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## Supervisors

### General FAQ

- < If a student is new to student employment at DePauw, they are NEVER allowed to start working before their paperwork has been finished. Student employment will always notify you once they have cleared; if you've not gotten that notification do not start them. If you're unsure reach out to student employment. It is on you as a student supervisor to avoid a situation where a student ends up breaking the rules because they were started before they should have been. There are never any exceptions to this rule; we CANNOT have students working who aren't legally cleared to do so.
- < Work study balances can now be seen in ADP by the student: if a supervisor wishes to know their student's balance they can reach out to student employment financial aid or payroll.
- < Students who have worked on campus before will still have to apply through ADP; they will not have to redo any paperwork.
- < ADP RM acts as a regular job board so academic year-based date restrictions will no longer be in place, like they were in eServices.
- < Supervisors should schedule student hours based upon the remainder of their student employment budget.
- < Students are responsible for inputting their own hours into ADP. While you as a supervisor must approve those hours, you should not be recording them on behalf of your student who is simply not doing so. If you have informed your student that they need to input their hours and they continue not doing so, inform student employment immediately. A meeting will be scheduled with the student to warn them that if they do not start inputting their own hours, further disciplinary action, up to and including their suspension from student employment at DPU, may be taken.
- < It is on you as a student supervisor to make sure hours are correctly input into ADP and approved when they should be. If you have issues approving or getting a student to input their own hours, please reach out to student employment.
- < Supervisors are not permitted to have students complete personal tasks for them while on the clock. Some examples include; babysitting, picking up kids from daycare, grocery shopping, ETC. Student employees are to carry out the tasks included in their job descriptions pertaining to DePauw functions; they are not personal assistants and should NEVER be treated as such.
- < Unless a student is specifically hired in a teaching related position (STEM guide, tutor, ETC) they should not be participating in activities related to other student's education: proctoring exams, teaching or tutoring in a professor's absence, ETC.
- < It is exp

## Process:

Everything student employment related will now be centralized in ADP. Students will apply for jobs, fill out all of their paperwork, input their pay methods and track their time through ADP RM/WFN. The step-by-step process is stated below.



1. Submit the [Requisition Request Form \(RRF\)](#) when you have a hiring need. (Please note that the RRF has been a

## ADP RM &amp; WFN

ADP WFN (WorkForce Now) is the HRIS (Human resource information system) we use for timecards and paychecks; we will now use ADP RM (Recruitment Manager) for job applications and for paperwork as well. All student supervisors will need to have an ADP RM login so they can manage their students and review applications for their positions. They will not actually be able to move students along in the hiring process; that responsibility will go to student employment.

All a supervisor will have to do is interview and choose which student(s) they want to hire and notify student employment utilizing the ISH form: student employment will disposition them in the system and prompt them to get their paperwork done. All standing job descriptions are currently being loaded into ADP so we can make job applications from them. If you have a new job or want to make a change to an existing job description, please reach out to [chloeosullivan@depauw.edu](mailto:chloeosullivan@depauw.edu)

All supervisors should be familiar with approving hours in ADP WFN for their students; this process will not change. Students will input their hours onto their timecard with every shift, at the end of the pay period, supervisors will review and approve those hours so their students can get paid. For more information about approving hours, please refer [to this job aid](#).

## Exceptions:

- ◁ If you feel that a job you supervise needs to be reclassified from standard to skilled/specialized, please reach out to [chloeosullivan@depauw.edu](mailto:chloeosullivan@depauw.edu) with a justification. The exceptions committee will meet to discuss their situation and you will hear back one way or the other with an answer via email.

## Wage Guidelines

After reviewing job descriptions, student employment will be responsible for assigning a wage tier to each student position by analyzing the duties of the position.

The current wage tiers are as follows:

- \$9 an hour for jobs with a lower specialization level
- \$10 an hour for jobs with an intermediate specialization level
- \$11 an hour for jobs with a higher specialization level

If your position currently makes more than these tiers, or you feel it should make more than these tiers, you will need approval from your VP to pay it at a higher rate, documentation of which will need to be sent to student employment and payroll.

If you feel that the wage tier assigned to your position does accurately reflect the duties of the position, you may request a review by filling out this form.

[https://docs.google.com/forms/d/e/1FAIpQLSedqy71OMkNx5VQd0RyapQWUtiRb75yz1iNtmiNUDQWbBh69A/viewform?usp=sf\\_link](https://docs.google.com/forms/d/e/1FAIpQLSedqy71OMkNx5VQd0RyapQWUtiRb75yz1iNtmiNUDQWbBh69A/viewform?usp=sf_link)

## Office Guidelines

- ◁ As mentioned in the student portion, there are no official office guidelines that stretch across every department on campus, aside from attendance, punctuality, and conduct at work.
- ◁ This is because every department is unique and has their own set of needs. What works in terms of dress code for the Hubbard Center may not work for athletics. What works in terms of homework on the clock might not be the same for the CDI as it is for the post office.
- ◁ Therefore, it is up to individual departments to determine what their stance on these issues (dress code, cell phone usage, and homework on the clock) is and to make sure that their students are aware

- ◁ of it. It is imperative to ensure that students are aware of your expectations of them for progressive discipline reasons.

### Progressive Discipline

- ◁ The progressive discipline policy has 5 stages. They are as follows:
- ◁ Counseling (having a discussion with your student regarding corrective action to their behavior)
- ◁ Verbal Warning (having a discussion with your student letting them know that the behavior discussed in counseling has not improved and that this is to be considered a verbal warning. You will document this by putting the

Terminations:

- < All student terminations must be run by HR and student employment before proceeding.
- < The steps of the progressive discipline policy must have been followed and documented/sent to student employment, barring