Top 5 Questions from Student Employee Managers
Once you join a webinar, you will see two GoToWebinar attendee components: the **Attendee Viewer Window** and **Attendee Control Panel**.
When you first join a webinar, the Attendee Control Panel appears on the right side of your desktops and then minimizes to the side. The Attendee Control Panel gives attendees access to various Webinar functions. The Attendee Control Panel is comprised of three panes – My Details, Webinar Info and Question and Answer – and the Grab Tab.
The **Attendee Control Panel Grab Tab** enables Attendees to minimize the Control Panel to the side of their desktops and change the way the Presenter’s desktop is displayed in the Viewer Window. The Grab Tab changes depending on the status of the Viewer Window.

The **Attendee Viewer Window** is where the image of the presenter’s desktop is displayed to attendees. The Viewer Window appears on the left side of your desktop and can be displayed in either Window Mode or Full Screen Mode.

- To display the Viewer Window in Window mode:
  - From the Attendee Grab Tab, click the Window Mode button OR
  - From the Attendee Control Panel View Menu, select Window.

- To display the Viewer Window in Full Screen mode:
  - From the Attendee Grab Tab, click the Full Screen Mode button OR
  - From the Attendee Control Panel View Menu, select Full Screen.
Presented by:

Joe Mix, Assistant Director of Student Employment
Agenda:

- Question(s) regarding student work eligibility
- How-to: Terminations and using Manager Self-Service in Campus Connection
- Student Engagement: Ways of keeping students focused at their jobs
- Payment Options for Student Employees
- What’s next for OSE? Upcoming projects and offerings
Question 1: “I have a question about my student working...”
“...during lunch. Do they get a break?”

Audience Poll: Do you offer your students any sort of break period?

Yes – offer a break once per shift (paid)
Yes – offer a break once per shift if they work over lunch
Yes – offer a break (unpaid)
No – no breaks offered (we need the coverage!)
By Illinois law, any employee working more than 7.5 consecutive hours shall be provided a minimum of 20 minutes of unpaid time for lunch with the break being given no later than 5 hours after beginning work. These employees should not be allowed to work through or otherwise forego the break.
OSE’s Take:

- **Be consistent** — If you have one student who works a 5 hour shift who receives a break, any student working 5 hours should get a break too.

- **Grant a 30 minute lunch period if working a full day** — Have you ever tried working while hungry? Having a break can help you refocus.

- **Paid vs. Unpaid** — Paid when possible (check with your budget manager to verify funding)

- **No work during their break** — if the student can get a break, suggest they get out of the office or otherwise go to a spare room
“...during school breaks. Can they work more than 25 hours?”

- **Yes!** — Domestic students can work up to 40 hours per week during school breaks although overtime (time and a half) will incur for any hours worked over 40.

- **Yes!** — International students can also potentially work over their normal 20 hours per week so long as they have prior approval from the Office for International Students and Scholars (OISS).

https://studentemployment.depaul.edu/policies/
“...when their GPA falls below a 3.0. Are they still allowed to work on-campus?”

• Yes!

• Departments may have their own requirements for certain positions, but there is no university policy mandating a specific GPA requirement.
Question 2: “How do I submit a termination for a student employee?”
PeopleSoft Manager Self-Service Function

Main Menu/Manager Self Service/Job and Personal Information

Step-by-step guide
PeopleSoft Manager Self-Service Function

Terminate Employee

Instructions

The Termination Date is the first date the employee is no longer employed at DePaul University. Select Submit once you have entered the termination information.

Reason for Termination

<table>
<thead>
<tr>
<th>Empl ID</th>
<th>1318843</th>
</tr>
</thead>
<tbody>
<tr>
<td>Job Title</td>
<td>Student Service Participant</td>
</tr>
</tbody>
</table>

| Termination Date | 04/01/2015 |

<table>
<thead>
<tr>
<th>Reason for Termination</th>
</tr>
</thead>
</table>

| Comments |

Termination Documentation

<table>
<thead>
<tr>
<th>Attached File Name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
</tr>
</tbody>
</table>

Submit
PeopleSoft Manager Self-Service Function

The Termination Date is the first date the employee is no longer employed at DePaul University. Select Submit once you have entered the termination information.

