Student Employment Program

Supervisor Handbook

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Section I – Introduction

Introduction

The Student Employment Supervisor's Handbook is designed to provide guidelines for the employment and supervision of work study program students at Whittier College and Whittier Law School. The Student Employment office is housed in Human Resources in Mendenhall at Whittier College and in Building 2 at Whittier Law School. The purpose of this handbook is to inform each department of the policies, procedures, and responsibilities associated with student employees. We want to ensure that your experience with student employees will be a positive one and that our student employees also benefit from their work experience on or off-campus.

Definitions

<u>Student Employee</u>

An undergraduate student (main campus) or law school student whose employment is aligned to the pursuit of a full time course of study at the College. Individuals who have been admitted to the college, who take a full course load (12 credits) during an academic year as defined by the Institution, and who are simultaneously employed either by the College, or by a non-profit community organization registered with the College, will be classified as a student employee.

Students may remain student employees during school breaks, vacation periods, and summers while maintaining a full time enrollment status (12 credits) for the next academic term. Upon graduation, separation from the college or registration less than full time status, the individual will no longer be considered a student employee.

Students who are not enrolled with full-time status for the following fall semester may not work under exception funding during the summer. Students who are on a suspended/expelled status are not eligible to participate in the student employment program, and are not allowed to work.

<u>Student New Hire</u>
A student is considered a new student employee or student new hire if they have not previously held a student employment position with the College, regardless of class standing. New student hires must complete and submit the Forms I-9 and W-4 to Human Resources. This process is only completed once, upon initial hire.

<u>Student Rehire</u>
A student is considered a returning student employee or rehire, if they have previously held a student employment position or have been paid through Payroll as a student with the College. Students obtaining a position with a new department than previous year(s) are considered rehires, even if new to a department. Returning students do not need to

complete the Form I-9 and W-4 with Human Resources. Returning students must complete a new SEAR form each academic year and/or summer.

<u>Supervisor</u>

A faculty or staff member, who hires, terminates, monitors/delegates work, approves timesheets, and signs SEAR forms for student employees. Supervisors must be willing to put time and effort into providing students with quality work experiences, providing mentorship and professional guidance, ensuring assignments are completed on time, and holding students accountable, amongst other supervisory tasks. The Supervisor is responsible for approving students' timesheets, monitoring students' hours and balances.

Eligible Faculty or staff members include: regular full-time and part-time (20hrs+) employees and full-time faculty. Full-time visiting faculty with a one-year or less assignment are not eligible to supervise students. Temporary, Interim, and part-time (<20hrs) employees, amongst other classifications are not eligible to supervise students.

Job/Position Information

Supervisors are responsible for informing the office of Human Resources when they wish to update, add a new, or delete a student employment position. Each position a supervisor hires a student(s) for, should have an existing job description on file in the Human Resources office. Supervisors can obtain a job description template from Human Resources in order to update an existing positon or to create a new positon.

Students at Whittier College interested in on/off- campus employment, may review employment opportunities by attending the Student Employment Job Fair held the first week of fall semester, by visiting the Center for Career and Professional Development, or using the online database Poet Paths.

Student employees at Whittier Law School should contact the Business Office to inquire for open positions.

Funding Sources

- **Federal Work Award (FWS):** The Federal Work Award is a federally funded financial aid work award offered to students who demonstrate a financial need. Students' eligibility to receive a work award is determined by the Free Application for Federal Student Aid (FAFSA) Form. Award amounts are issued by the Office of Student Financing. Work Awards are not loans that must be paid back, but monies a student is allowed to work and earn. Any monies not worked off and earned by the end of awarded academic year are forfeited.

- **Whittier Work Award (WWA):** The Whittier Work Award is a work award offered to Whittier College students through the Office of Student Financing. Award amounts are issued by the Office of Student Financing. Work Awards are not loans that must

be paid back, but are monies a student is allowed to work and earn. Any monies not worked off and earned by the end of awarded academic year are forfeited.

- **Exception Funding:** Exception funding is an alternative funding source and method for obtaining a student employment position on campus for students who did not receive a Financial Aid Work Award, or who have exhausted their entire work award allocation prior to the end of the academic year. Exception Funding should be reserved as often as possible for students who demonstrate a specific skill set. This funding is available to all current student employees regardless of financial need as long as the student does not have a work award. *Students with Federal or Whittier Work Awards must deplete all award balances prior to utilizing and/or receiving exception funding.*

  Whittier Law School

  Exception funding on the Whittier Law School campus is very limited and requires the Dean's approval for funding. SEAR forms indicating exception funding will not be processed unless approval has been issued. The student employment representative in the Business Office will forward approval via email to the Human Resources Department.

  Requesting Exception Funding

  Departments and/or Faculty members must request exception funding in order to be considered to receive funds. Departments and Faculty members are awarded small exception funding budgets to hire qualified students. There are separate budgets and request periods for academic year and summer exception funding. Awarded funds not utilized during the academic year or summer are forfeited and do not roll over to the next period. Faculty and staff must submit the Exception Funding Request Form during the request period to be considered and reviewed by the committee in order to receive funds for the academic year or summer period. This must be done each year.

  The request periods are as follows:
  Academic Year: request period takes place during the summer, typically in July.
  Summer: request period takes place in the spring semester, typically in March.

- **Grants:** Students may be hired by individual departments/faculty using grants awarded to specific departments or the institution. This program is available for students enrolled in courses or research programs to which the grant was awarded, regardless of student financial need.

Position Numbers

Position numbers are issued based upon the student's funding source for the academic year/summer, not by the individual job description title/job number. All student employees hold the title of Student Employee in the system.

Whittier College:
ST0100 – Federal Work Award
ST0200 – Whittier Work Award
ST0300 – Exception Funding
ST0400 – Grant and/or Department budget funded
ST0800 – Summer Exception Funding

Whittier Law School:
STL100 – Federal Work Award
STL300 – Exception Funding
STL400 – Grant and/or Department budget funded
STL800 – Summer Exception Funding

A suffix of 00, 01, and so forth will be attached to the position code referring to the number of jobs a student may have.

Section II – General Employment Information

The Hiring Process

As a reminder, Whittier College is an equal opportunity employer. You may not discriminate on the basis of race, color, national origin, ancestry, sex, religion, creed, age, gender, mental or physical disability, veteran status, medical condition (including pregnancy), marital status, registered domestic partner, citizenship, sexual orientation, gender orientation, gender identification, gender expression, genetic characteristics or any other consideration based on applicable law.

Supervisors should provide all interested candidates with updated job descriptions and applications. Students should be encouraged to complete applications and submit resumes to the department/supervisor. It is suggested supervisors conduct interviews prior to selecting student staff and avoid hiring on the spot. Supervisors should determine if the student has the qualities and skills needed and will be a good fit for the position prior to offering employment and completing hiring paperwork.

Student employees are required to complete and submit the Form I-9 (eligibility to work in the United States), Form W-4 (employee's withholding allowance certificate) and SEAR (Student Employment Authorization Request) Form to Human Resources prior to first day of work or beginning employment through the Student Employment Program. To complete the hiring process for the Form I-9, students are required to bring proper documentation showing identity and authorization to work in the U.S. as required by the Department of Homeland Security and the U.S. Customs and Immigration Services. The Form I-9 and a list of acceptable documents and the Form W-4 are available in Human Resources and online. The SEAR form is available in Human Resources.

SEAR Form

SEAR (Student Employment Action Request) forms must be completed and signed by both the hiring supervisor and the student, and turned in by the student to the office of Human Resources prior to first day of work. If students fail to turn in a completed SEAR form to HR they will not be paid until all appropriate forms are submitted. Once the SEAR form has been processed a copy will be sent via email to the supervisor and the student employee. Receiving an email with a copy of the processed SEAR form is an authorization for the student to begin working.

The student is responsible for completing their personal information, providing work award information if applicable, and must sign the Student Employment Handbook Acknowledgment in Section III.

The supervisor is responsible for completing Section II: Job Details. The supervisor should provide the department's name and budget number, the student's first day of work

and allocation for the position. Supervisors must also sign and date prior to providing back to the student for submission to HR.

SEAR forms must be completed each academic year and summer, even if the student is returning to the same department and/or same position. The original should be submitted to Human Resources. A copy of the student's SEAR form can be obtained from Human Resources each time a student wishes to make changes to allocations or add/term positions during the academic year or summer. Supervisors must always sign off on any changes made to a student's allocation or position.

Form I-9

The Immigration and Reform Act states that employers must verify each employee's identity and eligibility to work in the United States prior to, or on the employee's start date. All U.S. employers must complete and retain a Form I-9 for each individual they hire for employment in the United States. This includes citizens and noncitizens.

Each student employee at Whittier College or Whittier Law School must complete an I-9 form and provide appropriate documentation to the Human Resources Department or law school designee. The college is prohibited to employ a student prior to I-9 verification and liable for any fees and fines for noncompliance. Departments are prohibited from allowing student employees to begin working prior to I-9 verification and may be subject to repay fines issued as result of noncompliance.

To satisfy the verification and documentation requirements of the Form I-9, students must present a form of photo identification and a document demonstrating eligibility to work in the United States to Human Resources. The document(s) must be original- no photocopies, scans, faxes, etc. will be accepted. The document(s) must also be unexpired. All documents must be physically presented by the individual for review by HR. A list of acceptable documents can be found on the last page of the Form I-9.

Form W-4

The Form W-4 (Employee's Withholding Allowance Certificate) is required for each employee by the Internal Revenue Service. The W-4 form should be completed and submitted to Human Resources and/or the Payroll Office for processing to ensure the College is correctly withholding federal income tax from an employee's pay. If a student employee wishes to designate a different withholding amount for California state tax, he/she should contact the Payroll Office for the appropriate EDD form.

International Students

International Students are eligible to work and participate in the Student Employment Program. They must however, provide the necessary documentation to Human Resources to verify eligibility to work. International students must obtain a Social Security Number prior to being hired and beginning work. Social Security numbers should be requested from the Social Security Administration. Students may contact SSA by calling 1-800-

772-1213, or by picking up an instructions packet from Human Resources. In order to apply for and obtain a social security number allowing an international student to work, the student will need to provide a letter to the SSA office defining their employment. The letter should contain information such as the department, the number of hours he/she will be working per week, the work award allocation and the academic year. Please contact Human Resources for this letter. A Social Security office is located near Whittier College in Uptown Whittier.

Job Limit

Student employees are eligible to hold a maximum of two active student employment positions during the academic year and/or summer. Students may only have a maximum of two active jobs at the same time. If a student has two active positions, and wishes to obtain another position, he/she must close out one of the existing positions to add another. If a student is hired for two different jobs within the same department, this will be considered two separate positions and not one position if the job duties, skills and experience are different.

Hours

Student employees are eligible to work a maximum of 20 hours total per week. Students with two jobs must coordinate hours to ensure their weekly hours do not exceed the total when combined. The 20 hour maximum remains in effect during periods of break such as winter break, spring break, after finals and during summer. There is no minimum required hours a student must work per week. However, it is highly encouraged that students do not work five hours or more consecutively during the academic year to allow sufficient time for other college non-student employment related activities. The number of hours a student will work is to be determined by the supervisor and student.

