



**STUDENT EMPLOYMENT HANDBOOK: STUDENT
STUDENT EMPLOYMENT PROGRAM**

Office of Human Resources
2023-2024

Table of Contents

Introduction	3
Finding Employment	4
Student Job Postings	4
Community-Based Student Employment	4
Summer Student Employment	4
Payment Process	5
Method of Payment	5
Pay Statement	5
Time Entry System (TES)	6
Payroll Schedule	6
Wage Structure and Scheduling of Hours	7
Work Award	7
College and Regulatory Policies	9
Required Paperwork	9
I-9 and W-4's	9
Work Authorization	10
Confidentiality Agreement	10
Rest and Meals Periods	11
Holiday Pay/Departmental and College Closures	11
International Students Employment Regulations	11
Workers Compensation	11
Disabilities	12
Sexual Harassment	12
Family Members	12
Involuntary Dismissal	13
Dress Code	14
Resources Links	16

Introduction

This document serves as a general guide for student employees to operate within the Student Employment Program at St. Olaf College. Departments, programs, and initiatives may have its own department student employment guide specific to the scope of operations.

Version History

[2012-2013 Handbook](#)

[2013-2014 Handbook](#)

[2014-2015 Handbook](#)

[2015-2016 Handbook](#)

2016-2017 Handbook (Unavailable)

[2017-2018 Handbook](#)

[2018-2019 Handbook](#)

[2019-2020 Handbook](#)

2020-2021 Handbook (Unavailable)

2021-2022 Handbook (Unavailable)

2022-2023 Handbook (Unavailable)

2023-2024 Handbook

Finding Employment

Student Job Postings

Job postings for student jobs are at wp.stolaf.edu/student-jobs.

Community-Based Student Employment

Students with a federal or state funded work award are eligible to work with one of St. Olaf's community partners. A list of the current community partners is available on stolaf.edu/studentemployment/find-a-job/ at the section titled "Community-Based Student Employment"

Job postings for these positions are able to be found on the [student job posting board](#), for easier access, restrict search results by selecting "Off-Campus Community-Based Employment" under the "Job Type" search parameter.

Summer Student Employment

Summer student employment is not part of a financial aid package and is not impacted by a student's work award or lack thereof. Students are paid on a bi-weekly payroll and must record hours in the Time Entry System¹. A supervisor will need to initiate a job offer. Summer student employment begins the day after final exams are completed in May and ends the day before the first day of class in September.

For additional information regarding these opportunities, please refer to the following website:

stolaf.edu/hr/summer-student-employment-guidelines/

¹ Subject to change due to Oracle implementation 2024

Payment Process

Method of Payment

Students have three (3) types of payment options for earned wages:

- Tuition Deduction (only available during academic year)
- Direct Deposit
- Paper Check

To have your payment apply directly to your tuition or to your bank account, please complete the [Payment Authorization Form](#) and submit to the [Secure Document Exchange](#) or submit to the [Payroll Office](#) at Tomson Hall 132.

If your bank account information has changed, you must notify the Payroll Office immediately to ensure accurate payment distribution.

Payroll Contact: payroll@stolaf.edu.

Pay Statement

You may view your statement through the Student Information System (SIS)² by choosing “financials” on the left menu and then “pay stubs” on the dropdown menu on the right and hitting “go”.

Student employment earnings are subject to federal and state income taxes. Students enrolled less than half time will be subject to Social Security and Medicare taxes as well.

YTD-AwdHrs: The number of hours you have worked during the **academic year**.

AwardAMt: Your Work Award Total
You cannot go over this amount!

YTD-AwdWgs: The amount of your work award you have already earned.

AwdBalance: The amount of your work award that you have **remaining** to earn for the **academic year**.

YTD-AwdHrs is the number of hours you have worked during the academic year. AwardAmt is your work award total. You cannot go over this amount. YTD-AwdWgs is the amount of your work award you have already earned. AwdBalance is the amount of your work award that you have remaining to earn for the academic year.

