KEAN

Office of Human Resources

Student Employment Guidelines

Kean University Student Employment Guidelines

For Student Employees and Managers/Supervisors

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Overview

At Kean University, we believe that the development of employment skills works in partnership with academic programs of study in preparing students for their professional careers. Student employment at Kean University provides students with meaningful work experiences that may build both general skills, such as problem solving and teamwork, and/or specialized skills in a particular field or function. Additionally, student employment offers students the opportunity to make important contributions to our workforce community.

Categories of Student Employment

The following types of student employment titles are available at Kean:

- Student Assistant (designated for undergraduate students)
- Graduate Assistant (designated for graduate students)
- Doctoral Assistant (designated for graduate students)

Undergraduate Students

Student Assistant (SA)

Undergraduate Kean students are eligible for Student Assistant positions. This position may be paid on an hourly basis or an agreed upon total compensation. All undergraduate student employees hold the title of Student Assistant. Student Assistants can hold a maximum of one hourly position at a time.

Graduate Students

Graduate Assistant (GA) & Doctoral Assistant (DA)

The Office of the Provost and Senior Vice President for Academic Affairs manages the Graduate & Doctoral Assistantship Program, which offers work opportunities and full or partial merit-based scholarships to Kean graduate students. For more information, please visit the Graduate Assistantship Program webpage.

Prohibition on Dual Titles

Student employees may not hold two Kean University positions/titles simultaneously. All student employees are prohibited from working more than one hourly student employment position at a time. Student Assistants may work in non-hourly paid positions in addition to an hourly paid role with authorization. Graduate and Doctoral Assistants are not permitted to take on any additional paid assignments while working within the program.

Eligibility Requirements

An appointee to a student employment position must be registered for classes and enrolled at Kean University as a regularly matriculated student. These qualifications must be met at the time of hire and maintained throughout the course of the student's employment. Student employees who graduate or withdraw from Kean University, or who become otherwise not enrolled for classes, must stop working upon graduation, withdrawal, or non-enrollment. Further, in order to be considered for employment, students must possess those qualifications deemed appropriate to the specific work assignment for which they apply.

During the pre-employment process, Human Resources will check the employment eligibility of all new-hire candidates for student employment, to ensure compliance with federal, state and university guidelines. Once a Student Assistant has been hired, departments should institute appropriate procedures for verifying the course enrollment and academic standing of returning employees each semester.

To be appointed to a Graduate or Doctoral Assistant position, candidates must meet all additional eligibility requirements for the Graduate/Doctoral Assistantship Program as determined by the Office of the Provost and Senior Vice President for Academic Affairs. Once a GA or DA has been hired, departments should follow the program's requirements for verifying the student's continuing employment eligibility.

If at any point it is determined that an employee has worked in a student employment position for which they are ineligible, the employee may be subject to termination.

Hiring Minors at Kean University

If a student identified for employment is under 18 years of age, Human Resources will partner with New Jersey's Department of Labor to ensure compliance and work authorization. Hiring managers will be sent a document titled *NJ DOL Child Labor Law Abstract Summary*. This document outlines guidelines for age restrictions and work hour requirements for minors. The supervisor must comply with the policies set forth by the DOL. This will not be monitored by Human Resources.

Hiring Procedures for Student Employees

Employment Opportunities for Students

Undergraduate Students

Enrolled Kean University undergraduate students can look for Student Assistant job opportunities on the Workday Student Job Board. To view available positions, a student can log in to their Workday account using their Kean email credentials. Select the **Career** icon on the Workday homepage, and then choose **Find Jobs-Student Job Board**. Please view this document for assistance with applying for Student Assistant positions in Workday: Applying for a Job as a Student.

Graduate Students

Kean University graduate students interested in working as a Graduate or Doctoral Assistant must apply through the Graduate/Doctoral Assistantship Program administered by the Office of the Provost and Senior Vice President for Academic Affairs. Additional information regarding the program, such as eligibility criteria, application process, and deadlines, is available on the Graduate Assistantship Program website. Interested students may visit that site to apply.

Information for Departments

Requesting Student Assistants

Departments interested in hiring undergraduate Student Assistants must submit a hiring request to the Office of Human Resources by following the instructions below:

- Student hiring requests are received via the Student Hiring Request Form. This form is to request hourly Student Assistants.
- Once a request is made, the Human Resources recruitment team will seek budgetary approval from the appropriate management personnel in the requesting department. Once approval has been obtained from departmental management, the recruitment team will submit all requisition requests to the Budget Office for review.
    - Departments should not commit to hiring any student employee or to paying any salary rate above state minimum wage before a requisition has been approved by Human Resources in concert with the Budget Office.
    - If approved by the Budget Office, approval for the same student to return the following Academic Year is not required. As long as the student is enrolled for a following semester, a student can return to employment at the start of the term.
- Human Resources may require revisions to submitted job descriptions to ensure that work responsibilities are appropriate for student employees.

