

Student Employment Handbook

Concord University

2018 Revision

INTRODUCTION

A student employee is a part-time employee who is enrolled and regularly attends classes at Concord University and whose primary purpose for being at Concord University is to further his/ her education. Student employees are an important part of this institution. The faculty and staff depend on assistance from student employees for many important functions; therefore, student employees must be reliable, professional, and efficient. Student employment can provide an opportunity for students to understand more about workplace standards of performance and some of the things that will be expected of them when they enter the workforce after graduation. It can also provide students with a chance to evaluate the types of work that may or may not appeal to them. For these reasons, student employment can be a significant opportunity for professional development, as well as a source of income for students. It is the policy of the University not to engage in discrimination against any person on the basis of race, color, national origin, religion, sex, physical or mental disability, medical condition, marital status, age, sexual orientation, gender identity, or citizenship. The Student Employment Handbook has been developed to maximize the value of student employment for both the University and the student employees.

TYPES OF EMPLOYMENT

There are four types of student employment

- 1. CU Connect (Non-Federal Work-Study):** Starting in Fall 2018, this is the new name for State funds. These student employees are those who are not awarded work-study as part of their financial aid award package. Wages are funded by institutional funds and are allocated to the departments via the CU Connect Committee. Students do not need to show financial need to work in these jobs nor be a U.S. citizen.
- 2. Federal Work-Study:** Work-Study employees are those who are awarded federal work-study money as part of their financial aid award package. Work-Study must be applied for each year by completing the Free Application for Federal Student Aid (FAFSA). Wages are funded by the Federal government. The Financial Aid office determines the eligibility. The student must be a US citizen or permanent resident and meet other federal eligibility requirements to be eligible for Federal Work-Study money. Financial need and timeliness in applying for financial aid will determine eligibility for Federal Work-Study money. Money awarded under the work-study program is actually earned over the course of the academic year. Work-Study students are limited to maximum earnings equal to the amount of the work-study award. The awarding of Federal Work-Study does not guarantee a job. The student is responsible for securing an on-campus job and completing employment documents in a timely matter. Payroll determines an overall student count over all work-study positions across campus based on the overall federal work study award, so please submit paperwork in a timely manner.
- 3. Grant funded:** These positions are similar to CU Connect except they are funded through grant funds.
- 4. Graduate Assistant:** These positions are available to graduate students.

ELIGIBILITY REQUIREMENTS FOR ON-CAMPUS POSITIONS

1. Enrolled in at least six hours at Concord University.
2. Meeting SAP (Sufficient Academic Progress) or be granted an exemption.

INTERNATIONAL STUDENTS

International students may apply for any open Non-Federal Work-Study position on campus. International students will process paperwork the same as domestic students and provide a copy of a valid visa or I 20. If the student is claiming benefits under a tax treaty, the appropriate tax form must also be completed. Employment possibilities vary depending on visa type:

F1 The F1 Visa is the most popular/common visa that is issued to students coming into the USA. Generally, it is issued to students coming to the USA to study in an academic program or to learn English as a second language. These students may work on campus. Students may work off campus under CPT or OPT after your first year.

J1 The J1 Visa is issued to students who need to have practical training as part of their academic program; however, there is also a large program called the "Work/Travel Program" under the I1 Visa where students can come to the USA for three to four months to gain employment and travel in the USA.

J2 Eligible to apply to United States Citizenship and immigration Service (USCIS) for full-time Employment Authorization Card.

M1 No employment allowed during course of study; eligible to apply for maximum six months practical training upon program completion (subject to certain restrictions). M1 Visa is issued to a student who is going to attend a non- academic program or vocational school.

H4 No employment legally allowed, including volunteering.

L2 Eligible to apply to USCIS for full-time Employment Authorization Card.

8233 Form (Exemption from Withholding on Compensation for Independent and Certain Dependent Personal Services of a Nonresident Alien Individual)

Students MUST have a social security number before they can be placed on payroll!!

Students may obtain a social security card at a Social Security office, closest one is in Bluefield. This is a process so please plan accordingly

International students must submit this form if they wish to take advantage of tax treaties. Complete the 8233 form each year if the student wants to take advantage of the tax treaty between the United States and the eligible country.

Students not turning in an 8233 are to complete form W4 using the instructions provided in IRS Notice 1392, as well as the WV State tax form.

FINDING JOBS

Students can view current job postings for on-campus employment at www.jobs.concord.edu. Starting Fall 2018, all student job offerings will be posted here.

Once hired, the student must complete the New Student Employee process. The New Student Employee/Position Change Form must be filled out and is available on the website under the business office – student payroll. The form will direct students to fill and print appropriate tax documentation, the Form I9, and a direct deposit form. Your supervisor will complete the new student employee supervisor form.