Orientation

Each supervisor is responsible for conducting a job orientation and training for newly hired students. Items that should be discussed and reviewed are as follows, but not limited to, as applicable:

- A brief one-on-one overview of the office structure and office rules, regulations, policies, etc.
- The student's job and responsibilities
- Department dress code
- Departmental phone etiquette, such as what to say when answering the phone, how to transfer, how to put calls on hold, how to take a message
- Appropriate login for any departmental computers
- Answers to frequently asked questions for the area in which the student works
- How to schedule meetings for the faculty and/or staff in the department
- Frequently used phone numbers
- What to do in an emergency

- Procedures for filing, distributing mail, greeting visitors
- Behaviors that would constitute grounds for disciplinary action and/or termination
- Whom to call if time off is needed
- What procedures to follow if the student's work schedule needs to be changed

A contract for Student Employment Guidelines should be signed by the student, with a copy maintained within the hiring department. The Human Resources office has a general template available for interested supervisors.

Calculating Student Work Hours

Supervisors are able to govern the best format for determining the number of hours to schedule a student to work per week. Supervisors may simply state they need X amount of hours from a student per week. Supervisors may ask the student how many hours they would prefer to work per week. The most common method is to calculate the number of hours a student can/should work per week in order to earn their entire work award/exception funding over the course of a semester/academic year. To calculate the number of hours a student is able to work per week based upon their work award or exception funding allocation, follow the steps below:

1. Take the allocation amount
2. Divide by the hourly rate of pay
3. Divide by the number of weeks the student will work (32 weeks in academic year/14 weeks in a semester)
4. The result is the number of hours per week the student can work.

Example:
 $2,000.00 work award / $10.50 per hour = 190 total hours / 32 = 5.75 hour per week.

Establish a Work Schedule

Upon hiring a student worker, supervisors are responsible for establishing a clearly defined work schedule that is compatible with the time requirement of both the student and the department. Whenever possible, supervisors should create and post a department work schedule so that all students are aware of their regular scheduled work shift. If a change to a student's work schedule needs to be made by the supervisor, the supervisor should provide as much advance notice to the student as possible. Students should also provide as much advance notice to their immediate supervisor if any change to their work schedule is needed. Students are not allowed to work – under any circumstances – during class time.

Supervisors may provide opportunities for the student to make up lost time when the time is due to unavoidable circumstances (group projects, sports game, etc.). Make-up time must be worked within the same pay period as the lost hours and must be recorded on the actual pay period timesheet in which it was worked.

Motor Vehicle & Authorized Driver Policy

All Student Employees whose job(s) require operation of Whittier College electric or motor vehicles must abide by the guidelines for safe operation of vehicles and carts outlined in the College's "Authorized Driver and Vehicle Fleet Safety Policy" governed by Campus Safety. It is the intent of these guidelines to prevent injury to students, employees, and guests, to protect on-campus pedestrians, to reduce damage to college property, and to provide safe driving standards for all college vehicle/cart operators, and their passengers. These guidelines apply to all student employees, regardless of frequency of driving use during the fiscal year (July1-June 30). This program provides for initial and annual driving record review and driver training for all who operate and use vehicles/carts.

Authorized Driver Status

Student employees must apply for and be granted Authorized Driver Status, in order to operate College-owned/leased vehicles or electric carts. The Authorized Driver process includes a review of the student's Department of Motor Vehicles (DMV) driving record, as well as a hands-on behind the wheel training with Campus Safety. Authorized Driver status must be granted to the student by the Human Resources and Campus Safety Departments respectively.

To apply for Authorized Driver status, student employees must submit a copy of their Driver's License along with a completed American Driving Records (ADR) Form to Human Resources. Please allow three-five business days for processing. Human Resources will conduct a DMV driving record check, and will notify the supervisor, student employee and Campus Safety if the student has successfully cleared the driving record check and is eligible/not eligible to drive and proceed in the process. Students deemed eligible/clear by Human Resources must make an appointment with Campus Safety to receive proper behind the wheel training prior to actually driving a Whittier College fleet vehicle. Campus Safety will issue an Authorized Driver status ID card valid for the entire/remainder of the fiscal year. The Authorized Driver ID card must be carried at all times while operating a College vehicle/cart on campus.

Student drivers must submit their ADR release form annually at the start of each fiscal/academic year and complete the Campus Safety training to remain eligible to drive. Failure to comply may result in suspension of student drivers for your department. Each request is determined on a case by case basis. Factors such as the severity of the incident, frequency, and timeframe are taken into account. Students may be denied eligibility to drive, or may have their privileges revoked for the following, but not limited to, reasons:

> Actions that may result in denial:
> - Ticket for driving an unsafe vehicle
> - Two or more tickets in the past three years
> - Previous license suspension within the past five years

- Two or more accidents in the past three years
- Other miscellaneous items that may appear on an individual's driving record

Actions that will result in automatic denial:
- Currently suspended/expired license
- DUI (within the past five years)
- Two or more tickets for excessive speeding
- Ticket for reckless driving
- More than one (1) point on driving record
- Convictions

Section III – Pay Practices & Timekeeping

Pay Rate Table

The wage scale will be determined prior to the academic year and/or as needed to comply with Federal/State minimum wage laws. The student employment wage scale is subject to change at any time based upon the financial needs of the institution and/or to comply with Federal/State minimum wage laws.

The minimum hourly rate of pay on the wage scale is aligned with California state minimum wage. Students may never be paid an hourly rate less than the state minimum ($10.00 per hour effective January 1, 2016 and $10.50 effective January 1, 2017).

The student employment program wage scale is standardized with a set range. The hourly rate of pay assigned to a student employee will be based upon the student's years of student employment history in total, not necessarily with the same department. The office of Human Resources will determine and set the student's pay rate at the time of processing hiring paperwork.

The hourly rates of pay assigned to each year of student employment experience are as follows:

Whittier College

Year of Student Employment	Effective thru 12/31/16	Effective 01/01/17
Year 1	$10.00	$10.50
Year 2	$10.25	$10.60
Year 3	$10.50	$10.70
Year 4 +	$10.75	$10.80
POET Intern Program	$10.00	$11.00

Whittier Law School

    Career Development: $13.00
    Alumni Relations: $13.00
    Admission Office: $13.00
    All other departments and positions will follow the wage scale in effect:

Year of Student Employment	Hourly Rate
Year 1	$10.50
Year 2	$10.75
Year 3 +	$11.00

The wage scale remains in effect each academic year and summer, unless otherwise noted by Human Resources.

<u>Summer Wages</u>

Summer positions at the main campus are set at an hourly rate equal to the California state minimum wage. All exception funded students working during the summer will be paid at this standard hourly rate, regardless of their hourly rate during the academic year.

Summer positions at the law school campus are set to be equal with the student's hourly rate during the academic year, or to follow the designated rate for the department in which the student will be working.

Overtime Pay

Student Employees will be paid one and one-half times (1.5) their regular hourly rate of pay for all hours worked in excess of eight (8) hours in one (1) day or 40 (forty) hours in one (1) week in accordance with state and federal laws. A work day is defined as a consecutive 24-hour period that begins at 12:00 AM each day. A work week is defined as beginning on Sunday at 12:00 a.m. and ending on Saturday at 11:59 p.m. Supervisors should avoid permitting student employees to work overtime in excess of eight hours in one day at all times, unless in extreme situations to meet demands of the department. All overtime should be requested/ approved by the supervisor in advance. It is the responsibility of the supervisor to ensure a student, who has worked overtime, whether approved or unapproved, has noted the time correctly on his/her timesheet and will receive pay in accordance with state law as noted above. Double time pay at the student's regular hourly rate of pay will be paid for all hours worked beyond twelve (12) in a single workday.

If overtime occurs as a result of a student holding and working two jobs in one day/week, the overtime will be charged to the department in which the student was working at the time the hours worked surpassed eight in one day or twenty in one week.

Rest & Meal Breaks

Students must be notified upfront upon hire and/or rehire of their eligibility to rest and meal breaks as follows: Student employees are entitled to a paid 10 minute break for every 4 hours of continuous work. Students who will work more than 5 hours of continuous work will receive an unpaid meal period of at least 30 minutes. However, students who do not work more than 6 hours of continuous work may voluntarily agree to waive, in writing, their right to a meal period. Students working more than 6 hours of continuous work may not waive the meal period and may not work through it. Student working more than 6 hours must take an unpaid meal period of at least 30 minutes. Rest and meal breaks may not be combined.

Paid Sick Time

As mandated by the state of California, all student employees are eligible to receive 24 hours of paid sick time per fiscal year. Upon initial completion of 30 days of employment, all students will be eligible to receive 24 hours of paid sick leave, but may not begin using sick time until their 90th day of employment. This waiting period applies to all student workers hired for the first time on July 1, 2015 and after. However, any student worker who began employment prior to 07/01/15, and has already completed 90 days of employment, does not need to wait 90 days, and may begin using their sick time immediately upon resuming their position.

Student employees should give as much notice as possible for planned appointments, and should give as much notice as possible for unforeseen instances. Students cannot be penalized for taking their available sick time. Paid sick time is to be the equivalent of the student's regular scheduled shift, or lost hours, nothing more.

California Sick Leave provides time off for the employee or his/her family member for the following reasons:

1. Diagnosis, care or treatment of an existing health condition or preventative care
2. Doctor appointments
3. To stay home if ill to avoid coming to work and infecting others
4. To allow employee time off if victimized by domestic violence, sexual assault, and stalking

Family member is defined as Parent (adoptive, biological, foster, step or parent's spouse), child (adoptive, biological, and foster-regardless of age or dependency status), spouse/domestic partner, grandparent, grandchild, and sibling.

Paid sick leave does not carry over from one fiscal year to another. Unused time will be forfeited. Students will receive 24 hours of paid sick leave at the start of each fiscal year, while actively employed. Paid sick leave cannot be cashed/ paid out upon termination/separation from the College.

Timesheets

All students participating in the student employment program must enter their time electronically on my.whittier.edu. Students will have a timesheet for each job/department they hold. Supervisors need to inform their students of their position number to ensure students are entering time under the correct timesheet for each job. Students may view a Web Time Entry tutorial by visiting http://www.whittier.edu/humanresources/forms .

Supervisors may enter time electronically for their student if he/she has failed to do so by the deadline. However, if this is done, supervisors may not also approve the timesheet. Please ask another staff member within your department with access to student timesheets to approve for you, or contact Human Resources to do so. The payroll

schedule can be found online on the Whittier website, in the Human Resources and Payroll office, or by contacting Human Resources/ Payroll for an emailed copy.

Students who have worked hours during a pay period must be compensated for those hours, even if the student has already exhausted all his/her funds. Supervisors may not alter timesheets by reducing the number of hours submitted, or in any other such manner to avoid being charged for a student overage. All student workers must be compensated for time worked. Students cannot "hold" time sheets and/or hours and turn them in later. Hours must be submitted for the appropriate time period the hours were worked.

Sign-in Sheets:

It is highly recommended that supervisors utilize sign-in or login sheets with their student employees. Using a sign-in sheet allows supervisors to better monitor their student's hours in comparison with the online timesheet. This will help prevent students from falsifying hours worked on their online timesheets. Sign-in sheets also provide backup documentation in the event a student forgets to submit their timesheet electronically and needs to provide documentation to the Payroll office that he/she actually worked hours. The Human Resources office has a general sign-in sheet template available for supervisors.

