STUDENT EMPLOYEE TRAINING SEMINAR

Jashinna Henderson – Assistant Director Student Employment
Maija Turner – Administrative Assistant
EMPLOYMENT: A WORTHWHILE EXPERIENCE

- Opportunity to learn
- Develop and practice professionalism
- Develop professional contacts
- Paycheck!!!!
PERSONAL APPEARANCE

- Wear clean clothes that give you proper coverage
- Avoid wearing clothes with holes, tears, or offensive messages
- Always wear a smile
WORK ETHIC

- Your work reflects the kind of person you are
- If you’re up to date with your work, offer to help someone else
- Office talk should stay at the office and not become campus gossip
University – students must be enrolled in 12 or more hours

Federal Work Study – students must be enrolled in 6 or more hours
ON THE TELEPHONE

- Answer promptly
- Identify yourself, department, and offer assistance
- Pay close attention
- Repeat the telephone number when taking messages
HANDLING DIFFICULT PEOPLE

- Maintain eye contact and give your undivided attention
- Listen carefully to find out what the problem is behind the emotion
- Research the problem and decide who can help
- Refer them to your supervisor if you are unable to help or communicate with them
AT YOUR WORKPLACE

- Try to be courteous and helpful
- ALWAYS be on time
- COMPLETE YOUR TIMESHEETS DAILY
- NEVER study while you are on the job
- Know Who’s Who on campus
Available on Banner Self Service

LOG IN EACH DAY AND COMPLETE YOUR TIME SHEET

You may enter time from any computer that has access to the internet (home, school, phone, etc.)

Time must be entered in 15 minute increments only (Ex: 8:15, 10:30, 2:45)

Must ‘Submit For Approval’ by 5:30 p.m. the day after the pay period is over

DO NOT exceed max hours

Must be approved by your supervisor
Students are ONLY allowed to work the number of hours permitted on their signed contract
The work week is Sunday – Saturday
**Time Sheet Selection**

- **Title and Department**: Student Employee, 970038-00
- **Pay Period and Status**: Feb 01, 2020 to Feb 15, 2020 In Progress

Click **Time Sheet**
## Time And Leave Reporting

Select the link under a date to enter hours or days. Select Next or Previous to navigate through the dates within the period.

### Time Sheet
- **Title and Number:**
- **Department and Number:**
- **Time Sheet Period:**
- **Submit By Date:**

<table>
<thead>
<tr>
<th>Earning</th>
<th>Shift</th>
<th>Default Hours or Units</th>
<th>Total Hours</th>
<th>Total Units</th>
<th>Thursday Jan 16, 2020</th>
<th>Friday Jan 17, 2020</th>
<th>Saturday Jan 18, 2020</th>
<th>Sunday Jan 19, 2020</th>
<th>Monday Jan 20, 2020</th>
<th>Tuesday Jan 21, 2020</th>
<th>Wednesday Jan 22, 2020</th>
</tr>
</thead>
<tbody>
<tr>
<td>Stud Emp University Earnings</td>
<td>1</td>
<td>0</td>
<td>47.26</td>
<td></td>
<td>6</td>
<td>6</td>
<td>Enter Hours</td>
<td>Enter Hours</td>
<td>Enter Hours</td>
<td>1.25</td>
<td>8</td>
</tr>
<tr>
<td>Total Hours</td>
<td></td>
<td></td>
<td>47.26</td>
<td></td>
<td>6</td>
<td>6</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>1.25</td>
<td>8</td>
</tr>
<tr>
<td>Total Units</td>
<td>0</td>
<td></td>
<td>0</td>
<td>0</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>0</td>
<td>6</td>
</tr>
</tbody>
</table>

**Submitted for Approval By:**
- **Approved By:**
- **Waiting for Approval From:**

You on Jan 31, 2020
- Lakeisha Johnson on Feb 03, 2020
DIRECT DEPOSIT

- Funds available on the 1st and 15th of each month
- Paycheck deposited into your personal checking or savings
- First check is picked up at Fee Collections with a Student ID
- To view your check stub go to Banner Self Service
- If your account changes notify Student Employment immediately
Submit resignations in writing

Students may be terminated if not performing up to expected standards or for any acts of misconduct.

Students may appeal terminations.
Acts of violence

Theft, fraud or the temporary taking or use/misuse of university or personal property

Harassing conduct of any kind

Violation of the privacy rights of others and/or misuse/unauthorized use of confidential information

Possession or use of alcohol or drugs
ALL student employees are required to complete these one hour trainings once a year:

- Sexual Harassment Training
- Ethics Training – Students must upload the certificate once complete.
- Cyber Security Training

The trainings will be available on your Moodle account once you have signed your paperwork. You have two weeks to complete the trainings.
Please contact the Student Employment Office at 985.448.4043 if you have any questions.

You can contact Jashinna Henderson at jashinna.henderson@nicholls.edu or by phone at 985.449.7176 if you have any questions.