In addition, Payroll must see original identification as described on Form I9. The student must also bring a direct deposit form from their bank or a voided check.

ONCE PAPERWORK IS SUBMITTED, THE POSITION AND HIRING DOCUMENT MUST BE APPROVED BY THE STATE BUDGET OFFICE. THIS COULD TAKE SEVERAL DAYS SO PLEASE PLAN ACCORDINGLY.

Students may NOT work before this approval takes place. The supervisor will receive an email from studentpayroll@concord.edu when this process is complete.

Once the student is hired in wvOASIS, most employees will be entered into the Kronos timekeeping system. The student will report back to Payroll to complete this task after 2 days of receiving approval.

Allowed Positions and Allowed Work Hours

Students are allowed to work a maximum of 20 hours per week across all jobs on campus when taking any type of classes and 29 hours a week during holidays, vacation periods and summer if registered for the next academic semester. Students are responsible for monitoring their work hours to ensure they do not go over the limits. Students can set up an online myAPPS account at www.wvoasis.gov (instructions provided), or check their time directly on the timeclock (instructions provided).

Students are typically NOT allowed to hold more than one position on campus due to inherit limitations with the wvOASIS and Kronos system. If the student does have multiple duties on campus, that position will not be entered in Kronos and will require a paper time card to report their hours worked.

Students cannot work during class times even if the class has been cancelled or ends early. The student and the departmental supervisor will determine the work schedule based on available hours and departmental needs. You are expected to work the hours you are assigned to work. If you are unable to work, notify your supervisor as much in advance as soon as possible so they can adjust the work load for the time you are absent. No student may be appointed as a student employee after graduation. Students who withdrawal are not eligible for Student Employment and must be terminated immediately.

RETURNING PAPERWORK

Some form of student employment paperwork must be filled out each semester for each position. Please understand this paperwork is used for the complex task of monitoring positions and multiple

appointments. WITHOUT THE SUBMISSION OF APPROPRIATE PAPERWORK THE STUDENT IS NOT AUTHORIZED TO WORK.

Form EZ Returning is used if the student is returning to the same position as last semester. This is completed by your supervisor.

For all other cases, such as a transfer or multiple duty, the supervisor is to fill out the EZ Transfer form. Tax documents and the direct deposit form need only be completed in the event of a change affecting those documents.

Breaks

Students working for four continuous hours are entitled to a paid 15-minute break.

Students working for six or more continuous hours must be given an unpaid 30-minute meal break. Kronos will take an automatic 30 minute lunch off a timecard after 6 consecutive hours worked. If you take a lunch and you do not work 6 hours, you are required to clock out and back in.

PAYROLL DEADLINES

Students MUST turn in all Student Employment paper work to the Payroll Office, Administration 219, in order to start working and to receive pay. This must be completed before the student is scheduled to begin work. In addition, you are not permitted to work until your supervisor receives notice from studentpayroll@concord.edu.

If you are required to use a paper time card, all time cards must be signed by the student and supervisor in order to be processed. Any time sheets turned in after Tuesday of payroll processing week will be processed the following pay period. Students are not permitted to turn in timecards to payroll, only the supervisor is allowed to submit the time cards.

Supervisors are required to review and approve your time in Kronos by Noon Monday of payroll processing week. If you missed a punch on the clock, you MUST notify your supervisor. If you do not, you run the risk of an incorrect paycheck that would have to be corrected at a later date. You are also responsible for checking your timecard to ensure it is correct.

Kronos

The student should create a myApps account at www.wvoasis.gov. Students are encouraged to review their time in Kronos at the end of the pay period, since students are also responsible for their time worked.

1. Click on “myApps”
2. Click “Create Account”
3. Agree to the terms and conditions
4. Follow the prompts and enter your personal information.
5. When complete, go back to www.wvoasis.gov and login. If students have issues creating an account, they are instructed to contact the WVOASIS help desk at 304- 558-6708. Your OASIS ID is your clock in number.



6. Click on the KRONOS box. If you do not see the KRONOS and/or the ESS box, notify payroll.
7. Go into Kronos (must have java up to date). Change the time period to previous pay period if needed.

Loaded: 11:07AM

Time Period: Current Pay Period

	Date	Pay Code	Amount	In	Transfer	Out	In	T
	Fri 6/10							
X	Sat 6/11							
X	Sun 6/12							
X	Mon 6/13			8:18AM				
X	Tue 6/14							

ESS

ESS is where employees can view their pay stub.