Approving Timesheets

It is the Supervisor's responsibility to review and approve electronic timesheets for all students on a biweekly basis using my.whittier.edu. To view the Web Time Approval Guide, please visit http://www.whittier.edu/humanresources/employee_forms. All student timesheets must be approved by 5:00 pm on Monday. If you encounter problems trying to approve your student's timesheets, contact the Payroll or Human Resources office immediately. If you will not be available to approve timesheets please plan accordingly with your department or HR.

Off-Campus Organizations

Students working off-campus are still required to complete an electronic timesheet. Off-campus supervisors do not have access to my.whittier.edu to approve their student employees' timesheets electronically. Therefore, off-campus supervisors must request a printout of the student's submitted timesheet, review and if approved, sign and date the printout. Students should be instructed to submit their timesheet online before printing out a copy for supervisor signature. The student or supervisor must submit the signed printout timesheet to the Office of Human Resources. This can be done by hand delivery, faxing in to (562) 907-4884, or scanning and emailing to shernan4@whittier.edu or whittierhr@whittier.edu. These timesheets must be submitted by 5:00pm on Tuesday (day after timesheet due online).

Off-campus supervisors will receive payroll reports on a biweekly basis after each pay period indicating what their students' have earned and have remaining. Off-campus

supervisors should review these reports and monitor their students' remaining hours and money. Supervisors, who allow their students to exceed their allocated work award and hours, will be charged for the total overage in the form of an invoice at the end of the academic year. If the invoice for the student(s) overage(s) is not paid by the specified date, the organization will not be permitted to participate and partner with Whittier College's Student Employment Program the following academic year until the invoice has been paid.

Manual Timesheets

Students may not "shuffle in" or include hours from a previous pay period into another pay period's timesheet. Students are only to record, and supervisors are only to approve hours worked for each pay period. Students whose hours were not recorded on the appropriate pay period's timesheet, and therefore not paid out, should visit the Payroll office on the main campus or the Business Office on the law school campus for a manual timesheet. Manual timesheets will be processed with the next payroll cycle.

A student who fails to electronically submit their timesheet online by the deadline (12:00pm on designated Monday, refer to payroll schedule), should first contact their immediate supervisor for assistance. Supervisors should refer to the student's sign-in sheet to electronically enter hours and submit the student's timesheet by 5:00pm on Tuesday (day after timesheet due). If a supervisor is unable to submit the time for the student by the Tuesday deadline, the student should be referred to the Payroll Office for a manual timesheet. **Please note:** Payroll and Human Resources will refer students back to their supervisors for electronic submission of the timesheet if before the Tuesday deadline. Payroll will not issue manual timesheets prior to this deadline.

Manual Timesheet Policy:

Students are eligible to receive one manual timesheet per academic year and/or summer term. Students are not to surpass the need for more than one manual timesheet. Students who request a manual timesheet(s) beyond the one will be held to the following disciplinary process:

- Second manual timesheet will result in a verbal warning by the Payroll and/or Human Resources office
- Third manual timesheet will result in a written warning issued by the Payroll and/or Human Resources office. The written warning will be given to the student and the supervisor notified.
- Fourth manual timesheet will result in the termination of the student's position for the remainder of the academic year and/or summer by the Human Resources office.

Payroll Reports & Overages

Human Resources will email supervisors a Work Award/ Exception Funding Report tracking students' hours and award expenditures after every pay period (biweekly). This report will assist supervisors in keeping track of their students' earnings, balances and remaining hours. Supervisors are responsible for reviewing the report and notifying Human Resources if they did not receive the report or are unable to open the link. The report displays: student's ID#, name, amount allocated, pay rate, amount earned as of the latest pay period, remaining balance and remaining hours. Supervisors should notify their students once they are near exhausting their allocation and inform them how many hours are available to work. Supervisors must notify Human Resources of a student's last day of work and indicate the date of end of assignment on the individual's SEAR form once the student has exhausted their work award/ exception funding.

Supervisors of students with a Federal Work Award are entrusted with federal dollars. In accordance with Federal Work Study Guidelines, students cannot exceed the amount of dollars awarded to the student. Supervisors must monitor the amount awarded to the student and ensure they stop working once they have exhausted the amount allocated to their department.

Once a student has earned their full allocation, the student must stop working immediately. It is the responsibility of the supervisor to ensure student employees do not exceed their allocated amounts, regardless of funding source (i.e. work award or exception funding). If the student continues to work, the department's operating budget will be charged for the amount earned in excess of the allocated work award or exception funding at the end of the academic/fiscal year. It is imperative for Supervisors to monitor student work awards throughout the academic year to avoid this.

Supervisors who notice a student has exceed their work award should contact Human Resources for guidance on transferring that overage to any available exception funding budget the department may have. Supervisors may elect to terminate the work award position and hire the student with exception funding to avoid further overages and keep the student employed throughout the remainder of the academic year. Students originally hired with work awards are not automatically transferred to exception funding once their work award funds have been exhausted. It is the supervisor and student's responsibility to have a new/revised SEAR form completed and submitted to Human Resources indicating the student should be moved to exception funding.

Section IV – Discipline & Termination

Often, as a supervisor of student employees, the most challenging task is determining when and how to issue constructive feedback, disciplinary action, and possibly even termination. It is the responsibility of the supervisor to issue appropriate disciplinary actions and communicate to the student why such actions are occurring.

Disciplinary Action

When a violation of department policies and guidelines occurs, supervisors should formally meet with the student to issue verbal warnings. The student should be informed of the offense, why it is unacceptable and what must be done going forward to correct it and prevent the issue from occurring in the future. If a student continues to exhibit the unacceptable behavior, supervisors should issue a written warning outlining the offense or unacceptable behavior, how often or when it occurred, the discussion that occurred during the verbal warning(s), and what action will be taken if the behavior persists. It should be made clear to the student when a written warning constitutes a final warning. Causes for verbal and written warnings may include, but are not limited to:

- Failing to regularly submit his/her timesheet online via my.whittier
- Excessive tardiness with or without prior notice
- Excessive absenteeism with or without prior notice
- Violating department policies and guidelines (i.e. homework policy, use of cell phone or handheld device, dress code, etc)
- Poor performance/not completing tasks on time, accurately or sloppily
- Demonstrating a bad attitude or constant lack of interest

Termination

Although student employees should be given the opportunity to correct any unacceptable behavioral, tardiness, excessive absenteeism or performance problems among others before termination, occasionally immediate termination of student employment may be enforced based on the severity of the problem or misconduct and the circumstances. Causes for immediate termination may include, but are not limited to:

- Falsification of hours on a submitted timesheet
- Breach of department's confidentiality policy
- Reduction in full-time student status will always lead to termination by Human Resources
- No call, no show- student employees who do not call or report to work three consecutive days/shifts without prior notification to the supervisor will be considered a voluntary resignation

- Reporting to work under the influence of alcohol, intoxicants, illegal drugs or controlled substances
- Illegal use, possession, manufacture, transfer, purchase, sale, or attempted purchase of sale of intoxicants, illegal drugs, or controlled
- Violent behavior in the work place including fighting, extreme verbal abuse, vandalism, bodily injury, destruction of property, threats towards others, etc.

If a student employee has been or will be terminated for reasons other than due to exhausting his/her funds or due to the end of the semester/year, the student should be provided with a written document or memorandum stating the reasoning for termination. A copy should be sent to Human Resources along with a termination SEAR form. Furthermore, these students terminated from their position(s) are not eligible to return or be rehired to the same department, even if by a different supervisor or for a different position, for the remainder of their student employment years.

Section V – Ethics & Best Practices

Conflicts of Interest

Supervisors must avoid situations in which an actual or potential conflict of interest may arise, impairing a supervisor's ability to exercise good judgment on behalf of the department and/or College. Conflicts of Interest may arise from, but are not limited to, situations including hiring relatives, having a personal relationship with a student (friend, neighbor, romantic etc.), or having a direct or indirect financial interest in a student.

Supervisors are not allowed to hire relatives, and must avoid situations in which they are directly supervising, or be in a position to hire/promote/fire, oversee tasks, provide direction, control work schedule, approve timesheets, assign pay rates, assign earning allocations and perform other supervisory responsibilities.

Non-College Related Work

Supervisors may not assign personal matters/business or non-college work to a student employee while on shift and/or while being paid with College funds under any circumstances. Student employees should only be assigned and perform work that is beneficial and fulfills departmental and College needs.

Confidentiality

The Student Employment Program places high importance on confidentiality and takes seriously actions of breached department and/or College confidentiality. During the scope of their student employment, student employees may be in positions with access to confidential information and/or property relating to a specific department and/or the College. All information obtained in the course of employment is to be used for conducting business only. Student employees should never discuss or disclose any form of confidential information or property, either directly or indirectly with persons affiliated/not affiliated with the College, or with other students/employees who do not have a need to know.

Confidential information includes, but is not limited to documents, tapes, lists, computer printouts, studies, surveys, reports, drafts, pictures, charts, maps, drawings, programs, equipment, blueprints, vendor lists, student lists, financial reports/records, accounts payable/receivable information, payroll information, records, files, email conversations, verbal conversation, and other materials pertinent to the College or its students, may not be removed from the department and/or College.

Student employees may not distribute copy, share, alter or disclose confidential materials/information in any way. Student employees will be expected to uphold and maintain the integrity of confidential records and information of the department and/or College. Any breach or violation of the Student Employment Program's confidentiality

policy will result in immediate termination from the department, and/or possibly from the Student Employment Program.

Family Educational Rights and Privacy Act (FERPA)

The Family Educational Rights and Privacy Act of 1974 governs all information about students, current and former, maintained by the College. Supervisors should never inquire about or provide information pertaining to a student's educational activities to an individual without the prior written permission to inquire/release information from the student.

Employment Verifications

All employment verifications must be completed by the Human Resources Office. Supervisors should not provide or verify student employment information to any individual or organization inquiring by phone, email, paper, or other method. If an employment verification form is received, it should be immediately forwarded as is to Human Resources for completion. Human Resources will never complete employment verifications without the student's signed authorization/consent form, and will typically only verify/provide dates of employment, title, and status (part-time).

Workplace Safety

Supervisors should take great strides to provide their student worker(s) with a safe and healthy workspace and zone to avoid injury on the job. Concerns regarding safety or health in the workspace should be immediately addressed and corrected by the supervisor and/or department. Student workers are encouraged to bring concerns of health and safety to their immediate supervisor, department and/or to Human Resources.

Students injured during the scope of their student employment position should immediately notify their supervisor, who should then immediately notify the Human Resources Department. If the injury should happen outside of normal business hours, the Campus Safety Department should be notified so an injury incident report can be taken and forwarded to the Human Resources.

Student employees are covered either by the College's general liability insurance, or by the College's Worker's Compensation plan in the event of an injury occurring during the scope of the student's student employment position.

Harassment Policy

The College does not tolerate unlawful harassment and the College's policy against harassment applies to all persons involved in the operation of the College, including supervisors, managers, students, and any other persons. Any form of harassment which violates federal, state, or local laws, including but not limited to harassment related to an individual's race, color, national origin, ancestry, sex, gender, religion, creed, age, mental

or physical disability, veteran status, medical condition, marital status, citizenship, registered domestic partner status, sexual orientation, gender orientation, gender identification, gender expression, or genetic characteristics, is a violation of this policy and will be treated as a disciplinary matter.