² Subject to change due to Oracle implementation 2024

Time Entry System (TES)³

Students are required to log their hours through the Time Entry System for each shift.

To access the Time Entry System, use the website stolaf.edu/apps/tes/. Once you log into the system with the first part of your email and your password, you will see all of the jobs that you have accepted. Select the position for which you will log your hours and choose the current pay period. By clicking on the current pay period you can access your timecard. Log your hours into the current date, including AM and PM for each entry. Do not log hours before you work them. At the end of the pay period, you need to sign your timecard. This is done by checking the box at the bottom of the site under the heading "Signature". After you sign your timecard, it will be sent to your supervisor for approval. If they reject the hours for a change that must be made, you will be notified through the Time Entry System.

Note: Payroll may reject timecards if duplicate hours are found. Falsifying time cards is a federal offense with the Federal Student Aid program and will result in immediate termination from employment and possible penalties to the Financial Aid profile.

More information: [Time Entry System Instructions for Students](#)

Payroll Schedule

Students are paid according to the schedule provided by the Payroll Office, as long as the proper paperwork is on file and the hours have been submitted and approved by the supervisor. Students who have not completed a Payment Authorization Form will receive a paper check. Payroll will communicate with students directly on preferred methods to receive the paper check.

Timesheets must be submitted in a timely manner. Failure to submit timesheets at the designated deadline will result in delay of payment to the next appropriate payroll date.

To view the current payroll schedule, view "schedules" on the Time Entry System.

Questions regarding the Time Entry System and payroll dates should be directed to payroll@stolaf.edu. To view and/or download the current payroll schedule, please visit <https://wp.stolaf.edu/business-office/student-payroll>.

³ The Time Entry System will be replaced by Oracle 2024.

Wage Structure and Scheduling of Hours

Students should schedule the number of hours per week at their position based on their work amount and pay rate.

Wage Structure:

Standard

- \$11.25/hr Entry-Level: All jobs and roles that are entry-level and require only basic skills to perform tasks.
- \$11.75/hr Mid-Level: All jobs and roles that require some level of experience or skill above entry-level positions. These roles require higher level skills and/or include supervisory or leadership responsibilities.
- \$12.25/hr High-Level: All jobs and roles that require a higher level of experience and/or skills beyond mid-level positions. These positions are supervisory, managerial, and/or top leadership positions.

Food Services

- \$13.00/hr – Entry-Level: All frontline food services jobs or entry-level food services jobs. Bon Appetit and Lion’s Pause Food Services
- \$14.00/hr – Mid-Level: All food services jobs that are more labor-intensive in nature and/or require some level of supervision or leadership. Bon Appetit and Lion’s Pause Food Services
- \$15.00/hr – High-Level: All food services jobs that are supervisory and/or leadership-oriented. Bon Appetit and Lion’s Pause Food Services

Step-in-Pay for Food Services

<u>Levels</u>	<u>1yr</u>	<u>2yr</u>	<u>3yr</u>	<u>4yr</u>
Entry	\$13.00	\$13.50	\$14.00	\$15.00
Mid	\$14.00	\$14.50	\$15.00	\$15.50
High	\$15.00	\$15.50	\$16.00	\$16.50

Other/Non-Standard

- At least \$13.00 as discretion of the hiring department. Typical activities include special events, assignments, and emergencies.

Community Based Work Study

- \$15.00 per hour (25% by Organization & 75% by St. Olaf College) all non-tutoring positions.
- \$15.00 per hour (100% by St. Olaf College) all eligible Math and Reading tutoring positions.

Work Award

A work award is a component of a financial aid offer from the College that allows a student to work in an hourly position on campus during the academic year. The vast majority of work awards are based on financial need. Funding sources can come from the federal government, the state of Minnesota or St. Olaf College.

If you are reaching the end of your work award prematurely, email studentemployment@stolaf.edu with information regarding how much more you intend to work.

There are a limited number of positions available that disregard a work award in the hiring process due to the specificity of the skill required for such positions.