1. Login in myApps from www.wvoasis.gov
2. Click on the Green ESS Box



3. Click on the "more" under pay summary


Home

A screenshot of the ESS Home page. The page is divided into several sections. On the left is the 'General Information' section, which lists various employee details such as Employee ID, Appt ID, Name, SSN, Appt Date, Title, Sub-Title, Emp Status, Street 1, Street 2, City, State/Province, Zip/Postal Code, Home Phone, Emergency Contact, and Emergency Contact Phone. On the right side, there are three sections: 'Alerts', 'Announcements', and 'Timesheets'. Below these is the 'Pay Summary' section, which displays 'Last Paycheck Issued : 06/10/2016' and 'Gross Pay Amount :'. A 'more...' link is located at the bottom right of the Pay Summary section, and a black arrow points to it. There are also 'more...' links at the bottom of the Alerts, Announcements, and Timesheets sections.


4. Click on "Issued Checks/Advices"


A screenshot of the ESS 'Jobs' page. At the top, there is a navigation bar with tabs for 'My Information', 'My Benefits', 'My Compensation', 'Paycheck Calculator', 'My Evaluations', and 'My Travel'. Below this is a sub-navigation bar with links for 'Jobs', 'Pay Summary', 'Deduction Summary', 'Issued Checks/Advices', and 'View Tax Forms (ex. W-2)'. A black arrow points to the 'Issued Checks/Advices' link. Below the navigation bar, there is a table with columns for 'Appt ID', 'Title', 'Sub-Title', 'Emp Status', 'Home Dept', 'Home Unit', 'Location', 'From', and 'To'. A single row is visible with the following data: 'CASUL SEASNL NE', 'HNEXPTNSAN', 'TEMPORARY', 'CONCORD UNIVERS', 'Public Soc Ser', 'CONCORD UNIVERS', '05/14/2016', and '12/31/9999'. Below the table, there is a section for 'Employee ID' and 'Appt ID' on the left, and 'From : 05/14/2016' and 'To : 12/31/9999' on the right. Further down, there are labels for 'Home Dept : CONCORD UNIVERS', 'Home Unit : Public Soc Ser', 'Pay Location : CONCORD UNIVERS', and 'Location : CONCORD UNIVERS'.

- Click on the paperclip on the pay period that you want to view

 **Issued Checks/Advices**

[Start Direct Deposit Wizard](#)

Appointment ID	Title	Check Date	Check Number	Net Pay Amount	Type of Check	Bank Account	Bank Account Description	Disposition	Disposition Date
	CASUL SEASNL NE	06/10/2016			Regular	0002	*****	Cleared Payment	06/03/2016

 Attachments

Disposition Information

Appointment ID :	Type of Check :	<input type="text" value="Regular"/>
Check Date :	Combined Check :	<input type="text" value="0.0000"/>
Bank Account :	Disposition :	<input type="text" value="Cleared Payment"/>
Bank Name :	Disposition Date :	<input type="text" value="06/03/2016"/>
Check Number :		

- Click on "Download" to view your notice.

MYCOMP - Issued Checks / Advices Attachments

File Name	Type	Date	User ID
✓ 53462003_319643.PDF	Standard	6/4/16	batch

First Prev Next Last

Search
[Download](#)

File Name : 53462003_319643.PDF Description :

Type : Standard

Date : 6/4/16

User ID : batch

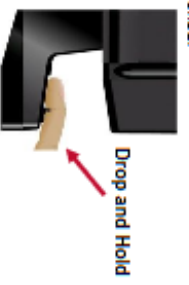
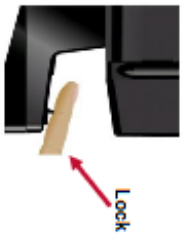
[Return to MYCOMP - Issued Checks / Advices](#)
[View Attachment History](#)



Using the Time Clocks with Biometrics



- 1** Enter your PIN using the key pad and press Enter.
- 2** The terminal beeps three times and displays your name or badge number, followed by a prompt: Place 'primary finger' on sensor.
- 3** Position the first joint of your finger against the ridge lock.
- 4** Drop your finger on the sensor. Hold your finger on the sensor until the terminal beeps and displays a response.