The term "harassment" includes slurs, and any other offensive remarks, jokes, other verbal, graphic, or physical conduct. Sexual harassment can include visual conduct, such as leering, making sexual gestures, displaying of sexually suggestive objects or pictures, cartoons or posters, verbal sexual advances, propositions or requests to include unwelcome verbal abuse of a sexual nature, amongst other federal and state unacceptable behaviors.

Whittier College does not tolerate any form of harassment and anyone who engages in harassing manners, is in violation of the College's harassment policy and will be subject to disciplinary action, up to an including termination.

Training

Student Employment Supervisors will be required to receive Student Employment Program training/review with Human Resources prior to receiving supervisory privileges. Additionally, supervisors will be required to attend/receive Title IX training on an annual basis and Supervisor Harassment Training every two years. Supervisors who would like to receive additional trainings such as FERPA Basics, Interview Basics, etc. should contact Human Resources.

Section VI – POET Intern Program

The Professional Opportunity Experience Training (POET) Intern Program offers Whittier College students and faculty/staff supervisors the opportunity to engage in an on-campus, project-based internship experience designed to develop specific liberal arts skills and knowledge, and to prepare students for entry into work after college or graduate school.

The objectives of the Program are:

- Demonstrate critical thinking and analytical reasoning
- Apply complex problem solving and analysis to the project assignment
- Communicate effectively using oral and written communication skills
- Apply knowledge and skills (e.g. event planning, graphic design, research, event planning, statistical analysis) to the project
- Demonstrate the ability to organize, evaluate, and use information from multiple sources
- Demonstrate innovation and creativity in completing project

The POET Intern Program committee, made up of members of Human Resources, Center for Career & Professional Development, Financial Aid, President's Office, and a faculty representative review job descriptions and approve the departments who will be participating in the program each academic year. Once a department supervisor has been selected to participate, the supervisor must advertise the position and interview at least two students. Students should submit a cover letter, resume and application for the position.

Students must be of at least sophomore standing to participate, have a cumulative GPA of at least 2.75, not be on academic or disciplinary probation, and must be willing to enroll in INTD 299 if hired. All students participating in the POET Intern Program must enroll in INTD 299 as part of the requirement. Students can elect to take the course for 0-3 credits. For more information on the INTD 299 component, please contact the Associate Director of Internships.

The POET Intern Program will for as long as it is feasible request exception funding for the academic year to provide supervisors. The program will provide supervisor with exception funding in the amount equal to hire a student at the paying rate, for ten hours per week, for the entire academic year (28 weeks). Any funding needed in excess to this amount, must be supplemented by the hiring supervisor. However, if a hired student has a work award, he/she must use that funding prior to receiving exception funding. For additional details on the POET Intern Program, please contact Human Resources or Center for Career & Professional Development.

Section VII – Contact Information

Human Resources Department

Location: Mendenhall Building – lower level
   13406 E Philadelphia St
   Whittier, CA 90608

   Please use the Painter Ave door to access Human Resources

Business Hours: Monday – Friday, 8:00am – 5:00pm

Phone: (562) 907-4208
Fax: (562) 907-4884
Email: whittierhr@whittier.edu

Contact Person:
Stephanie Hernandez, HR Office & Student Employment Manager
Shernan4@whittier.edu

Payroll Department

Location: Mendenhall Building – lower level
   13406 E Philadelphia St
   Whittier, CA 90608

   Please use the Painter Ave door to access Payroll Office

Business Hours: Monday – Friday, 8:00am – 5:00pm. Closed for lunch 12:00 – 1:00pm

Phone: (562) 907-5137
Fax: (562) 907-4884

Contact Person:
Ivette Alcaraz; Student Payroll Coordinator & Personnel Assistant
 ialcaraz@whittier.edu

Section VIII – Handbook Acknowledgement

Student Employment Supervisor Handbook
By signing this form, I acknowledge that I have received a copy of the College's Student Employment Program Supervisor Handbook. I acknowledge that I have read and fully understand the policies, rules and guidelines set forth. I agree to conform to all of the policies, rules and guidelines of the College and set forth in the Student Employment Program Supervisor Handbook. I understand I may be disciplined, written up and/or may lose my student supervisor privileges for not abiding by the rules and terms set forth in this handbook. My signature below certifies that I agree to abide by its provisions during my time as an employee and student supervisor.

_____   _____
Employee's Printed Name   Department

_____   _____
Employee's Signature   Date

Section IX – Appendix

The Appendix section contains templates and samples of many of the forms referenced throughout the Student Employment Program Supervisor Handbook. The forms and templates contained in the Appendix are not meant to be copied directly from this Handbook. If you would like to use a template, contact the Human Resources Office for the electronic file. This will allow you to print and use the form as is or to alter if needed to better fit your department.

Some appendices, such as the Payroll Schedule, may contain outdated dates. Outdated forms are only intended to provide reference as to what the form looks like, not to provide actual dates. For up-to-date Payroll schedules or other forms, please contact the Human Resources Office.

Form I-9 Employment Eligibility Verification

Employment Eligibility Verification

Department of Homeland Security
U.S. Citizenship and Immigration Services

**USCIS
Form I-9**
OMB No. 1615-0047
Expires 03/31/2016

▶START HERE. Read instructions carefully before completing this form. The instructions must be available during completion of this form.
ANTI-DISCRIMINATION NOTICE: It is illegal to discriminate against work-authorized individuals. Employers **CANNOT** specify which document(s) they will accept from an employee. The refusal to hire an individual because the documentation presented has a future expiration date may also constitute illegal discrimination.

Section 1. Employee Information and Attestation *(Employees must complete and sign Section 1 of Form I-9 no later than the **first day of employment**, but not before accepting a job offer.)*

Last Name *(Family Name)*	First Name *(Given Name)*	Middle Initial	Other Names Used *(if any)*

Address *(Street Number and Name)*	Apt. Number	City or Town	State	Zip Code

Date of Birth *(mm/dd/yyyy)*	U.S. Social Security Number	E-mail Address	Telephone Number
	⬚⬚⬚-⬚⬚-⬚⬚⬚⬚		

I am aware that federal law provides for imprisonment and/or fines for false statements or use of false documents in connection with the completion of this form.

I attest, under penalty of perjury, that I am (check one of the following):

☐ A citizen of the United States

☐ A noncitizen national of the United States *(See instructions)*

☐ A lawful permanent resident (Alien Registration Number/USCIS Number): _____

☐ An alien authorized to work until (expiration date, if applicable, mm/dd/yyyy) _____ . Some aliens may write "N/A" in this field. *(See instructions)*

*For aliens authorized to work, provide your Alien Registration Number/USCIS Number **OR** Form I-94 Admission Number:*

1. Alien Registration Number/USCIS Number:_____

   OR

2. Form I-94 Admission Number:_____
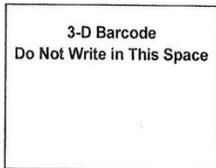
   If you obtained your admission number from CBP in connection with your arrival in the United States, include the following:

   Foreign Passport Number: _____

   Country of Issuance: _____

   Some aliens may write "N/A" on the Foreign Passport Number and Country of Issuance fields. *(See instructions)*

**3-D Barcode
Do Not Write in This Space**

Signature of Employee:	Date *(mm/dd/yyyy)*:

Preparer and/or Translator Certification *(To be completed and signed if Section 1 is prepared by a person other than the employee.)*

I attest, under penalty of perjury, that I have assisted in the completion of this form and that to the best of my knowledge the information is true and correct.

Signature of Preparer or Translator:	Date *(mm/dd/yyyy)*:

Last Name *(Family Name)*	First Name *(Given Name)*

Address *(Street Number and Name)*	City or Town	State	Zip Code

🛑 *Employer Completes Next Page* 🛑

Form I-9   03/08/13 N

Page 7 of 9

Section 2. Employer or Authorized Representative Review and Verification

(Employers or their authorized representative must complete and sign Section 2 within 3 business days of the employee's first day of employment. You must physically examine one document from List A OR examine a combination of one document from List B and one document from List C as listed on the "Lists of Acceptable Documents" on the next page of this form. For each document you review, record the following information: document title, issuing authority, document number, and expiration date, if any.)

Employee Last Name, First Name and Middle Initial from Section 1:

List A	OR	List B	AND	List C
Identity and Employment Authorization		Identity		Employment Authorization

List A	List B	List C
Document Title:	Document Title:	Document Title:
Issuing Authority:	Issuing Authority:	Issuing Authority:
Document Number:	Document Number:	Document Number:
Expiration Date *(if any)(mm/dd/yyyy)*:	Expiration Date *(if any)(mm/dd/yyyy)*:	Expiration Date *(if any)(mm/dd/yyyy)*:
Document Title:		
Issuing Authority:		
Document Number:		
Expiration Date *(if any)(mm/dd/yyyy)*:		
Document Title:		**3-D Barcode**
Issuing Authority:		**Do Not Write in This Space**
Document Number:		
Expiration Date *(if any)(mm/dd/yyyy)*:		

Certification

I attest, under penalty of perjury, that (1) I have examined the document(s) presented by the above-named employee, (2) the above-listed document(s) appear to be genuine and to relate to the employee named, and (3) to the best of my knowledge the employee is authorized to work in the United States.

The employee's first day of employment *(mm/dd/yyyy)*: _____ *(See instructions for exemptions.)*

Signature of Employer or Authorized Representative	Date *(mm/dd/yyyy)*	Title of Employer or Authorized Representative
Last Name *(Family Name)*	First Name *(Given Name)*	Employer's Business or Organization Name
Employer's Business or Organization Address *(Street Number and Name)*	City or Town	State / Zip Code

Section 3. Reverification and Rehires *(To be completed and signed by employer or authorized representative.)*

A. New Name *(if applicable)* Last Name *(Family Name)* First Name *(Given Name)*	Middle Initial	B. Date of Rehire *(if applicable)* *(mm/dd/yyyy)*:

C. If employee's previous grant of employment authorization has expired, provide the information for the document from List A or List C the employee presented that establishes current employment authorization in the space provided below.

Document Title:	Document Number:	Expiration Date *(if any)(mm/dd/yyyy)*:

I attest, under penalty of perjury, that to the best of my knowledge, this employee is authorized to work in the United States, and if the employee presented document(s), the document(s) I have examined appear to be genuine and to relate to the individual.

Signature of Employer or Authorized Representative:	Date *(mm/dd/yyyy)*:	Print Name of Employer or Authorized Representative:

LISTS OF ACCEPTABLE DOCUMENTS
All documents must be UNEXPIRED

Employees may present one selection from List A
or a combination of one selection from List B and one selection from List C.

