



Nicholls State University

STUDENT EMPLOYEE TRAINING SEMINAR

Jashinna Henderson – Assistant Director Student Employment

Maija Turner – Administrative Assistant



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EMPLOYMENT: A WORTHWHILE EXPERIENCE

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



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PERSONAL APPEARANCE

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



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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



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TYPES OF STUDENT EMPLOYMENT

- **University** – students must be enrolled in 12 or more hours
- **Federal Work Study** – students must be enrolled in 6 or more hours



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ON THE TELEPHONE

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



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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



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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



TIME SHEETS

- 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



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HOURS PER WEEK

- Students are **ONLY** allowed to work the number of hours permitted on their signed contract
- The work week is Sunday – Saturday




[Personal Information](#) [Student](#) [Financial Aid](#) **EMPLOYEE**

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Time Sheet Selection

 Make a selection from My Choice. Choose a Time Sheet period from the pull-down list. Select Time Sheet.

Title and Department

My Choice

Pay Period and Status

Student Employee, 970038-00 
Enrollmt Serv-Financial Aid, 5413

Feb 01, 2020 to Feb 15, 2020 In Progress ▼

RELEASE: 6.12.1.5



Personal Information Student Financial Aid **EMPLOYEE**

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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: Student Employee -- 970038-00
Department and Number: Enrollmt Serv-Financial Aid -- 5413
Time Sheet Period: Jan 16, 2020 to Jan 31, 2020
Submit By Date: Feb 03, 2020 by 05:30 PM

Earning	Shift	Default Hours or Units	Total Hours	Total Units	Thursday Jan 16, 2020	Friday Jan 17, 2020	Saturday Jan 18, 2020	Sunday Jan 19, 2020	Monday Jan 20, 2020	Tuesday Jan 21, 2020	Wednesday Jan 22, 2020
Stud Emp University Earnings	1	0	47.25		6	6	Enter Hours	Enter Hours	Enter Hours	1.25	8
Total Hours:			47.25		6	6	0	0	0	1.25	8
Total Units:		0		0	0	0	0	0	0	0	0

[Position Selection](#) [Comments](#) [Preview](#) [Next](#)

Submitted for Approval By: You on Jan 31, 2020
Approved By: Lakeisha Johnson on Feb 03, 2020
Waiting for Approval From:

RELEASE: 8.14.0.1



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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



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RESIGNATION AND TERMINATION

- 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.



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ACTS OF MISCONDUCT

- 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



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REQUIRED TRAININGS

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.



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THANK YOU!

- 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.