2020</td>
</tr>
<tr>
<td>14</td>
<td>7/1/2020</td>
<td>7/15/2020</td>
</tr>
<tr>
<td>15</td>
<td>7/16/2020</td>
<td>7/31/2020</td>
</tr>
<tr>
<td>16</td>
<td>8/1/2020</td>
<td>8/15/2020</td>
</tr>
<tr>
<td>17</td>
<td>8/16/2020</td>
<td>8/31/2020</td>
</tr>
<tr>
<td>18</td>
<td>9/1/2020</td>
<td>9/15/2020</td>
</tr>
<tr>
<td>19</td>
<td>9/16/2020</td>
<td>9/30/2020</td>
</tr>
<tr>
<td>20</td>
<td>10/1/2020</td>
<td>10/15/2020</td>
</tr>
<tr>
<td>21</td>
<td>10/16/2020</td>
<td>10/31/2020</td>
</tr>
<tr>
<td>22</td>
<td>11/1/2020</td>
<td>11/15/2020</td>
</tr>
<tr>
<td>23</td>
<td>11/16/2020</td>
<td>11/30/2020</td>
</tr>
<tr>
<td>24</td>
<td>12/1/2020</td>
<td>12/15/2020</td>
</tr>
</tbody>
</table>
Please review the University Libraries Student Employee Supervisor Training Handbook.

Once you have reviewed the document, please sign, get Coordinator or Direct Report’s signature and add to your personnel file.

I _______________________ (Print Name)

have read and understand the policies and procedures in the University Libraries Supervisor Handbook and hereby agree to the terms as an employee of the University Libraries and a Supervisor of student employees.

I agree to abide by and follow all procedures that relate to my job. I also understand that if my work is not satisfactory and/or I violate University or departmental polices set forth in this handbook, I can and maybe subject to disciplinary action.

________________________________
Signature

________________________
Date

________________________________
Coordinator Signature
Questions?

For Student Employment Questions
Andrea Tester
testeran@appstate.edu
x6535

Sujata Paudel
paudels@appstate.edu
X2768

For Payroll Questions
Derena Bradley
bradleydl@appstate.edu
x2800

Melody Campbell
cmpbllmk@appstate.edu
x6536

Concerns about a student

Lynn Patterson
pattersondl@appstate.edu
x2087