LIST A		LIST B	LIST C
Documents that Establish Both Identity and Employment Authorization	**OR**	**Documents that Establish Identity** **AND**	**Documents that Establish Employment Authorization**
1. U.S. Passport or U.S. Passport Card		1. Driver's license or ID card issued by a State or outlying possession of the United States provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address	1. A Social Security Account Number card, unless the card includes one of the following restrictions: (1) NOT VALID FOR EMPLOYMENT (2) VALID FOR WORK ONLY WITH INS AUTHORIZATION (3) VALID FOR WORK ONLY WITH DHS AUTHORIZATION
2. Permanent Resident Card or Alien Registration Receipt Card (Form I-551)			
3. Foreign passport that contains a temporary I-551 stamp or temporary I-551 printed notation on a machine-readable immigrant visa		2. ID card issued by federal, state or local government agencies or entities, provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address	
4. Employment Authorization Document that contains a photograph (Form I-766)			2. Certification of Birth Abroad issued by the Department of State (Form FS-545)
		3. School ID card with a photograph	3. Certification of Report of Birth issued by the Department of State (Form DS-1350)
5. For a nonimmigrant alien authorized to work for a specific employer because of his or her status:		4. Voter's registration card	
		5. U.S. Military card or draft record	4. Original or certified copy of birth certificate issued by a State, county, municipal authority, or territory of the United States bearing an official seal
a. Foreign passport; and		6. Military dependent's ID card	
b. Form I-94 or Form I-94A that has the following: (1) The same name as the passport; and (2) An endorsement of the alien's nonimmigrant status as long as that period of endorsement has not yet expired and the proposed employment is not in conflict with any restrictions or limitations identified on the form.		7. U.S. Coast Guard Merchant Mariner Card	5. Native American tribal document
		8. Native American tribal document	6. U.S. Citizen ID Card (Form I-197)
		9. Driver's license issued by a Canadian government authority	7. Identification Card for Use of Resident Citizen in the United States (Form I-179)
		For persons under age 18 who are unable to present a document listed above:	8. Employment authorization document issued by the Department of Homeland Security
6. Passport from the Federated States of Micronesia (FSM) or the Republic of the Marshall Islands (RMI) with Form I-94 or Form I-94A indicating nonimmigrant admission under the Compact of Free Association Between the United States and the FSM or RMI		10. School record or report card	
		11. Clinic, doctor, or hospital record	
		12. Day-care or nursery school record	

Illustrations of many of these documents appear in Part 8 of the Handbook for Employers (M-274).

Refer to Section 2 of the instructions, titled "Employer or Authorized Representative Review and Verification," for more information about acceptable receipts.

Form W-4: Employee's Withholding Allowance Certificate

Form W-4 (2016)

Purpose. Complete Form W-4 so that your employer can withhold the correct federal income tax from your pay. Consider completing a new Form W-4 each year and when your personal or financial situation changes.

Exemption from withholding. If you are exempt, complete **only** lines 1, 2, 3, 4, and 7 and sign the form to validate it. Your exemption for 2016 expires February 15, 2017. See Pub. 505, Tax Withholding and Estimated Tax.

Note: If another person can claim you as a dependent on his or her tax return, you cannot claim exemption from withholding if your income exceeds $1,050 and includes more than $350 of unearned income (for example, interest and dividends).

Exceptions. An employee may be able to claim exemption from withholding even if the employee is a dependent, if the employee:

- Is age 65 or older,
- Is blind, or
- Will claim adjustments to income; tax credits; or itemized deductions, on his or her tax return.

The exceptions do not apply to supplemental wages greater than $1,000,000.

Basic instructions. If you are not exempt, complete the **Personal Allowances Worksheet** below. The worksheets on page 2 further adjust your withholding allowances based on itemized deductions, certain credits, adjustments to income, or two-earners/multiple jobs situations.

Complete all worksheets that apply. However, you may claim fewer (or zero) allowances. For regular wages, withholding must be based on allowances you claimed and may not be a flat amount or percentage of wages.

Head of household. Generally, you can claim head of household filing status on your tax return only if you are unmarried and pay more than 50% of the costs of keeping up a home for yourself and your dependent(s) or other qualifying individuals. See Pub. 501, Exemptions, Standard Deduction, and Filing Information, for information.

Tax credits. You can take projected tax credits into account in figuring your allowable number of withholding allowances. Credits for child or dependent care expenses and the child tax credit may be claimed using the **Personal Allowances Worksheet** below. See Pub. 505 for information on converting your other credits into withholding allowances.

Nonwage income. If you have a large amount of nonwage income, such as interest or dividends, consider making estimated tax payments using Form 1040-ES, Estimated Tax for Individuals. Otherwise, you may owe additional tax. If you have pension or annuity income, see Pub. 505 to find out if you should adjust your withholding on Form W-4 or W-4P.

Two earners or multiple jobs. If you have a working spouse or more than one job, figure the total number of allowances you are entitled to claim on all jobs using worksheets from only one Form W-4. Your withholding usually will be most accurate when all allowances are claimed on the Form W-4 for the highest paying job and zero allowances are claimed on the others. See Pub. 505 for details.

Nonresident alien. If you are a nonresident alien, see Notice 1392, Supplemental Form W-4 Instructions for Nonresident Aliens, before completing this form.

Check your withholding. After your Form W-4 takes effect, use Pub. 505 to see how the amount you are having withheld compares to your projected total tax for 2016. See Pub. 505, especially if your earnings exceed $130,000 (Single) or $180,000 (Married).

Future developments. Information about any future developments affecting Form W-4 (such as legislation enacted after we release it) will be posted at www.irs.gov/w4.

Personal Allowances Worksheet (Keep for your records.)

A	Enter "1" for **yourself** if no one else can claim you as a dependent	**A** ____
B	Enter "1" if: { • You are single and have only one job; or • You are married, have only one job, and your spouse does not work; or • Your wages from a second job or your spouse's wages (or the total of both) are $1,500 or less. } . . .	**B** ____
C	Enter "1" for your **spouse**. But, you may choose to enter "-0-" if you are married and have either a working spouse or more than one job. (Entering "-0-" may help you avoid having too little tax withheld.)	**C** ____
D	Enter number of **dependents** (other than your spouse or yourself) you will claim on your tax return	**D** ____
E	Enter "1" if you will file as **head of household** on your tax return (see conditions under **Head of household** above) . .	**E** ____
F	Enter "1" if you have at least $2,000 of **child or dependent care expenses** for which you plan to claim a credit . . .	**F** ____
	(**Note:** Do **not** include child support payments. See Pub. 503, Child and Dependent Care Expenses, for details.)	
G	**Child Tax Credit** (including additional child tax credit). See Pub. 972, Child Tax Credit, for more information.	
	• If your total income will be less than $70,000 ($100,000 if married), enter "2" for each eligible child; then **less** "1" if you have two to four eligible children or **less** "2" if you have five or more eligible children.	
	• If your total income will be between $70,000 and $84,000 ($100,000 and $119,000 if married), enter "1" for each eligible child . .	**G** ____
H	Add lines A through G and enter total here. (**Note:** This may be different from the number of exemptions you claim on your tax return.) ▶	**H** ____

For accuracy, complete all worksheets that apply.
{
- If you plan to **itemize** or **claim adjustments to income** and want to reduce your withholding, see the **Deductions and Adjustments Worksheet** on page 2.
- If you are **single and have more than one job** or are **married and you and your spouse both work** and the combined earnings from all jobs exceed $50,000 ($20,000 if married), see the **Two-Earners/Multiple Jobs Worksheet** on page 2 to avoid having too little tax withheld.
- If **neither** of the above situations applies, **stop here** and enter the number from line H on line 5 of Form W-4 below.
}

Separate here and give Form W-4 to your employer. Keep the top part for your records.

Form W-4 — Employee's Withholding Allowance Certificate

Form **W-4**
Department of the Treasury
Internal Revenue Service

▶ Whether you are entitled to claim a certain number of allowances or exemption from withholding is subject to review by the IRS. Your employer may be required to send a copy of this form to the IRS.

OMB No. 1545-0074

2016

1	Your first name and middle initial	Last name		2	Your social security number

Home address (number and street or rural route)	3 ☐ Single ☐ Married ☐ Married, but withhold at higher Single rate.
	Note: If married, but legally separated, or spouse is a nonresident alien, check the "Single" box.
City or town, state, and ZIP code	4 If your last name differs from that shown on your social security card, check here. You must call 1-800-772-1213 for a replacement card. ▶ ☐

5	Total number of allowances you are claiming (from line **H** above **or** from the applicable worksheet on page 2)	5	
6	Additional amount, if any, you want withheld from each paycheck	6	$
7	I claim exemption from withholding for 2016, and I certify that I meet **both** of the following conditions for exemption.		
	• Last year I had a right to a refund of **all** federal income tax withheld because I had **no** tax liability, **and**		
	• This year I expect a refund of **all** federal income tax withheld because I expect to have **no** tax liability.		
	If you meet both conditions, write "Exempt" here . . . . ▶	7	

Under penalties of perjury, I declare that I have examined this certificate and, to the best of my knowledge and belief, it is true, correct, and complete.

Employee's signature
(This form is not valid unless you sign it.) ▶ _____ Date ▶ _____

8	Employer's name and address (Employer: Complete lines 8 and 10 only if sending to the IRS.)	9 Office code (optional)	10 Employer identification number (EIN)

For Privacy Act and Paperwork Reduction Act Notice, see page 2.   Cat. No. 10220Q   Form **W-4** (2016)

Student Employment Action Request (SEAR) Form

WHITTIER COLLEGE
Human Resources Department
Student Employment Authorization Request (SEAR) Form

NOTE: SEAR Form must be completed, approved and returned to Human Resources for processing before beginning work.

Name: _____ Student ID # _____
           (Last)   (First)   (Middle)

Poet email: _____ Cell # _____

Section I: Award Type	This student is a:

This student is funded by the below option in the amount of: $_____	☐ Returning Student (Rehire)
	☐ New Student (New Hire)
	  ○ I-9 Documentation
	  ○ W-4 Form

☐ Federal Work Award ☐ Exception Funding ☐ Whittier Work Award ☐ Department #:_____ / Grant #:_____	

Section II: JOB DETAILS (To be completed by Hiring Supervisor)	For Human Resources use only
JOB # 1: Department:_____ Department #:_____ First day of work:_____ Allocation: _____	$_____
CHG #1: Increase Allocation To:_____ Decrease Allocation To:_____ Effective Date: _____ Supervisor Initial: _____	$_____
CHG #2: Increase Allocation To:_____ Decrease Allocation To:_____ Effective Date: _____ Supervisor Initial: _____	$_____
TERM: Last day worked:_____ Amount Earned: $_____	Pay Rate $_____ ☐ Federal Work Award ☐ Whittier Work Award ☐ Exception ☐ Dept/Grant #_____
☐ I have read and discussed the Student Employment Policies & Procedures with my student: **SIGN** _____ Supervisor's Printed Name/ Signature Date Ext.	ST0_____ -- _____
JOB # 2: Department:_____ Department #:_____ First day of work:_____ Allocation: _____	$_____
CHG #1: Increase Allocation To:_____ Decrease Allocation To:_____ Effective Date: _____ Supervisor Initial: _____	$_____
CHG #2: Increase Allocation To:_____ Decrease Allocation To:_____ Effective Date: _____ Supervisor Initial: _____	$_____
TERM: Last day worked:_____ Amount Earned: $_____	Pay Rate $_____ ☐ Federal Work Award ☐ Whittier Work Award ☐ Exception ☐ Dept./Grant #_____
☐ I have read and discussed the Student Employment Policies & Procedures with my student: **SIGN** _____ Supervisor's Printed Name/ Signature Date Ext.	ST0_____ -- _____

Section III: Student Acknowledgment
I acknowledge that I have read and fully understand the policies and guidelines set forth in the Student Employment Program Handbook (http://www.whittier.edu/humanresources/handbook). As a student employee, I agree to abide by all of the policies and guidelines set forth by the Student Employment Program and those set by my department. I understand I may be disciplined, up to and including termination, for violating the terms and conditions of student employment set by the College and my department.

