

Shaping the Future Workforce: SEP Supervisor Playbook

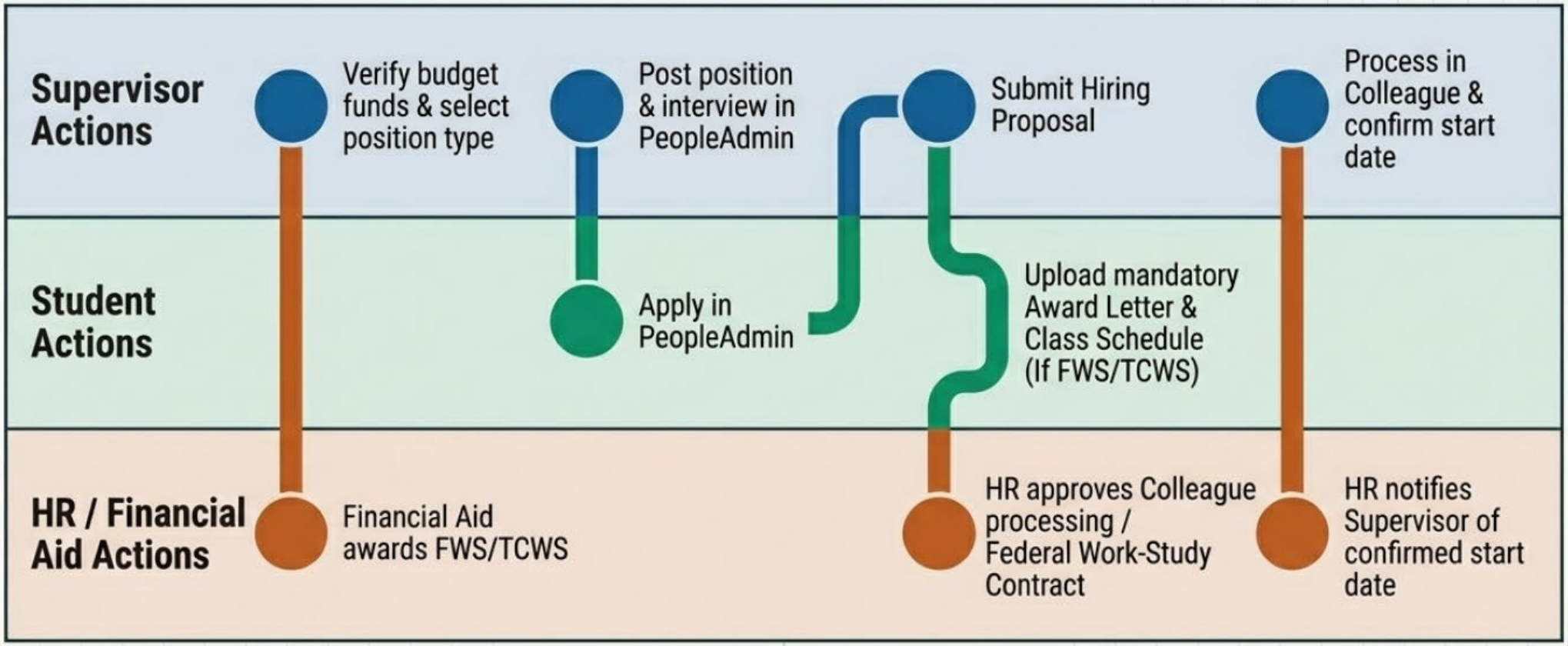
A comprehensive guide to hiring, managing, and mentoring student employees at The University.

The trajectory of excellence.

The student is the University's most valuable asset. The Student Employment Program (SEP) ensures education does not end in the classroom. Your role is to provide a professional learning environment that transforms student employees into highly competitive future job candidates.



