

# Student Employment Process for Supervisors

## **STEP 1: Job Descriptions:**

All student employment positions are required to have a job description per federal regulations. Currently, student employee positions that have existed in the past are listed on the UD Portal at the following website page: <http://www.dbq.edu/Admission/FinancialAid/WorkStudy/> Check for accuracy for any listed positions and contact me with needed changes. If you have a position that **needs posting**, then please complete the following **Job Description Template** and return it to the student employment office:

## **STEP 2: Student employee rosters:**

**Submit the first student employee rosters no later than Monday, September 12<sup>th</sup>.** Send me any new hires by the 15<sup>th</sup> of each month so they can be added to the payroll roster.

**Minimum Wage = \$7.25.** You as supervisor have the discretion of paying your students more, or gradually increasing their pay rate over time as your budget allows

**Budgets** – The Finance Office (not Student Financial Planning) has assigned student employment budgets to your respective vice president (or designated budget officer) last spring during the regular budget process. It is up to them to allocate student employment allowances within their departments to the specific student employment supervisors. Please talk with them to determine your specific student employment budget.

**Pay Dates** – the **Student Employment Calendar** is available here:

<http://www.dbq.edu/media/Admissions/FinancialAid/Student-Employment-Calendar-2016-17.pdf>

This lists the dates that students must have their hours entered, dates supervisors must have time approved, and actual pay dates. If time sheets are not submitted by the deadline on this calendar, there will be **no exceptions made** and the student will not get paid until the following month. Please ensure that your alternate supervisor has you covered if you plan to be out the day that payroll is due.

## **STEP 3: First time student workers employment paperwork:**

All students who are first time workers at UD are required to complete paperwork in the student financial planning office. Forms are available at <http://www.dbq.edu/Admission/FinancialAid/WorkStudy/>

To complete the paperwork the employee will need the following identification:

### **Acceptable Photo ID:**

Passport, driver's license, student ID

If their photo ID was not a passport, then they also need:

Social Security card **OR** Birth Certificate

A direct deposit form is needed for payday. The form can be printed from here:

<http://www.dbq.edu/media/Admissions/FinancialAid/Direct-Deposit-Form-2016-17.pdf>

The Supervisor's User Guide can be found here: <http://www.dbq.edu/media/Admissions/FinancialAid/User-Guide-Supervisor.pdf>

University of Dubuque  
Student Employment Office (Financial Planning)  
Tim Kremer, Dean of Student Financial Planning 563-589-3396  
[tkremer@dbq.edu](mailto:tkremer@dbq.edu)  
Melissa Schmitt, Assistant Director of Student Financial Planning 563-589-3169  
[mschmitt@dbq.edu](mailto:mschmitt@dbq.edu)