- Position requests should be submitted at least two pay periods in advance of the anticipated target start date.

- Once a position has been approved by Human Resources, department leadership and the Budget Office, it will be advertised on the Workday Student Job Board to develop an applicant pool from which hiring managers may select candidates.

- The supervisor listed on the requisition is responsible for reviewing applications in Workday, interviewing candidates, and recommending selected applicants for hire. Once finalists for a position have been identified, the department's hiring manager must notify Human Resources by moving the candidates forward to the following step in Workday: **Final Offer-Student/Adjunct Positions Only**. Please refer to this guide for additional instructions: Hiring a Student Assistant in Workday.

- Hiring departments should not recruit candidates until the budgeting process for requisition approval has been completed. In the event a potential candidate has been identified, the department must still submit the request through the appropriate student hiring form and email studenthiring@kean.edu with the name(s) and Kean identification number(s) of the selected candidate(s). This step is important to prevent a position in which a department already has a student pre-selected from being advertised on the Student Job Board.

- Once the name of a finalist for a position has been received, the recruitment team will issue an offer letter in Workday and contact the student to begin their new-hire, pre-employment process.

- Hiring managers in each department are responsible for managing their job requisitions. Hiring managers should use the **Job Requisition Workspace** in Workday to view information for all the requisitions they manage. Here they can review applications for a position and see the number of remaining spots available on a requisition.

    - Once the open spots on a requisition have been filled, the requisition will close and all pending applicants will receive an automated message notifying them that they have been declined for a position. If a department would like to continue recruiting for a position after a requisition closes, they must notify Human Resources by submitting a new request via the process noted above.

There is a separate Student Activity Pay Request Form which may be used to submit requests for activity payment for students assigned to projects not funded on a research grant. For grant-funded research, requests for activity payments must first be submitted to the Office of Research and Sponsored Programs (ORSP) before they can be reviewed by Human Resources. For the Activity Pay Request form, please reach out to studenthiring@kean.edu.

Students may be selected to participate in an opportunity or special project that is compensated by a total amount rather than an hourly wage. These opportunities may include:

- Special projects/programs
- Research assignments
- Teaching assignments
- Resident assistants

Pay Rates

There are two tiers for compensation for student assistant positions:

Student Assistant: Tier 1 – Hourly Rate $15.92

A Tier 1 Student Assistant performs various clerical, administrative and/or semi-professional tasks related to the efficient functioning of the department and its programs and services. Overall, the student will ultimately assist in maintaining an organized workflow for the department and performing duties to assist with work operations as assigned by the supervisor or their designee.

Lead Student Assistant: Tier 2 – Hourly Rate $16.92

A Tier 2 Lead Student Assistant performs a higher level of work. Their job responsibilities are inclusive of the responsibilities mentioned above along with providing guidance and leadership to Student Assistants and others. Lead Student Assistants encourage student responsibility and accountability.

Please find the job descriptions for Tier 1 and Tier 2 on the Student Employment page

Pre-Employment Process

New-Hire Tasks

All candidates for student employment must undergo a pre-employment process before they can begin working. The pre-employment process consists of several elements to ensure compliance with local, state, and federal laws as well as university policies. This process can begin once a hiring manager has notified Human Resources of its selection of a finalist for a Student Assistant position or once the Graduate/Doctoral Assistantship Program notifies Human Resources of the names of finalists for GA and DA positions.

All selected candidates for student employment will be required to complete the following steps:

1. **Workday Inbox Tasks:** Candidate completes onboarding tasks in Workday which will include: state and federal tax withholding forms, Federal Form I-9: Employment Eligibility Verification, payment election, and university policies attestation. All Kean employees are required to enroll in direct deposit.