You can find your progress and your total amount of your work award when you log in to TES, it will be listed under your job positions.⁴

⁴ Subject to change due to Oracle implementation 2024.

College and Regulatory Policies

Required Paperwork

I-9 Employment Eligibility Verification
Federal and MN W-4's
Payment Authorization

I-9 and W-4's

I-9 Employment Eligibility Verification

- The U.S. Government requires all employees to have this form on file before they are eligible to begin work.
- This must be completed with proper identification. Documents for identification must be valid and not expired. No photocopies will be accepted. [List of Acceptable Documents](#)
- The I-9 form is valid for the entire four years on campus unless the student takes a leave of absence.
- For additional information regarding this form, please refer to uscis.gov/i-9, or contact the HR Office at studentwork@stolaf.edu.

Federal and MN State W-4 Forms: income tax withholdings

- St. Olaf requires all employees to complete both the federal and state W-4's. Forms must be on file in the payroll office before any payments are made.
- If any number is selected for withholdings, the form is valid during the entire employment on campus or until an employee elects to make changes to their withholding paperwork.
- If a student claims "exempt" from any withholdings, both W-4's must be completed each calendar year or the "exempt" status will be lost. An email notification will be sent annually when it is time to complete the forms.
- Additional Resources:
 - Federal W-4 irs.gov/forms-pubs/about-form-w-4.
 - MN State W-4 revenue.state.mn.us/form-w-4mn
 - Form [Instructions](#) and [Exemption Information](#) can be found on the student payroll webpage: wp.stolaf.edu/business-office/student-payroll/

FICA Exemption

In order to be eligible for the FICA Exemption, meaning Social Security and Medicare tax exemption, a student must be enrolled in *at least* half-time credits and regularly attend classes that semester. The employee-employer relationship must be primarily educational. If a student is registered for the following semester, the student will be eligible for the FICA exemption if the break is *less than* five weeks. If a student works during a school break of more than five weeks, the student will not be eligible for a FICA exemption if the student is not attending classes during the break. This information can be found on the [IRS Revenue Procedure 2005-11, page 14](#)

Unemployment Insurance

The State of Minnesota considers work performed as a student employee as “Non-covered employment” and is not eligible to be included in any claim for unemployment benefits. For more information, see [MN Statutes](#).

Work Authorization⁵

The Human Resources office must have a valid employment authorization form for each position that a student works through the student employment program. A supervisor will initiate the form and the student will be notified by email that the form is ready to accept.

You must accept the employment authorization within 7 days of the email notification. If an employment authorization is not accepted within 7 days, it will expire. You must complete a new Online Employment Authorization every year for each job on campus.

Confidentiality Agreement

As an employee of St. Olaf College, I understand that I may have access to St. Olaf’s Confidential Information. I agree as a condition of my employment not to disclose Confidential Information to students or to anyone who is not affiliated with St. Olaf College unless directed to do so by my supervisor. I further agree that I may share Confidential Information with other St. Olaf employees only if they need to know the information to do their jobs, and I have been directed by my supervisor to share the Confidential Information. I understand that “Confidential Information” includes all information St. Olaf desires to keep confidential, including for example: office conversations, information relating to finances, personnel, management, students, donors, and development plans. I understand that a breach of this Agreement will subject me to disciplinary action, up to and including dismissal from employment. In addition to understanding the need for overall confidentiality as an employee, each employee should be aware of FERPA - Family Educational Rights and Privacy Act. This federal law provides for the privacy of the education records of students while they are enrolled at St. Olaf and after they graduate or leave St. Olaf. Please familiarize yourself with the law by visiting the [Registrar’s office website](#) on FERPA.

Note: Agreement to this policy is accepted and confirmed when a Work Authorization form is accepted by the student employee.

⁵ Subject to change due to Oracle implementation 2024.

Rest and Meals Periods

A paid rest break of no more than 15 minutes is allowed for each four-hour work period (excluding meal breaks) for student employees at a time approved by the supervisor. The student may choose to forego a rest break.

Meal breaks are unpaid time, usually an hour but not less than a half hour for all student employees that work for eight or more consecutive hours.