_____   _____
Student Signature   Date

☐ SFAREGQ ☐ SHIRE ☐ RJASEAR ☐ NBAJOBS ☐ PEAEMPL ☐ PDADEDN ☐ PEALEAV ☐ E.F. EXCEL   REVISED: 08 /2016

Payroll Schedule

	2016 Bi-Weekly Payroll Schedule					2017 Bi-Weekly Payroll Schedule			
Pay Period	Begin Date	End Date	Timesheet Due	Pay Date	Pay Period	Begin Date	End Date	Timesheet Due	Pay Date
1	12/20/15	01/02/16	01/04/16	01/08/16	1	12/18/16	12/31/16	*1/3/2017	01/06/17
2	01/03/16	01/16/16	01/18/16	01/22/16	2	01/01/17	01/14/17	01/16/17	01/20/17
3	01/17/16	01/30/16	02/01/16	02/05/16	3	01/15/17	01/28/17	01/30/17	02/03/17
4	01/31/16	02/13/16	02/15/16	02/19/16	4	01/29/17	02/11/17	02/13/17	02/17/17
5	02/14/16	02/27/16	02/29/16	03/04/16	5	02/12/17	02/25/17	02/27/17	03/03/17
6	02/28/16	03/12/16	03/14/16	03/18/16	6	02/26/17	03/11/17	03/13/17	03/16/17
7	03/13/16	03/26/16	03/28/16	04/01/16	7	03/12/17	03/25/17	03/27/17	03/31/17
8	03/27/16	04/09/16	04/11/16	04/15/16	8	03/26/17	04/08/17	04/10/17	04/14/17
9	04/10/16	04/23/16	04/25/16	04/29/16	9	04/09/17	04/22/17	04/24/17	04/28/17
10	04/24/16	05/07/16	05/09/16	05/13/16	10	04/23/17	05/06/17	05/08/17	05/12/17
11	05/08/16	05/21/16	05/23/16	05/27/16	11	05/07/17	05/20/17	05/22/17	05/26/17
12	05/22/16	06/04/16	06/06/16	06/10/16	12	05/21/17	06/03/17	06/05/17	06/09/17
13	06/05/16	06/18/16	06/20/16	06/24/16	13	06/04/17	06/17/17	06/19/17	06/23/17
14	06/19/16	07/02/16	*07/05/16	07/08/16	14	06/18/17	07/01/17	07/03/17	07/07/17
15	07/03/16	07/16/16	07/18/16	07/22/16	15	07/02/17	07/15/17	07/17/17	07/21/17
16	07/17/16	07/30/16	08/01/16	08/05/16	16	07/16/17	07/29/17	07/31/17	08/04/17
17	07/31/16	08/13/16	08/15/16	08/19/16	17	07/30/17	08/12/17	08/14/17	08/18/17
18	08/14/16	08/27/16	08/29/16	09/02/16	18	08/13/17	08/26/17	08/28/17	09/01/17
19	08/28/16	09/10/16	09/12/16	09/16/16	19	08/27/17	09/09/17	09/11/17	09/15/17
20	09/11/16	09/24/16	09/26/16	09/30/16	20	09/10/17	09/23/17	09/25/17	09/29/17
21	09/25/16	10/08/16	10/10/16	10/14/16	21	09/24/17	10/07/17	10/09/17	10/13/17
22	10/09/16	10/22/16	10/24/16	10/28/16	22	10/08/17	10/21/17	10/23/17	10/27/17
23	10/23/16	11/05/16	11/07/16	11/11/16	23	10/22/17	11/04/17	11/06/17	11/10/17
24	11/06/16	11/19/16	**11/17/16	11/22/16	24	11/05/17	11/18/17	**11/16/17	11/21/17
25	11/20/16	12/03/16	12/05/16	12/09/16	25	11/19/17	12/02/17	12/04/17	12/08/17
26	12/04/16	12/17/16	***12/16/16	12/22/16	26	12/03/17	12/16/17	12/18/17	12/22/17

Timesheets must be entered on-line by Noon the Monday following each pay period unless noted otherwise.	
*Timesheets Due Tuesday	**Timesheet Due Friday

Time Sheets must be entered on-line by Noon the Monday following each pay period unless noted otherwise.	
*Time Sheets Due Tuesday	**Time Sheet Due Thursday
***Time Sheet Due Friday	

ADR – American Driving Records and all agencies acting on behalf of American Driving Records, Inc.

Disclosure and Release Form

In connection with my application for employment (including contract for service) with
_____, I understand that motor vehicle reports which may contain public and private record information may be requested from ADR. These reports may include but are not limited to the following types of information; name, address social security number, date of birth, driver license or ID number and driver record. I also understand that the information included in such reports will be taken into consideration in deciding whether to offer me employment if the position requires such.

I authorize, without reservation, any party or agency contacted by ADR to furnish the above mentioned information.

I understand that:
- ADR obtains all driver and vehicle information directly from the various state Department of Motor Vehicles (or a corresponding agency) and does not maintain its own database of driver and vehicle information.
- ADR acts only as a courier and has no control over any of the information that a state discloses in my driver record or vehicle record.
- If there is something inaccurate on my driver or vehicle report, I must contact the DMV directly to have the information corrected and updated.

I hereby authorize procurement of motor vehicle records. This authorization shall remain on file throughout my employment and shall serve as an ongoing authorization for you to procure motor vehicle records at any time during my employment.

Name: _____ ID #: _____

Driver's License #: _____ Issuing State: _____

Date of Birth: _____

Check the appropriate purpose for requesting Driving Clearance:

☐ Employment   ☐ Off-Campus Travel/Class Trips

   Department: _____   Department: _____

   Supervisor: _____   Date of event: _____

                                                   Trip Organizer: _____

Signature: _____ Date: _____

Authorizing Supervisor or Trip Organizer (faculty/staff) Signature: _____

ADR Forms must be submitted to Human Resources at least 3-5 business days prior to class trip, club event, or off-campus travel. A copy of your Driver's License must be attached.

WHITTIER COLLEGE

Department Name: _____   Pay Period: _____

Name: _____   Student ID #_____

Please print clearly.

Date:		
Time In	Time Out	Total Hours Worked
Work Performed:		

Date:		
Time In	Time Out	Total Hours Worked
Work Performed:		

Date:		
Time In	Time Out	Total Hours Worked
Work Performed:		

Date:		
Time In	Time Out	Total Hours Worked
Work Performed:		

Date:		
Time In	Time Out	Total Hours Worked
Work Performed:		

Whittier College
Student Employment Guidelines of Ethics and Professional Conduct
_____

Welcome to the Student Employment Program at Whittier College/Law School! We are pleased you have chosen to work in our department.

In order to help us achieve our goal, to serve as a customer service department for Whittier College we expect our student workers to be in compliance with the following:

1. Changes in work schedule/ attendance.
    a. Notify your supervisor of any changes to take place in your work schedule.
    b. If you are unable to come in or will be late, please contact your supervisor immediately.

2. Discretion should be exercised with respect to apparel (You should dress in a conservative yet professional manner).
    a. Avoid clothing that may be too short, too long or too revealing; such as short shorts, short skirts, bare midriffs, saggy jeans, or tube tops.
    b. No articles of clothing with inappropriate logos, phrases or promotion will be accepted.

3. Student workstation maintenance
    a. When you leave your desk make sure that the area is neat and organized.
    b. Put supplies away in proper drawers.
    c. Turn off computers at the end of the day.

4. Awareness of noise level
    a. Respect others space when involved in conversations near other business offices.

5. High level of **CONFIDENTIALITY**
    a. This office deals with highly confidential material.
    b. All files and paperwork content are to remain confidential and are not to be removed from the department.
    c. Avoid discussing information that is used, seen, or encountered during work hours with friends, staff/faculty, or any person outside this department.
    d. Avoid reading files and paperwork given to you that are merely meant to be filed, copied, faxed, etc.

I have read and agree to all of the above Department Policies. I understand I must abide by and respect the guidelines set forth by this department at all times during my student employment, and that if I fail to fully cooperate it may lead to disciplinary action and/ or termination of employment.

Signature: _____   *Date: _____*

Printed Name: _____   *Department: _____*

Lastly, we would like to let you know how much we appreciate the work you will accomplish in the coming year and how much we look forward to your good attitude and work ethic. Again, we welcome you and look forward to working with you this year!

Student Employment Program
Enter Department Name Here
Confidentiality Agreement

_____

I, _____, understand all files and paperwork content are to remain confidential and are not to be removed from the NAME Department office. I agree not to alter, disclose, reveal or share in any way confidential, or anything that may be deemed confidential information that I hear, see, read, use or come across in any manner.

I, _____, understand that the information provided to and found in the NAME Department office is the property of NAME Department and Whittier College. I am not to distribute it, copy it, or share it, with any other party. I agree to avoid reading files and paperwork given to me that are merely meant to be filed, copied, faxed, etc.

I, _____, understand that failure to maintain the integrity and confidentiality of any records, conversations and/or information of the NAME Department will result in my immediate termination from the department. I understand that any breach or violation of the Student Employment Program confidentiality policy may result in immediate termination from the program.

As a student employee in the office of NAME Department, I understand that it is my responsibility to uphold and abide by all rules, policies, and procedures provided to me in relation to the department's confidentiality policy and office expectations.

Name _____

Signature _____

Date _____

Student Employment Program Student Responsibilities

Welcome to the Student Employment Program at Whittier College. As a student employee, you are responsible for following and abiding by the policies, procedures, and guidelines set forth in the Student Employment Handbook (located on the Whittier College website under Student Employment). Students participating in the Student Employment Program are responsible for the following highlighted policies and procedures:

1. Carefully read the Student Employment Handbook (located under student employment section on Whittier College website: http://www.whittier.edu/humanresources/handbook)

2. Completing the forms I-9 and W-4 and return to Human Resources (HR) before beginning work
   a. Proper documentation must be presented to HR to verify identity and authorization to work in the U.S. as required by the Immigration and Reform Act. Original documents must be provided; copies or faxes will not be accepted. (see back of I-9 for accepted forms of documentation).

3. Personally submitting your completed Student Employment Action Request (SEAR) form to Human Resources
   > **TIP:** All hiring paperwork must be submitted at once to the HR office prior to beginning work. Students will not have access to timesheets and will not receive paychecks until all paperwork has been submitted and processed.

4. Keeping track of your remaining balance (through your my.whittier) and must notify your supervisor once you are near exhausting your funds

5. Students may not work more than 20 hours a week, or 40 hours per pay period total year-round

6. Students must always be registered as full- time (12 credits) undergraduate students to participate in the Student Employment Program

7. Students may have a total of two (2) student employment jobs at once.

8. Timesheets are due online on a biweekly basis, every other Monday (see web time entry guide), unless noted otherwise on the payroll schedule.
   a. Submitting timesheet(s) on the designated due date each pay period by 12:00 pm (see payroll schedule).
   > **FYI:** Student Payroll sends out an email at the end of each pay period to the entire student body reminding student workers to submit their timesheets. No exceptions will be made for late timesheets.