2. **In-Person I-9 Appointment:** Human Resources personnel are required to physically inspect original documents substantiating identity and employment eligibility in the United States, per the Form I-9 requirements of the federal government. To complete Form I-9 document verification, prospective employees will be required to present themselves in person to the Office of Human Resources with their original document(s) prior to beginning employment.

    a. **Employees are not permitted to begin working until I-9 document verification has been completed by Human Resources.**

    b. Information regarding the federal guidelines for Form I-9 completion may be found on the website of the U.S. Citizenship and Immigration Services (USCIS). **International students** typically must submit additional documentation in order to meet Form I-9 requirements (e.g., foreign passport, I-94, I-20, N-550). Visit the USCIS website for more information regarding Form I-9 documentation requirements for foreign academic students. If on a student visa, employment may not begin until the date reflected on the I-20.

3. Once a new student employee has been hired, supervisors should consult HR's onboarding guide for assistance with orienting the new employee to their department: Student Assistant Onboarding Guide.

4. **Final Step:** Upon completion of new-hire onboarding, a student employee and their supervisor will receive an email from HR personnel notifying them that they are authorized to begin working and advising them of their hire date. The new employee is not permitted to begin working until this email has been received and start date is given.

Additional Employment Information

Federal Work-Study (FWS)

Select student employees may qualify for federal work-study. Students who earn federal work study awards are processed in the same fashion as students who are paid by university funds, as Human Resources does not grant, monitor or apply the awards. See this document for instructions on applying for undergraduate Student Assistant positions in Workday: Applying for a Job as a Student.

Additional information regarding FWS, such as eligibility criteria, application process, and deadlines, is available on the Kean University Federal Work-Study Program webpage. Students looking to determine their eligibility for an FWS award should contact the Office of Financial Aid.

Nonresponsive Candidates

If a finalist for a student employment position fails to respond to HR regarding onboarding and completing tasks in Workday, they will receive a notification email from Human Resources providing a final deadline to respond. If this deadline is not met, the prospective employee will forfeit the employment opportunity.

Social Security Numbers

A Social Security Number (SSN) is a requirement for all Kean University employees working in the U.S. In order to verify U.S. work authorization, Kean participates in E-Verify and provides the federal government with information from an employee's Form I-9: Employment Eligibility Verification. The Internal Revenue Service also requires employers to use employees' SSN to report wages.

Prospective employees may not have had a Social Security Number previously issued to them. Once it is determined during the onboarding process that an SSN has not been obtained, a finalist who has accepted their offer of employment will receive an email from Human Resources (studenthiring@kean.edu) regarding the instructions and process for obtaining a Social Security Card.

Any new hire without an SSN is required to apply for one. Before allowing new hires to begin working, HR may require them to present their letter from the Social Security Administration (SSA) showing that they have applied for an SSN card. New hires without an SSN may also be required to supply HR with additional personal data pursuant to SSA guidelines.

Time and Attendance

Student employees paid on an hourly basis must use Workday to clock in and out for their work assignment and for the required break periods during their shift. Review this document for instructions on clocking in and out: My Guide - Clocking In & Out. Electronic timesheets must be submitted through Workday by the appropriate deadline at the close of each pay period, or the employee will face a delay in payment.

Student employees paid via activity pay do not clock in and out using Workday.

Maximum Work Hours

Student employment positions are part-time roles. Student employees may work up to a **maximum of 20 hours per week** and up to a **maximum of 7.5 hours per day**. The maximum weekly hours for Graduate and Doctoral Assistants may be lower depending on their assignment to a full, half, or quarter GA/DA position, as determined by the Graduate/Doctoral Assistantship Program in Academic Affairs.

Under no circumstances will any student employee be permitted to exceed the daily or weekly work hour restrictions of their position.

Breaks

Student employees who are compensated on an hourly basis are required to take unpaid, scheduled breaks:

- Working 5 hours or more requires one 30-minute unpaid break.

For example, if scheduled from 9am-5pm, a student is required to take one 30-minute unpaid break, using Workday to clock in and out for this break. The student will be compensated for 7.5 hours worked. Breaks may not be taken during the first or last hour of a student employee's shift. Paid break periods are not permitted.

Student employees and their supervisors are responsible for working closely together to ensure that this mandatory break policy is observed.

Time Off

Student employees do not receive paid vacation or personal time. Departments should establish appropriate procedures for students to request unpaid vacation/personal absence from their scheduled work shifts when needed.

Sick Leave

Student employees paid on an hourly basis accrue one hour of sick leave for every 30 hours worked, up to a maximum of 40 hours per calendar year. Students can begin to use sick time 120 days after beginning

employment. For further details, refer to the Time and Attendance webpage. Employees may view this guide for instructions on entering sick leave requests in Workday: My Guide - Requesting Time Off.