Supervisors have the discretion to determine the length and timing of both rest breaks and meal breaks within the above parameters based on departmental needs.

**Holiday
Pay/Departmental and
College Closures**

Student employees are only to be paid for hours actually worked. Students are not eligible for holiday, vacation, or sick pay. If for any reason the college or department officially closes, students do not receive pay for the work missed. However, a student can work with their supervisor to make up the hours missed.

**International Students
Employment
Regulations**

International students attending St. Olaf College on an F-1 Visa are usually permitted to work on campus if a work award has been included in their financial aid packages.

However, F-1 regulations stipulate that international students are not permitted to work more than a maximum of 20 hours per week during the academic year. If a student has more than one job, total hours for all jobs combined cannot equal more than 20 hours in any given week.

When the College is not in session (Summer and Interim), international students can work up to a maximum of 40 hours per week.

Any violation of this regulation puts an international student in jeopardy of deportation from the United States, so it is extremely important that both supervisors and students pay attention to and comply with these regulations.

For more information about international student employment, please contact the Taylor Center for Equity and Inclusion.

Payroll/Glacier - W-4s: Amanda Weber - weber5@stolaf.edu
Visa and Policy: Caitlin Lamont Kreienkamp - lamont3@stolaf.edu
Programming: Brisa Zubia - bzubia@stolaf.edu
Taylor Center - taylorcenter@stolaf.edu

Workers Compensation

Student employees are expected to comply with all health standards and safety laws, rules, and regulations. Any unsafe working conditions,

equipment, or practices should be reported immediately to one's supervisor.

The Minnesota Workers Compensation Act provides for certain benefits for students employees who are injured on the job or who sustain an occupational illness. Workers compensation benefits may include payment of medical care, payment for lost wages, vocational rehabilitation and other benefits. If the claim is accepted, partial wage loss benefits are typically paid after an employee misses three or more days of work due to a work-related injury or occupational illness.

All on-the-job accidents or injuries, no matter how small, must be reported to both the student's supervisor and to Human Resources within 24 hours of the occurrence. Students must cooperate and comply with all reporting procedures.

Disabilities

We are an Equal Opportunity Employer. St. Olaf College will attempt to reasonably accommodate employees who have disabilities, consistent with the spirit of the American with Disabilities Act (ADA)/ Student employees who believe they have such needs should contact the Human Resources Office for assistants.

Sexual Harassment

St. Olaf College is committed to a respectful, safe, and healthy environment and does not tolerate sexual harassment or misconduct in any form. Prohibited behaviors involve but are not limited to unwelcome sexual conduct or communication, rape and other forms of sexual assault, domestic violence, dating violence, and stalking. These behaviors are not only violations of an individual's rights and dignity, but are also attacks on our college community and violations of college policy. In addition, some forms of these behaviors are crimes.

St. Olaf is also committed to promptly, impartially, and equitably addressing and resolving all reports of sex discrimination, harassment, and misconduct. When the college finds that such behavior has occurred it will take steps to stop the behavior, prevent its recurrence, and remedy its effects.

[Click here](#) to learn more about the college's Title IX Policy, and to access information and resources to support anyone who has been affected by, knows of, or wants to help prevent an incident or pattern of behavior. There are many individuals you can contact with questions and concerns beginning with the St. Olaf College Title IX Coordinator [Pamela McDowell](#).

Family Members

St. Olaf College discourages students from working within the same department as family members. However, there may be times when it is not possible to avoid this situation, and in these cases the following guidelines should be followed:

- The student should receive supervision and work direction by someone else within the department who has knowledge of the student employee's duties and hours worked.
- Time sheets should never be approved by a family member.

Changing or Quitting Jobs

- Students must notify their current supervisor at least two weeks in advance when terminating their student employment position
- When changing jobs, it is your responsibility to find a new position on campus
- You may use the student employment website to search for an available position
- In order to begin a new position, you must first complete a new Online Employment Authorization with the new supervisor for that position

In addition to providing you with money for tuition, books, or personal expenses, your position as a student employee will help develop many of the skills you will need to succeed after you graduate from St. Olaf. After graduation, prospective employers may call to verify your student employment. Your work record on campus will be a valuable reference.

