SUPERVISOR GUIDELINES - HIRING AND REHIRING STUDENTS
Summer Student Employment

(Effective May 15, 2022– August 20, 2022)

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 I:
COMPLETION OF THE STUDENT POSITION REQUEST FORM

- **All student positions** will require the completion of a Student Position Request Form (SPRF) for every new hire and rehire for the summer session regardless of the funding source (i.e. grant funding, endowment, etc.). This form along with additional information is available on the Student Employment Website at [http://www.oxy.edu/human-resources/student-employment](http://www.oxy.edu/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 and sign the **Student Position Request Form** and submit it to Human Resources at [studentemployment@oxy.edu](mailto:studentemployment@oxy.edu). Please be sure to include a detailed position description.

- HR will review the SPRF and the position description and assign one pay rate for all student workers. The new minimum wage in the city of Los Angeles is **$16.04 per hour effective July 1, 2022**.

- The Budget Office will review the student labor budget. If funds are available in the departmental student labor budget, the position will be approved.

- Once the position is approved, HR will then assign a requisition number and email a PDF copy of the approved SPRF back to the supervisor.
STEP II:
RECRUITMENT AND PLACEMENT PROCESS

- When the supervisor receives the approved SPRF, the supervisor may begin the recruitment and placement process to fill the student position.

- If needed, HR will post the position on the job board located outside of the Financial Aid Department 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.

- Supervisors will interview and select students for placement in the approved position(s).

- If the student is new to Occidental College or has never worked on campus, they will need to contact the HR department in order to receive a new hire packet.

- International students need to self-identify to Human Resources when completing their new hire documents.

- 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 departments using Kronos, the prefix will be the number 2 instead of 1.

- When the EPAF has been approved by HRIS, you will receive an email stating your EPAF has been approved.

- Students with a “Complete” status can access their timesheet in the self-service portal through my.oxy.edu, under the work-related tab.

- Supervisors may change the elements of the student worker’s assignment by entering the new data through the Electronic Personnel Action Form located in the Personnel Action Form channel (located in the myOxy portal). Please refer to the EPAF Training Manual for guidance on how to submit the updated information to Human Resources.

- 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.

- Please note that due to the extremely high volume of student applications to be processed we will try to answer your inquiry as soon as we are able to and greatly appreciate your patience in this important process.
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.