9. Hours should be entered on the timesheet each day they are worked. Do not wait until the last minute to enter and submit hours.
   > **TIP:** If you encounter any problems accessing your timesheet, contact the Payroll office at (562) 907-5137 or Human Resources office at (562) 907-4208 for assistance. Do not wait until timesheets are due.

10. Paychecks are available for pick-up in the Business Office. Direct Deposit is not available. ID may be required.
    a. Paychecks will be available the Friday following the end of the pay period (see payroll schedule). No paycheck will be available prior to the pay date.
    b. Paychecks will not automatically be deposited into student accounts. If you wish to apply your paycheck towards your tuition, you must sign over your check to the Business Office every time you pick up your paycheck.

Questions regarding the Student Employment Program, please contact the Human Resources and/or Payroll Office:

Stephanie Hernandez '10, PHR, SHRM-CP
HR & Student Employment Manager
shernan4@whittier.edu
Phone: 562.907.4208
Mendenhall- Lower Level

Ivette Alcaraz, M.S.
Payroll Coordinator & Assistant
ialcaraz@whittier.edu
Phone: 562.907.5137
Mendenhall- Lower Level

WHITTIER COLLEGE
Human Resources Department
Letter of Understanding-Voluntary Assignment

Academic Year _____   Summer _____

Name: _____   Student ID #_____
        Please print clearly.

        I understand that I as well as my supervisor are both responsible for managing my work study hours and funds. In the event that I exhaust my work study funds my paid position will immediately be terminated, or in the event that I was not awarded any work study funds; I understand I will be provided with the opportunity to continue working on a voluntary basis. If I choose to work on a voluntary basis, I **will not** enter hours in the **MyWhittier** timesheet in anticipation of receiving any monies for my voluntary work. I also understand that if I choose to continue working on a voluntary basis, I am agreeing to continue accepting and performing all the responsibilities that are expected with my position.

By signing this Letter of Understanding I agree to the terms detailed above and will abide by them.

Name: _____   Date: _____
Signature: _____

Supervisor Name: _____   Date: _____
Supervisor Signature: _____

Please send original signed copy to the Human Resources Department. Notify HR once work study is exhausted and the position should be terminated.

Student Web Time Entry Guide

Before you can begin this process you must have a user name and password. You will receive your user name and password from IT Services.

The Web Time Entry form absolutely must be completed and submitted by noon every other Monday of the pay period.

Late time sheets will be processed with the next payroll. Please refer to the Student Responsibilities form (available online under Student Employment) for further information.

Note: the back and forward buttons do not work well in my.whittier.edu. Every page on the timesheet has buttons like the ones below. Use these buttons to navigate from page to page.

To begin log into "my.whittier.edu"

You will see a screen with a small box in the left corner that reads: "Secure Access Login." This is where you will enter your username and password, click login

Tabs will appear at the top of the page: Home, Academics, Campus Life, My Info, and My Courses.

Click on "My Info" tab
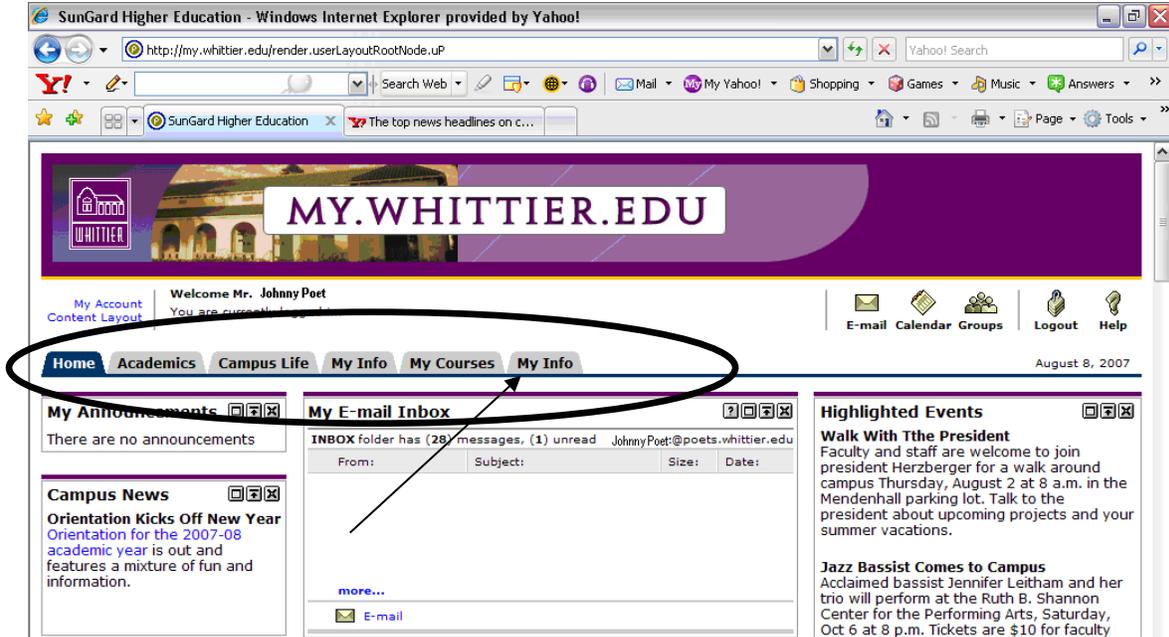
Select "Self-Service Links"
Select "Employee"
Click on "Timesheet"
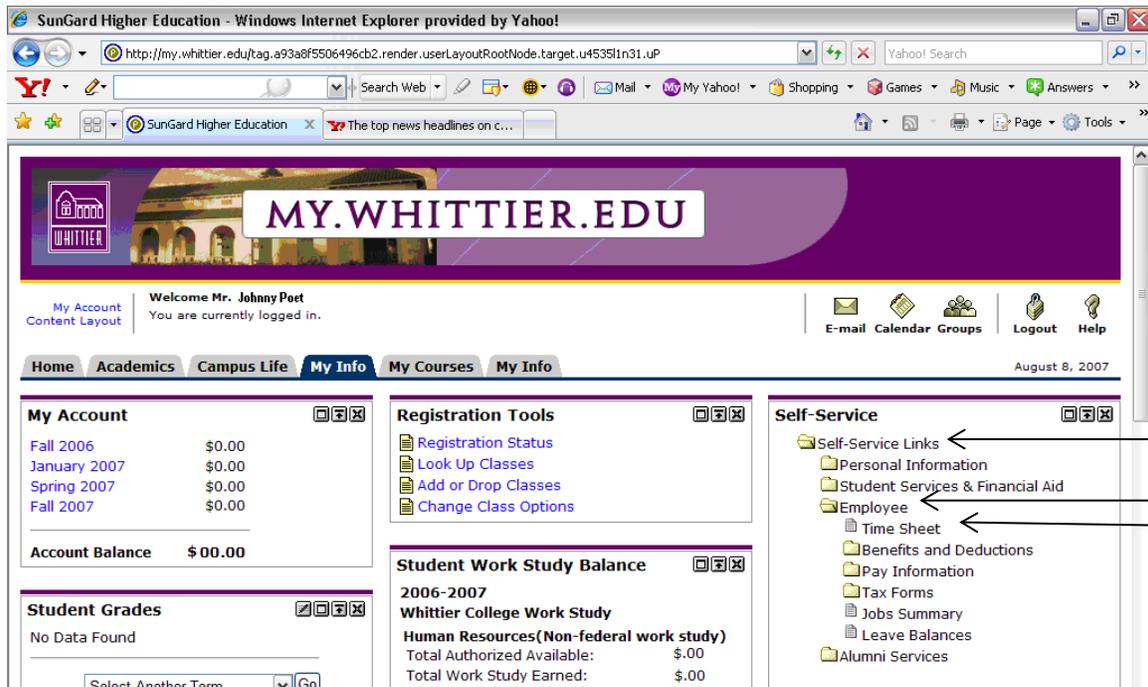
If you have multiple jobs, please select the position for which you would like to enter your hours.

Then select the "Time Sheet" Button on the bottom of the page.

This will allow you to start entering your personal hours worked for that pay period. The following directions will guide you through the process.

Click on the link that says "Enter hours" located directly under the day of which you have worked.

Type in the Hours you have worked in the given time slots and **SAVE**. Either return to your Timesheet to repeat the same process for other time entries, or click on "previous" or "next" day to enter the completed hours. If you are completely done filling out your timesheet, click on **"Submit for Approval."**

Note: Time entry is done in 15 minute intervals (ex. 8:00, 8:15, 8:30, 8:45, 9:00)

Supervisor Web Time Approval Guide

To approve student timesheets, begin by logging on to your my.whittier. Students must submit their timesheets online by noon on the Monday following the end of the pay period. As a supervisor, you must approve your students' timesheets by 5 pm Monday.
<u>Late timesheets will be proessesed with the next payroll</u>. Please refer to the Supervisor Handbook for further instructions.
Note: the back and forward buttons do not work well in my.whittier.edu. Every page on the time sheet has buttons to move from one page to the next, please use these buttons to navigate through my.whittier.

To begin log into: "my.whittier.edu"
Enter your username and password. Click "Login"
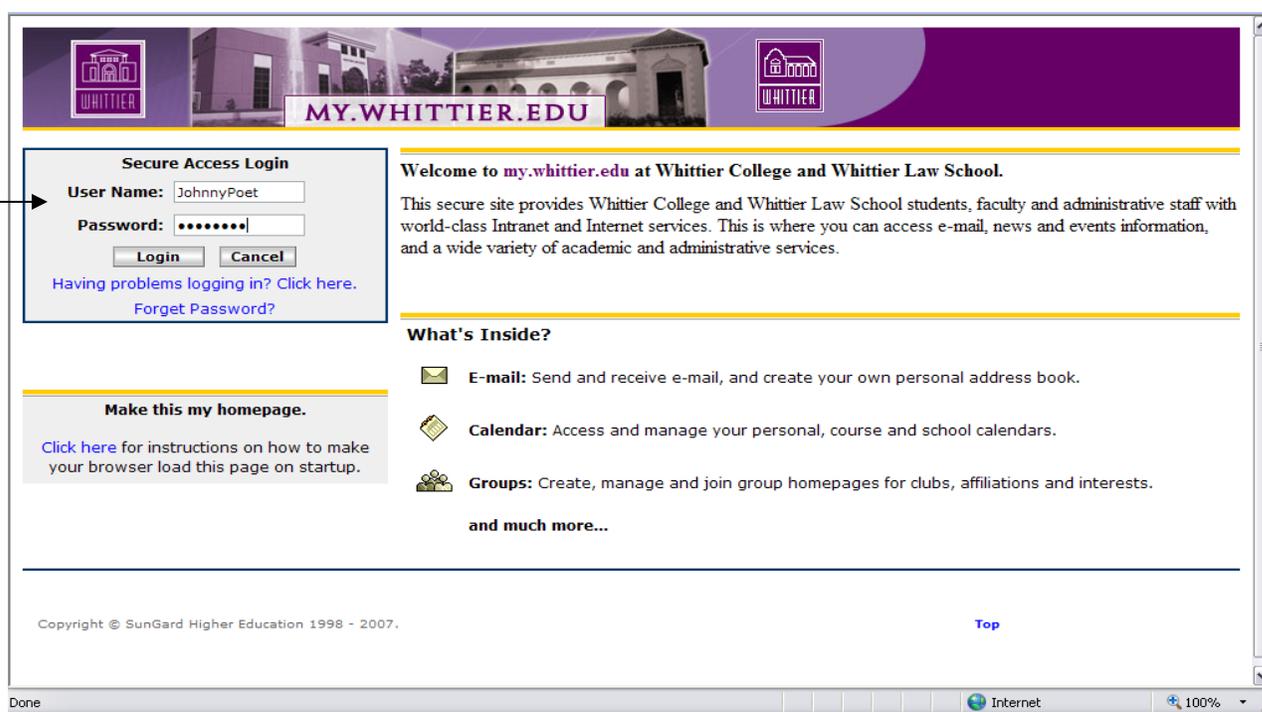
Once you have logged in, tabs will appear at the top of the page: Home, Academics, Campus Life, My Info, and My Courses.