Involuntary Dismissal

St. Olaf College is an "at-will" employer and as such may terminate employment if reasonable justification has been established.

All incidents or disciplinary actions should be recorded.

[Disciplinary Action Form](#)

The following guidance is provided in an effort to be fair to both the student and the supervisor.

- **Immediate Dismissal:** If a situation warrants, supervisors have the authority to immediately dismiss a student employee when evidence exists of a violation of the Code of Student Conduct, a breach of the St. Olaf Confidentiality Agreement, a violation of departmental policies, or if other conditions exist that warrant immediate dismissal.

Other situations that do not warrant immediate dismissal may result in any of the following actions:

- **Verbal or Written Warnings:** If a situation warrants, the supervisor may issue a student a verbal or written warning. This communication should result in a clear understanding between both parties as to the nature of the infraction and how it can be corrected. If the warning is written, a copy of this letter should be sent to the Human Resources Office.
- **Dismissal:** If the student continues to exhibit improper behavior, the supervisor may dismiss the student.

Contact Information

Human Resources Office Hours: Monday - Friday 8am - 5pm
180 Tomson Hall

HR Main Office: 507-786-3068
HR Fax Machine: 507-786-3960

Please view our website for additional information:
stolaf.edu/studentemployment/

Dress Code

Supervisors are expected to inform employees when they are violating the dress code. Employees in violation are expected to immediately correct the issue, which may include having to leave work to change clothes.

Repeated violations may result in disciplinary action being taken up to and including termination.

General Guidance:

- Employees are expected to dress in semi-business casual attire unless the day's tasks require otherwise.
- Employees must always present a clean, professional appearance.
- Everyone is expected to be well-groomed and to wear clean clothing, free of excessive holes, tears, or other signs of wear.
- Clothing with offensive or inappropriate designs or stamps are not allowed.
- Clothing should be presented with modesty and not be too revealing.
- Pajamas and athletic wear should not be worn to work.
- Closed toe shoes are required if you use a cart.
- Clothing and grooming styles according to employees' religion or ethnicity are exempt.

Unless permitted by the supervisor, student workers must adhere to the following outline:

Tops

Modest tops (casual shirts, polos, blouses, or sweaters).

Top-attire should not be too revealing with a level of modesty expected in a workplace environment.

Bottoms

Semi-Casual Business attire is recommended; acceptable attire includes, but is not limited to: pants (khaki, slacks, jeans [free of

excessive holes, tears, or other signs of wear]), shorts, dresses or skirts with modest hemlines.

Footwear

Footwear is required at all times while at work. Closed-toe footwear is required at a job that requires the use of moveable equipment (i.e., cart, etc.; specific accommodations may be allowed depending on individual requirements.)

Supervisors have discretion to approve footwear based on the season and the temporal environment.

Accessories

An excessive use of fragrances, colognes, or any other aerosol-based product that may be harmful to others (allergic reaction, health concerns, etc.) is prohibited

Jewelry, make-up, and personal expressive accessories should be worn modestly. Any items of value are worn at the employee's own risk, and the College is not responsible for lost or damaged items.

Resources Links

[Student Employment](#)
[Required Forms](#)
[Job Search](#)
[Safety Training](#)
[Time Entry System](#)
[Pay Rates](#)
[Payroll Office](#)
[Financial Aid Office](#)
[Piper Center](#)
[Transportation Options](#)
[Document Self-Service](#)
[W-4 Form Instructions](#)
[Exemption from Income Tax Instructions](#)

Disclaimer:

Information within this document may contain process and procedure information that may be outdated for academic year 2024 due to systems update and implementation. Please refer to the Student Employment website or the Human Resources website for updated information.

Contact:

Office of Human Resources
Tomson Hall 180

hrstaff@stolaf.edu
studentwork@stolaf.edu

507-786-3068