

Milwaukee School of Engineering



STUDENT EMPLOYMENT

MANUAL

Purpose of the Student Employment Program

The Student Employment Program is designed to promote the part-time employment of students who are pursuing a course of study at MSOE.

Employment under the Student Employment Program is available to all students. The purpose of the Student Employment Program is to provide the student with a valuable learning experience gained from campus employment.

Hiring Procedures

During the academic year, departments are requested to supply the Human Resources Office with their requirements as to how many students they will need for the academic year, as well as job descriptions for these positions. Job descriptions will include:

- Name of department
- Name and phone number of supervisor
- Purpose of job
- Description of job duties and responsibilities
- Job qualifications

The job description has several purposes. First it provides the information needed to explain the position to students. Second, the job description establishes a written record, for both student and supervisor, of the job duties and responsibilities.

After reviewing the job descriptions, students are encouraged to complete an application and forward it to the hiring supervisor. The department may interview and choose the student that best fits its needs.

Once the department makes an employment decision, a Student Employment Contract must be signed. This contract must be signed by both the student and the supervisor and returned to the Human Resources Office to complete the hiring process; **if the Human Resources Office does not receive the signed contract the student will not get paid and cannot start working; there are no exceptions.**

Students are encouraged to meet with their supervisors to discuss positions and schedules before classes begin.

Community Service Work-Study Positions

Students also have the opportunity to work off campus at various community service agencies rather than on campus. These agencies are generally within walking distance of MSOE and provide students the opportunity to earn money while working for a non-profit agency. Examples would include working as an elementary reading tutor or working for the Milwaukee Center for Independence. This is an excellent opportunity to help fund your education and help others at the same time.

Orientation

New students are required to attend an Orientation generally held the first or second week of classes. The purpose of the Orientation is to inform students of MSOE's policies and procedures regarding the Student Employment Program and to have students complete the appropriate forms.

All student employees must complete the Employment Eligibility Verification, also called Form I-9. To complete Form I-9, the student must present a state driver's license, or ID with photograph, and an original Social Security card or birth certificate issued by state, county or municipal authority and bearing a seal or other certification. A United States Passport also meets the identity and employment certification requirements. In addition to Form I-9, the student must also file a W-4 Form. The appropriate forms must be completed at the Orientation, or upon hire. In no case will a paycheck be disbursed if the student employee is not in compliance with the law.

Payroll Information

Compensation Rates:

	Office Support Positions	Physical Labor Positions	Technical Positions/Tutors	Off Campus Community Service Positions
1 st Year	\$7.00	\$7.50	\$8.50	\$9.00
2 nd Year	\$7.50	\$8.00	\$9.00	\$9.50
3 rd Year	\$8.00	\$8.50	\$9.50	\$10.00
4 th Year	\$8.50	\$9.00	\$10.00	\$10.50

Payroll Information (Continued)

Number of Hours per Week:

Student employees can work up to 20 hours per week during the academic year. During break periods, students can work up to 40 hours per week.

Time Cards (On Campus):

Student employees are required to record time worked on a time card with hours punched by a time clock. Time cards will be made available to the student each pay period by the Treasurer's Office. (If a student's time card is not available or is missing, please contact the Treasurer's Office.)

Hours not recorded, or recorded improperly, will not be used in computing pay. If hours have not been recorded, or have been recorded improperly by the time clock, the correct hours may be written in by the student's supervisor and initialed by the supervisor. The supervisor's initials must be present or the hours will not be used in computing pay.

Falsifying time cards may result in termination of employment and or revocation of Work-Study eligibility.

By Federal regulation, employees are required to be given breaks based on the number of hours they work. If a student works a shift of more than 6 hours, the time clock will automatically deduct a half hour.

Pay periods run from the 1st of the month to the 15th and from the 16th to the end of the month. Student employees are paid on the 5th and 20th of each month. Students may have their checks mailed to them, or they may authorize direct deposit into an account they specify.

Time Cards (Off Campus):

Student employees are required to record time worked on a time sheet provided to them by the Office of Student Financial Assistance. Time sheets will be made available to the student once the student is hired. Time sheets need to be faxed to the Treasurer's Office by the 1st and the 16th of the month.

Falsifying time sheets may result in termination of employment and or revocation of Work-Study eligibility.

By Federal regulation, employees are required to be given breaks based on the number of hours they work. If a student works a shift of more than 6 hours he/she should have a half hour unpaid meal period.

Pay periods run from the 1st of the month to the 15th and from the 16th to the end of the month. Student employees are paid on the 5th and 20th of each month. Students may have their checks mailed to them, or they may authorize direct deposit into an account

they specify.

Even though students working at a community service agency are working outside of MSOE, they are still considered MSOE employees and are paid by MSOE.

Benefits

Student employees are NOT eligible for employee benefits through neither MSOE nor their community service agency.

Responsibilities

Student Responsibilities

A student employee should make a serious commitment to his/her job. When hired for a position, the student becomes a member of a work unit that depends on him/her. Therefore, a student's responsibilities include the following:

1. Reporting to work at the agreed-upon time, ready to work
2. Attending to assigned duties on the job and not conducting personal business while at work
3. Working with a cooperative and positive attitude
4. Notifying the supervisor as soon as possible if the work schedule changes (Projects and exams may occasionally interfere with a work schedule; the student should notify the supervisor when such changes can be predicted.)
5. Working no more than 20 hours per week when classes are in session, and no more than 40 hours per week when classes are not in session
6. Notifying the supervisor of any job-related accident
7. Accurately reporting time worked by using the time card/time clock system provided
8. Monitoring the number of hours worked so as to not go over award limits
9. Maintaining confidentiality of all confidential information gained on the job
10. Complying with the policies and procedures set forth in the Student Handbook
11. Not working through scheduled classes or labs

Supervisor's Responsibilities:

Students will have a supervisor to which they report; the supervisors' responsibilities

include:

1. Assigning job duties
2. Developing a training program
3. Evaluating students' performance
4. Explaining office rules and expectations
5. Monitoring number of hours worked so students do not go over their award limits
6. Clarifying standards of adequate performance and providing corrective discipline if these standards are not met

Summer Employment

Student employment is available during the summer and follows the same hiring process listed above.

Compensation Rates:

	Office Support Positions	Physical Labor Positions	Technical Positions/Tutors
1 st Year	\$7.50	\$8.00	\$9.00
2 nd Year	\$8.00	\$8.50	\$9.50
3 rd Year	\$8.50	\$9.00	\$10.00
4 th Year	\$9.00	\$9.50	\$10.50

Hours per Week:

Students may work up to 40 hours per week during the summer months.