Student Employment Process Flow



Pre-Employment Compliance Checkpoints

1		**Background Investigation (FCRA Compliant)** **Deadline:** Must be fully approved BEFORE starting work. **Note:** Conduct records and academic integrity are subject to HR review.
2		**Form I-9 (Employment Eligibility)** **Deadline:** Must provide docs by Day 1. Strictly enforced by Day 3. **Penalty:** Offer automatically withdrawn on Day 3 if incomplete. **Exception Note:** International students can start with I-9 docs but have a strict two-month window to attain their Social Security Number.
3		**Form W-4** **Purpose:** Required immediately to ensure correct federal income tax withholding.

Student Employment Hours & Exceptions

Multiple Roles
Students cannot hold more than two concurrent positions. Requires approved exemption from HR and Financial Aid.

International Students
Strictly capped at 20 hours maximum due to visa regulations. Zero exceptions.



The 29-Hour Exception
Occasional spikes up to 29 hours allowed. Requires written request to HR exactly two weeks prior. Approved case-by-case.

Class Schedule Conflict
Students are strictly prohibited from working during scheduled classes.
Note: Even if a class is canceled on a specific day, they cannot work during that block.

Compensation Structure & Timesheet Protocols

Hourly Compensation Tiers

Clerical

- Step 1: $12.00 / hr
- Step 2: $12.50 / hr

Skilled

- Step 1: $13.00 / hr
- Step 2: $13.50 / hr

Progression: Step 2 achieved after one full academic year in SEP.

Timesheet Protocol

SEP Online Portal

- ✓ Submitted bi-weekly via the online portal.
- ✓ Supervisor approval required each pay period.
- ✓ Rule: Paper timesheets are strictly not accepted.
- ✓ Supervisors may correct timesheets if a deadline is missed.

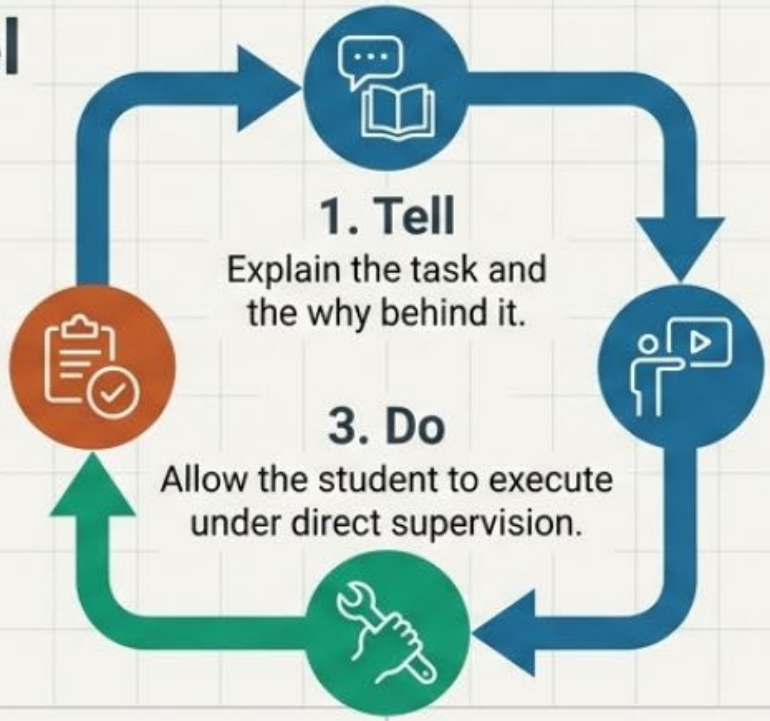
Setting the Culture

Prepare
Set up workspace and supplies before Day 1.

Integrate
Introduce to staff, include in meetings, treat as a regular team member.

Align
Provide an overview of the department's mission and their role in it.

The Training Flywheel



1. Tell
Explain the task and the why behind it.

2. Show
Demonstrate the process physically.

3. Do
Allow the student to execute under direct supervision.

4. Review
Assess the outcome and provide constructive feedback.

The Mentoring Framework: Guiding the Conversation

Career Translation

Prompt: How do the daily duties of this position directly assist the student in reaching their long-term career goals?

