STUDENT EMPLOYEE TRAINING SEMINAR

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

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

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.)

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.
# My Profile

## Pay Information

- Latest Pay Stub: 10/15/2021
- All Pay Stubs
- Direct Deposit Information
- Deductions History

## Earnings

## Benefits

## Taxes

## Job Summary

## My Activities

- Approve Time
- Campus Directory
- Employee Menu
### Employee Dashboard - Timesheet

#### Timesheet

<table>
<thead>
<tr>
<th>Approvals</th>
<th>Pay Period</th>
<th>Hours/Units</th>
<th>Submitted On</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Timesheet</td>
<td>11/01/2022 - 11/15/2022</td>
<td>144.25 Hours</td>
<td>In Progress</td>
<td></td>
</tr>
</tbody>
</table>

**Pay Period:**
- 11/01/2022 - 11/15/2022

**Hours/Units:**
- 144.25 Hours

**Submitted On:**
- In Progress

**Status:**
- 1

**Prior Periods:**
- 11/01/2022 - 11/15/2022

**Employee:**
- SF - Financial Aid, 971038-00, N, S413, Enrollmt Serv-Financial Aid
<table>
<thead>
<tr>
<th>Week</th>
<th>Total Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Week 1</td>
<td>6.00</td>
</tr>
<tr>
<td>Week 2</td>
<td>8.50</td>
</tr>
<tr>
<td>Week 3</td>
<td>4.75</td>
</tr>
</tbody>
</table>

Comment (Optional):

Add Comment

I certify that the time entered represents a true and accurate record of my time. I am responsible for any changes made using my ID.
The timesheet has been successfully submitted.

Submitted On 11/15/2022, 02:53 PM

Total: 2.00 Hours

Account Distribution
- 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
RESIGNATION AND TERMINATION

- Submit resignations in writing
- Termination policy
- Appeal process for terminations
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
ALL student employees are also required to complete these one hour trainings once a year on Canvas:

- Ethics
- Cybersecurity
- Sexual Harassment
THANK YOU!!!