



SUPERVISOR GUIDELINES - HIRING AND REHIRING STUDENTS

Summer Student Employment (Effective May 12, 2024 – August 17, 2024)

INTRODUCTION

The procedures described below are to be used throughout the summer for all student workers. When a supervisor has identified a need for a student worker, the following three-step process must be completed in sequence.

STEP 1

COMPLETION OF THE STUDENT POSITION REQUEST FORM

- **All student positions** will require the completion of an electronic **Student Position Request Form (eSPRF)** for every new hire and rehire regardless of the funding source (i.e. grant funding, endowment, etc.). The eSPRF along with additional information is available on your Oxy Portal under the Work-Related Tab, Human Resources/Student Employment. **All students must work onsite and in the state of California. Any requests outside of this requires advanced prior approval from Human Resources before the student begins their assignment.**
- The Supervisor will complete all required fields on the eSPRF and select 'Submit' to initiate the process.
- HR will review the eSPRF, job description and assign one pay rate for all student workers. The current minimum wage is \$16.78 per hour. Effective July 1, 2024 the minimum wage rate will increase to **\$17.28 per hour** per the city of Los Angeles.
- Once approved by HR the eSPRF will be routed to the Budget Office for student labor budget review. If funds are available in the departmental student labor budget, the position will be approved.
- Once the position is approved, the Supervisor will receive an email confirmation.

STEP 2

RECRUITMENT AND PLACEMENT PROCESS

- If needed, HR will post the position on the job board located outside of the Human Resources Office and on the Student Employment website. Student application forms may be obtained by logging onto <https://www.oxy.edu/offices-services/human-resources/student-employment>.
- When the supervisor receives the approved eSPRF, the supervisor may begin the recruitment and placement process to fill the approved student position.
- Supervisors will interview and select students for placement in the approved position(s).

- If the student being hired is new to Occidental College or has never worked on campus, he/she/they will need to contact Student Employment in order to complete the Student Employment New Hire Packet.
- International students need to self-identify to HR when completing their Student Employment New Hire Packet.

STEP 3

PROCESSING STUDENT WORKERS

- To hire or rehire a student worker, supervisors must submit hire/rehire information through the [Electronic Personnel Action Form \(EPAF\)](#) accessible in the myOxy portal.
 - To help identify summer positions from the academic year positions, the position numbers will be changing when submitting EPAFs. Summer positions must now be entered with the **prefix SM**, for example, **S07430** will now be entered as **SM7430** for summer employment. In departments using Kronos, the prefix for summer employment is the number 2 (two) instead of 1 (one). For example, **109214** will be entered as **209214**.
- Please refer to the **EPAF** Training Manual for guidance on how to submit the updated information to HR. *Note: Job Title MUST match the Job Title that was indicated on the eSPRF and use the start date of each semester when entering EPAFs.*
- If you have questions or need any assistance in processing your student new hires and rehires, please submit your inquiry to studentemployment@oxy.edu and include *Student Worker Inquiry* in the subject line.
- Once the EPAF is approved electronically, the Supervisor will receive an automated email notifying them that the student position is now active.

SUMMER ROOM AND BOARD

1. Hiring departments must fund the cost of summer room and board for their students from their departmental budget (if they choose to offer this benefit to the student).
2. Hiring departments must place a formal written request with both Res Ed and the ID Card Office for housing and meals. The hiring manager will be asked to provide the Student's Name and the fund-org to charge.
3. Hiring Managers must note if Summer Room and Board is being offered in the job description section of the Summer SPRF. Please provide the name or names of the student worker if you have this information at the time you submit the form.
4. If a student is not required to live on campus as part of his/her primary job requirement, the value of the room and board is TAXABLE.

SUMMER PAYROLL DEDUCTIONS

Please note that the following deductions will be taken from summer earnings:

1. Social Security
2. Medicare
3. Disability

TIMEKEEPING GUIDELINES

Per Wage and Hour law you as the supervisor need to be in compliance with the following areas:

Rest and Meal Periods

- All hourly student workers who work an eight-hour shift are allowed two 15-minute rest periods per shift, one within each four-hour period of work. These breaks may not be combined or added to any employee's meal period, or be used to cover late arrivals or early departures. Rest periods are provided on college-paid time.
- Unpaid meal periods from 30 to 60 minutes are provided for each non-exempt employee who works over five hours in one shift. The meal period must not be taken more than five hours after the beginning of the employee's shift. Non-exempt employees are required to record the beginning and end of their meal periods on their time sheets or Kronos record.

Timekeeping Records

- Consequently, employees must record the time they begin and end work each day, the beginning and end of each meal period, and the beginning and end of any split shift or call back assignment.
- College policy requires that the actual hours worked for each day of the week are recorded, and that the employee submits the time sheet.
- In order to comply with audit regulations, time sheets must be submitted by the employee and be approved by the supervisors no later than 12:00 p.m. on the Monday following the close of the biweekly pay period.

Overtime

- Overtime is incurred when an employee works more than 8 hours in a workday and 40 hours in a workweek.
- Provided your department has sufficient funds to cover the expense, students are eligible to work up 8 hours per day, 40 hours per week during the summer session. Student workers are not authorized to work overtime, so please keep their work schedule within 8 hours per day, 40 hours per week (with no more than six consecutive days per week).

***** **VERY IMPORTANT** *****

STUDENTS MAY NOT BEGIN EMPLOYMENT UNTIL THE SUPERVISOR HAS RECEIVED A STATUS OF "COMPLETED" FOR THE STUDENT'S RECORD.