Scheduling and Starting Work

Student employees should have a regular weekly work schedule agreed to by the employee and their supervisor. Shifts should occur at the same time each week. If a position requires a flexible work schedule which regularly changes from week to week, then the hiring department must notify the student of this requirement prior to their acceptance of any employment offer.

Employees are prohibited from working until authorized by the Office of Human Resources. Departments may not require prospective employees to engage in training or orientation programs or activities until their employment has been authorized.

Supervision

Student employees must be supervised by a Kean employee at all times while working. For assignments requiring students to work without being in the physical presence of their supervisor, departments must institute appropriate practices for having the students check in with their supervisor at the beginning and end of their shift, as well as at the beginning and end of mandatory break periods (see *Breaks* above for further information).

Employees working in the following titles are prohibited from supervising student employees:

1. Adjunct Faculty
2. Academic Specialist

Flexible work from home arrangements do not apply to student employment.

Breaks in Service

Student employees must take several mandatory breaks in service throughout the course of the year. Student employees are not permitted to work during Kean University's winter and spring recess periods and summer sessions without prior approval.

The first day of work for student employees in the fall and spring semesters shall not be earlier than the first day of classes in each term. The last day of work shall not be later than the last day of classes (i.e., the last day of the final exam period.) See the University's academic calendar for dates each year.

To request student assistants to work during breaks, departments must submit a rationale for this request to the Office of Human Resources. Requests may be denied due to budget restrictions.

Students approved by Human Resources to work during summer months are not required to be enrolled in courses during the summer sessions but must be enrolled for courses in the following fall semester. Students approved to work during winter break must be enrolled for courses in the spring semester following the break.

Exceptions

Graduate and Doctoral Assistants are permitted to work through winter and spring recess and the summer sessions if approved by Human Resources, the Budget Office and their supervisor. Graduate and Doctoral Assistants should consult the terms of their assistantship, as determined by the Office of the Provost and Senior Vice President for Academic Affairs, regarding the status of their tuition waiver during summer sessions in which they work but do not meet the course registration requirements of the Graduate/Doctoral Assistantship Program. Additional inquiries on the tuition waiver should be directed to the Graduate/Doctoral Assistantship Program.

Other exceptions may apply. Contact studenthiring@kean.edu for questions.

The Office of Human Resources

Through strategic partnerships and collaboration, the Office of Human Resources recruits, develops, and retains a high performing diverse workforce and fosters a healthy, safe, and productive work environment for students, employees, and the public in order to maximize intellectual, cultural, and personal/professional growth for all. Please explore our student employment page for more information.

Contact Information

The Office of Human Resources is located on the 2nd floor of the Administration Building on the main campus in Union, NJ.

Student Employment Inquiries:	studenthiring@kean.edu
Employment Verifications:	hrvoe@kean.edu
Payroll Department:	payroll@kean.edu
All Other Inquiries:	hr@kean.edu or 908-737-3300

Workday

Workday is a cloud-based Human Resources and Payroll self-service system. All employment information can be viewed and managed in one place at any time, from anywhere. Workday is where the new hire tasks are completed such as personal contact information, I-9 Employment Eligibility Verification and direct deposit. Payslips and yearly W-2s will be available within the self-service portal as well as details regarding your pay after the effective date of employment. For training materials and helpful resources, please visit our Workday webpage.

E-Verify

Kean University participates in E-Verify and will provide the federal government with your Form I-9 information to confirm that you are authorized to work in the United States. If E-Verify cannot confirm that you are authorized to work, this employer is required to give you written instructions and an opportunity to contact the Department of Homeland Security (DHS) or Social Security Administration (SSA) so you can begin to resolve the issue before the employer can take any action against you, including terminating your employment. Employers can only use E-Verify once you have accepted a job offer and completed the Form I-9.

Payroll

Direct Deposit is mandatory for all New Jersey state employee compensation. The University requires all faculty, staff, adjuncts, temporary employees and students who receive pay through Payroll to receive their wages electronically. Payments will be made bi-weekly.

All employees may access their pay information using Workday, a cloud-based application that allows employees to view, make changes and print their paycheck information on or off campus. The current payroll schedule can be found on our Payroll webpage.

End of Employment

In the event that a student employee will be terminated, the supervisor is responsible for ensuring that the employee's final timesheets are accurate and up-to-date in Workday. When terminating a student employee, please inform Human Resources as soon as possible of the date of departure and reason for the termination.

Injury and Accident Reporting

To report an on-the-job injury or an accident, please see our reporting procedures on our Workers' Compensation page.