Reason for Termination

Empl ID: 1318843
Job Title: Student Service Participant

Termination Date: 04/01/2015

Reason for Termination:
- Attendance
- Contract Not Renewed
- Death
- Discharge
- Elimination of Position
- End Temporary Employment
- End of Demand
- End of Funding
- Resignation
- Graduated
- Job Abandonment
- Misconduct
- Personal Reasons
- Reject Employment Offer
- Return to School
- Student Employment Ineligible
- Unsatisfactory Performance

 Attached File Name
1. Graduated

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**Termination Document**

**Attached File Name**

1
PeopleSoft Manager Self-Service Function

Main Menu/Manager Self Service/Job and Personal Information

- Also used for submitting reporting changes (step-by-step instructions)
PeopleSoft Self-Service Function

Main Menu/Self Service/Payroll and Compensation

- Check in with your student in the first week to make sure that they’ve entered direct deposit information
- Same navigation can be used to update State/Federal Taxes (and for printing tax forms)
  - Instructions to update Tax information
  - Instructions to update Direct Deposit
Break time: Audience Questions
Question 3: “How do I keep my students engaged at work?”
Audience Survey: What do you do to keep employees interested at their job?
Creating High-Impact Opportunities

- **Provide Learning Outcomes**
  - What should they know before and after the job?

- **Discuss Transferrable Skills**
  - What skills from the job can be utilized in the future?

- **Implement Projects**
  - How would the project develop professional goals?
National Student Employment Week

April 13-17th
National Student Employment Week

- Monday, 4/13: Office Decorating Day
- Tuesday, 4/14: Professional Development Day
  - Contact OSE for setting up trainings with your staff
- Wednesday, 4/15: Student Appreciation Day
- Thursday, 4/16: Department Competition Day
  - Get a team for dodge ball at the Ray
- Friday, 4/17: SUPOTY and SEOTY Announcements

- Official Schedule of Events
Question 4: “What options do I have for paying my students?”
When can I pay a student by stipend?

- Situations in the office make it difficult for me as manager to approve time each week.
- Students have a tough time remembering to submit time.
- Students are doing advanced work (tech-related, student manager, etc.) which would normally be considered salaried.
- Students work inconsistent hours each week.

None of these!
Student pay is *always* based on the position

Acceptable forms of stipend pay:
- Resident Assistants
- Teaching Fellows (only schools that have a doctoral program)
- Graduate Assistants (must be teaching or conducting research)
- Internships
- Student Mentors

All of these should be vetted through OSE prior to beginning payment
# Student Employment Position Classifications

[https://studentemployment.depaul.edu/hire/classifications.aspx](https://studentemployment.depaul.edu/hire/classifications.aspx)

<table>
<thead>
<tr>
<th>DePaul Employee Type</th>
<th>Definitions</th>
<th>Payment Options</th>
<th>Examples of Positions on Campus</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Student Service Employee</strong></td>
<td>Current student of DePaul, either graduate or undergraduate (including Federal Work Study candidates), engaged in a part-time employment capacity. These individuals perform duties that fall within the University's Ladder of Employment.</td>
<td>• Hourly wage</td>
<td>• Ladder Level A: Receptionist, Student Assistant I</td>
</tr>
<tr>
<td><strong>Resident Assistant</strong></td>
<td>Current student of DePaul, either undergraduate or graduate, serving as a live-in residence hall assistant or dormitory counselor.</td>
<td>• Stipend</td>
<td>• Ladder Level B: Library Assistant, Data Entry Clerk</td>
</tr>
<tr>
<td><strong>Graduate Assistantship (teaching or research)</strong></td>
<td>Current graduate student at DePaul awarded their assistantship by the department or college, who participates in supervised teaching or research in the course of obtaining a graduate degree in the same field from DePaul.</td>
<td>• Housing allowance • Meal plan</td>
<td>• Ladder Level C: Lifeguard, Graphic Designer</td>
</tr>
<tr>
<td><strong>Teaching Fellow</strong></td>
<td>Current student of DePaul pursuing a PhD or other terminal degree teaching one or more courses for their department related to their degree program.</td>
<td>• Stipend AND Tuition waiver (both required)</td>
<td>• Ladder Level D: Student Manager, Data Analyst</td>
</tr>
<tr>
<td><strong>Internship - DePaul Student</strong></td>
<td>Current student of DePaul, either graduate or undergraduate, engaged in a closely supervised, out-of-classroom experience providing the student with career-related learning and training. May be used to receive credit for academic internship course (i.e., UIS 250, 350).</td>
<td>• Stipend based on # of courses taught per quarter</td>
<td>• Residential Advisor</td>
</tr>
<tr>
<td><strong>Student Mentor (or Extracurricular Participant)</strong></td>
<td>Current student of DePaul, either undergraduate or graduate, participating in a program or activity that is generally recognized as extracurricular.</td>
<td>• Hourly wage • Other (OSE approval required prior to onset of internship) • One-time Payment</td>
<td>• Facility Assistant</td>
</tr>
</tbody>
</table>

