



Nicholls State University

STUDENT EMPLOYEE TRAINING SEMINAR

Jashinna Henderson – Assistant Director Student Employment



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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



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TIME SHEETS

- 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



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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



myNicholls



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MOODLE



BANNER 8 SELF-SERVICE



EMPLOYEE SELF-SERVICE



STUDENT REGISTRATION



TUTORTRAC



GRADESFIRST



ZOOM



ONLINE FORMS



HOUSING PORTAL



PRESENCE



BANNER 9 ADMIN PAGES

🔒 VPN Required



Nicholls State University

My Profile

Pay Information

Latest Pay Stub: [11/15/2022](#)

[All Pay Stubs](#)

[Direct Deposit Information](#)


[Deductions History](#)

Earnings

Benefits

Taxes

Job Summary

 My Activities

Enter Time

Approve Time

Campus Directory

Employee Menu



Nicholls State University

[Employee Dashboard](#) • Timesheet

Timesheet

Approvals

Timesheet

Pay Period



Pay Period

Hours/Units

Submitted On

Status

SE - Financial Aid, 971038-00, N, 5413, Enrollmt Serv-Financial Aid

Prior Periods

11/01/2022 - 11/15/2022

19.25 Hours

In Progress



11/01/2022 - 11/15/2022

19.25 Hours



In Progress

Submit By 11/16/2022, 05:30 PM

SUNDAY

MONDAY

TUESDAY

WEDNESDAY

THURSDAY

FRIDAY

SATURDAY

13

14

2.75 Hours

15

2.00 Hours

16

17

18

19

[+ Add Earn Code](#)

Earn Code

Federal Work Study Earnings

Start Time

02:30 PM

End Time

04:30 PM

Hours

2.00

[+ Add More Time](#)

Total: 2.00 Hours

[Account Distribution](#)

01

15

02

30

PM

03

45

AM

CANCEL

SET

[Exit Page](#)

Cancel

Save

Preview

11/01/2022 - 11/15/2022

19.25 Hours ⓘ ○

SUNDAY

MONDAY

13

14

2.75 Hours

15

2.00 Hours

Federal Work Study Earings 02:30 PM - 04:30 PM 2.00 Hours

⊕ Add More Time

Total Units

0.00

Weekly Summary

Week	Total Hours
Week 1	6.00
Week 2	8.50
Week 3	4.75

Comment (Optional):

Add Comment

2000 characters remaining

☒ 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.

Cancel

Submit

In Progress

Submit By 11/16/2022, 05:30 PM

FRIDAY

SATURDAY

18

19

Total: 2.00 Hours

[Account Distribution](#)


Exit Page

Cancel

Save

Preview

✓ The timesheet has been successfully submitted.

 [Leave Balances](#)

[Pending](#) Submitted On 11/15/2022, 02:53 PM

THURSDAY

FRIDAY

SATURDAY

17

18

19



Total: 2.00 Hours | [Account Distribution](#)

[Recall Timesheet](#)

[Preview](#)



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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
- Termination policy
- Appeal process for 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 also required to complete these one hour trainings once a year on Canvas:
 - Ethics
 - Cybersecurity
 - Sexual Harassment



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THANK YOU!!!