Click the "My Info" tab.
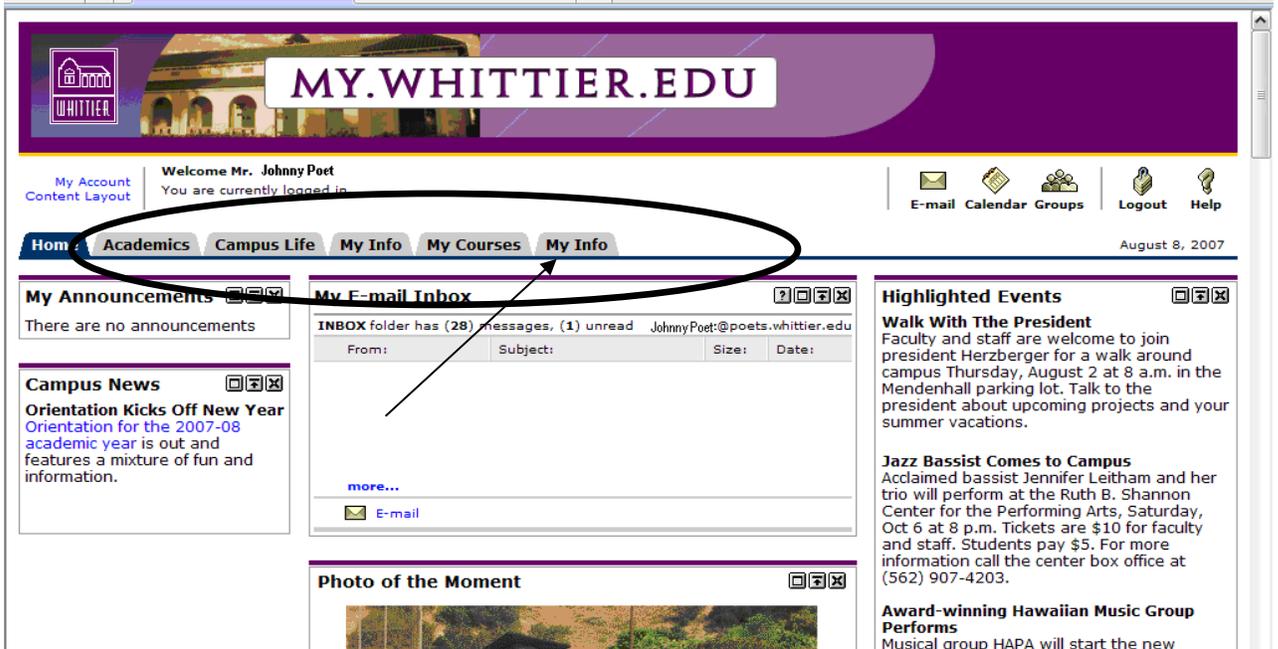
Select "Self-Service Links"
Select "Employee"
Select "Timesheet"

Once you have selected "Timesheet," you will be taken to the below screen. If your screen does not look like the image below, or if you do not have the option to select "Act as Superuser" contact Human Resources at ext. 4208.

Click on "Act as SuperUser."
Click on "Select"

Back to
My Info Tab

E-mail Calendar Groups | Logout

Search [____] Go

SITE MAP   HEl

Time Sheet/Leave Request/Proxy

ⓘ Select a name from the pull-down list to act as a proxy or select the check box to act as a Superuser.

Selection Criteria

	My Choice
Access my Time Sheet:	○
Access my Leave Report:	○
Access my Leave Request:	○
Approve or Acknowledge Time:	◉
Act as Proxy:	Self ▾
Act as Superuser:	☑ ←

[Select]   ←

Proxy Set Up

You will now need to select the criteria desired. You will always need to select the Pay ID, Pay Number, and Department. If you supervise more than one department, you will have the option to select a department number. If you only supervise one department, you will only have one option.

Back to
My Info Tab

E-mail Calendar Groups | Logout

Selection

ⓘ Select Time Sheets or Leave Request, the Pay Year, Pay ID, Pay Number, and Department. Select the sort order and choose Select to access the records.

Type of Records:	Time Sheets ▾
Year:	2010 ▾
Pay ID:	BW, Bi-Weekly ▾
Pay Number:	1 ▾
COA:	1, Whittier College
Department:	ALL ▾

Sort Order

	My Choice
Sort employees' records by Status then by Name:	◉
Sort employees' records by Name:	○

[Select]

Click on the down arrow beside Pay ID to select "Student Payroll."

Click on the down arrow beside "Pay ID" to select which pay period you are approving.

Click the down arrow beside "Department" to select which department you will be approving timesheets for.
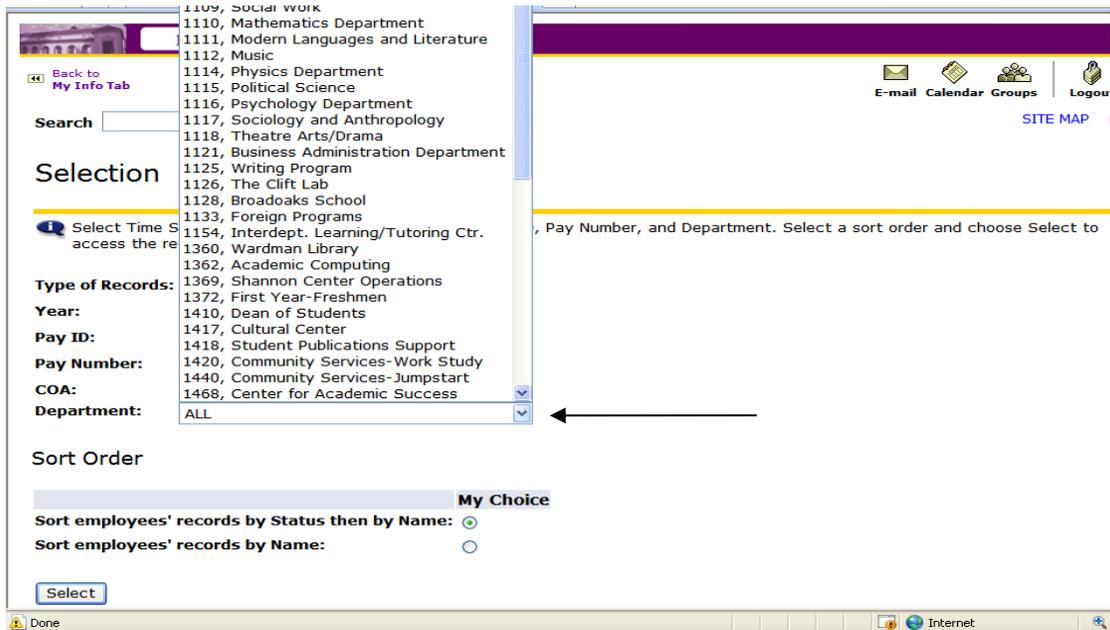
Click "Select."
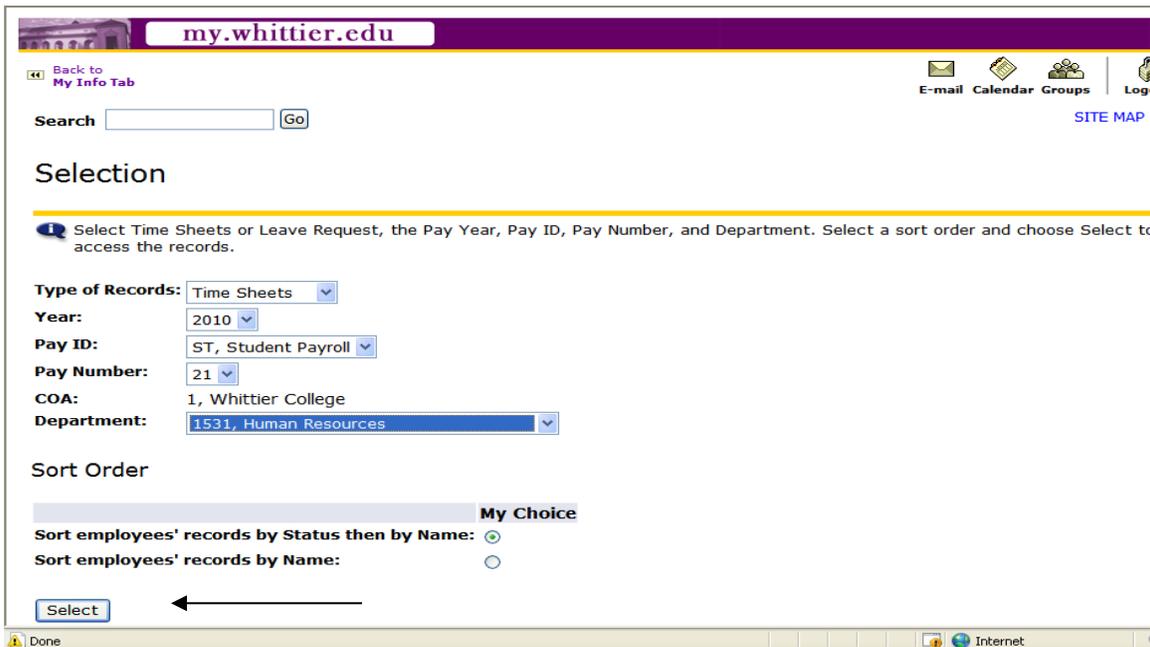
All timesheets will be grouped as "In Progress," "Pending," "Approved," and "Not Started." If your student has completed and submitted their timesheet, they will be located in the "Pending" category. If the student started his timesheet but never submitted it, it will be in the "In Progress" category. If the hours are correct you may submit the timesheet for your student, but you must contact HR to approve it. **You may not submit and approve a timesheet for your student.**

To approve a student's timesheet click on the student's name (blue).

The student's timesheet will appear. If the hours are correct click the "Approve" button. If the hours are incorrect, click "Return for Correction" to send the timesheet back to the student. However, if this is after 12 pm, the student will not be able to make changes or access the timesheet. Use caution when approving student timesheets.

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