• CDM Graduate Assistant
• College of Communication Graduate Assistant
• Center for Latino Research Graduate Assistant
• CDM Teaching Fellow
• Philosophy Teaching Fellow
• Psychology Teaching Fellow
• Chicago Quarter Mentor
• DePaulia Writer
• STARS Peer Mentor
• Writing Center Writing Tutor
Question 5: “What’s new or upcoming for OSE?”
Student Employment Online Pay

More information can be found here:
http://financialaffairs.depaul.edu/payroll/payment_request.htm
**Student Employment Online Pay**

### General Information
- **Pay Begin Date:** 04/06/2015
- **Action:** Start Pay
- **Department for Routing:** 593110 Award Recognition

### Payee Information

<table>
<thead>
<tr>
<th>Empl ID</th>
<th>Name</th>
<th>Position Number</th>
<th>Total Pay</th>
</tr>
</thead>
<tbody>
<tr>
<td>1191145</td>
<td>Mix, Joseph C.</td>
<td>01001748</td>
<td>$3,000,000</td>
</tr>
</tbody>
</table>

### Identify Payment Funding
- Budget Exists
- Budget Change Required

### Attachments
- Add Attachment

### Workflow and Approvals
- Comments: Amazing Webinar Skills!!

[Save][Submit][Cancel]
Trainings for Student Employees

(for management results)

• Working with Challenging Customers

• Giving Effective Feedback in the Workplace
  - In Partnership with the Student Leadership Institute

• 4 Steps to Positive Cross-Cultural Communication
  - In Partnership with the Student Leadership Institute
Trainings for Student Employees

(for developmental purposes)

• Transferrable Skills: Your On-Campus Job and Beyond

• Discover your Strengths
  -In Partnership with the Student Leadership Institute

• Using MBTI to Enhance your Student Employment Experience
Minimum Wage Increase for July 1, 2015

• Chicago increasing minimum wage from $8.25 to $10.00

• DePaul has already budgeted to increase students below $10.00 to increase their pay (department does NOT have to make up the difference)

• What is NOT budgeted are students who are currently at or above $10 to increase their pay
New-look SEAF!

**Student Employee/Supervisor Information (Must complete all fields)**

<table>
<thead>
<tr>
<th>Student DePaul ID#</th>
<th>Student Last Name</th>
<th>Student First Name (M.I.)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student E-mail</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Department Name</td>
<td>Room/Building/Campus</td>
<td>Position Title</td>
</tr>
<tr>
<td>Primary Supervisor Name</td>
<td>Primary Supervisor E-mail</td>
<td>Primary Supervisor DePaul ID#</td>
</tr>
<tr>
<td>Secondary Supervisor Name (optional)</td>
<td>Secondary Supervisor E-mail</td>
<td>Secondary Supervisor DePaul ID#</td>
</tr>
</tbody>
</table>

**Actual Start Date or Effective Date**

(Used for Federal Form I-9 compliance monitoring)

____/____/____

**Type of Request** (Please select one)

- [ ] New Hire
- [ ] Re-Hire
- [ ] One-Time Payment
- [ ] Salary Change
- [ ] Position Number Transfer* Transfer from one student position to another student position

**Important Instructions:**

Student Employees must deliver this form in person to The Office of Student Employment/Career Center BEFORE the first day of employment to verify work authorization and complete DePaul University hiring paperwork.

Thanks for your participation!

Audience Questions