Tangible Milestones

Prompt: What is the exact timeline for achieving their immediate goals and developing their Portfolio/E-Portfolio?

Soft Skills Focus

Prompt: Identify specific interpersonal, communication, or professional skills that need development during this term.

Qualitative Feedback

Action: Provide regular, structured feedback beyond "doing a good job." Focus on specific observations and growth areas.

Behavioral Standards & Intervention Escalation

Professionalism

Punctuality, no excessive tardiness (3 days no-call = term), appropriate dress (no flip-flops), no sleeping on duty.

Integrity

Absolute honesty. No falsification of timesheets, no unauthorized disclosure of confidential data, no misappropriation of funds.

Respect

No insubordination, no interference with others' work, no discriminatory behavior or harassment.

Safety

No weapons, explosives, violence, or reporting under the influence. Complete adherence to safety protocols.

Intervention Escalation

Step 1: Verbal Coaching

Step 2: Written Warning (Mandatory copy sent to HR)

Step 3: Involuntary Termination

OFFBOARDING

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Voluntary Resignation

Action: Student provides written notice to supervisor.

Requirement: Supervisor must send a copy to HR immediately.

Involuntary Termination

Action: Document all prior warnings and events leading to the decision.

Requirement: MUST consult HR and Associate VP of Human Resources BEFORE notifying the student.

End of Academic Year Reset

Action: System-wide termination of all student employees at the end of the academic year.

Requirement: To retain a student, supervisors must submit a Request for Rehire form (at the end of Spring for Summer retention, or end of Summer for Fall retention).

The Step-by-Step Guide to the Student Employment Program (SEP)

This guide outlines the lifecycle of student employment, from recruitment to management, emphasizing commitment to professional development and adherence to regulations.

Phase 1: Recruitment and Selection

1. Verify Funding and Post Position



Confirm department budget and choose between Student Assistant or Federal Work-Study (FWS) funding.

2. Interview and Candidate Selection



Conduct interviews and update applicant statuses within the PeopleAdmin workflow system.

3. Submit Hiring Proposal



Submit the successful candidate's proposal to HR for pre-employment processing and system entry.

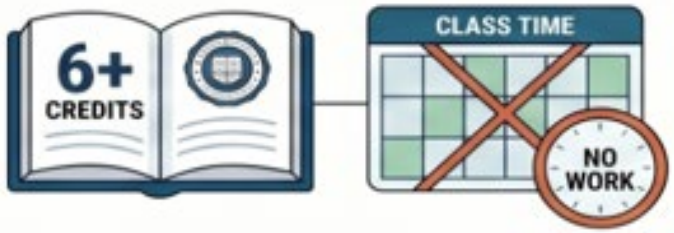
Phase 2: Onboarding and Management

4. The 3-Day I-9 Rule



Identity and work eligibility (I-9) must be verified by the third day of employment.

5. Enrollment and Scheduling Requirements



Students must be enrolled in 6+ credits and never work during scheduled class times.

6. The 20-Hour Weekly Limit



FWS Hours Calculation (Optional Guide)

Calculation Step	FormularDetail
Total Term Hours	Federal Award Amount ÷ Hourly Pay Rate
Recommended Weekly Hours	Total Term Hours ÷ Number of weeks in term
Example	$1,600 award at $15/hr for 11 weeks = 12 hours per week

Students are capped at 20 hours weekly; exceptions up to 29 hours require HR approval.

Emergency & Administrative Directory

Emergency Contacts

First Step: Always dial 911 for immediate emergencies.

- Campus Security: 817-531-4911
- Campus Conduct Hotline: 1-833-246-5701
- Poison Control: 1-800-222-1222
- Medical:
  - Univ. Health Center: 817-531-4948
  - Baylor/All-Saints: 817-926-2544
  - John Peter Smith: 817-702-3431

Program Administration

(Note: On-campus dial last 4 digits)

- Human Resources: 817-531-4403
- Financial Aid: 817-531-5812
- Career Services: 817-531-6512
- Information Technology: 817-531-4428