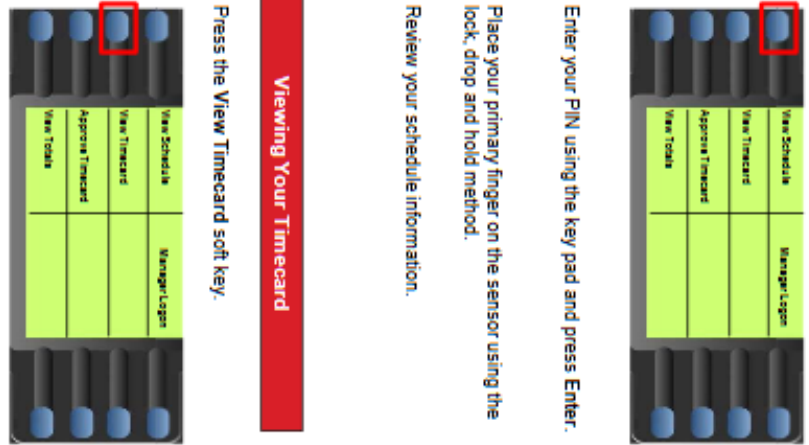
Using the Timeclock



Clock Functions

Viewing Your Schedule

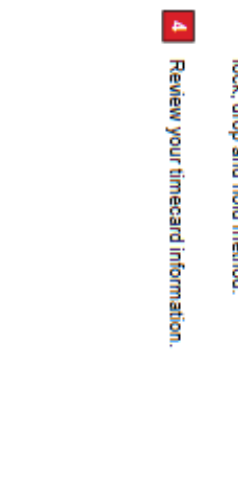
- 1 Press the View Schedule soft key.
- 2 Enter your PIN using the key pad and press Enter.
- 3 Place your primary finger on the sensor using the lock, drop and hold method.
- 4 Review your schedule information.



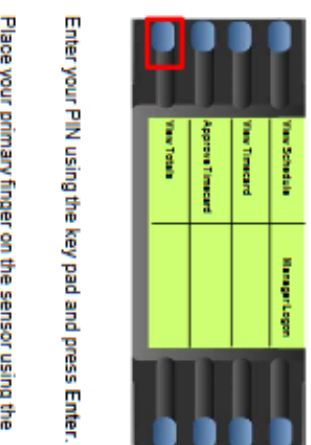
- 2 Enter your PIN using the key pad and press Enter.

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- 3 Place your primary finger on the sensor using the lock, drop and hold method.
- 4 Review your timecard information.



- 5 Review your timecard information.
- 6 Press the Enter key to approve your timecard.



- 2 Enter your PIN using the key pad and press Enter.
- 3 Place your primary finger on the sensor using the lock, drop and hold method.
- 4 Review your totals information.

~continued~

Viewing Your Totals

- 1 Press the View Totals soft key.
- 2 Enter your PIN using the key pad and press Enter.
- 3 Place your primary finger on the sensor using the lock, drop and hold method.
- 4 Review your totals information.

E-PAYMENT OPTIONS

Students are paid biweekly by one of the two payment options:

Direct Deposit: Employees may have their earnings deposited into an account of their own choosing. Students will need to provide a blank voided check or document from their account that has the routing number and the account number. The student must also complete and sign the Direct Deposit Authorization form. The Direct Deposit Authorization form can be obtained in the Payroll Office. Employees are responsible for verifying that the funds were deposited into their account each pay period. Students may use their Concord ID as their pay location. However, a direct deposit form must be printed off from your account through BankMobile.

West Virginia Pay Card: Students may elect to have their pay uploaded on a Pay Card. The Pay Card is a reloadable Visa card. No bank account is required. The student must complete and sign the WV Pay Card Authorization form. The WV Pay Card Authorization form can be obtained in the Payroll Office. Employees are responsible for verifying that the funds were deposited onto their Pay Card. In the event that your direct deposit information was rejected by the State Auditor's Office, wvOASIS will default to a Paycard. IF YOU RECEIVE ONE IN THE MAIL, DO NOT DISPOSE OF IT until you verify your pay is being deposited in your bank account.

DISMISSAL

Your employment status is at-will, meaning the University may terminate employment at any time.

Causes of dismissal may be, but are not limited to the following:

- Failure to enroll for the required number of credits at Concord during any term of employment.
- Failure to maintain a minimum Sufficient Academic Progress or an exception.
- Unacceptable job performance.
- Excessive absenteeism or tardiness.
- Excessive class absenteeism.
- Criminal offense conviction.
- Lack of funding.
- Physical or verbal abuse or other threatening behavior.
- Theft.
- Falsely reporting time worked.
- Working under the influence of alcohol and/or illegal substance.
- Disclosure or use of confidential information for any reason.

How can being a student employee help me in the future?

1. Give you work experience (help you build your resume)
2. Help you develop professional skills required in the workforce (make yourself more marketable)
3. Help you determine what tasks you enjoy and which ones you dislike (help narrow your career choices)
4. Result in a strong letter of recommendation (references are generally required when you are a candidate for a job)
5. Lead to lifetime friendships with Concord faculty and staff

Good Employment Habits

As a new Concord employee, there are a few words with which you should be familiar.

Punctuality—As with any job, you are expected to report to your job at the assigned times. Arrive at work a few minutes early so you are ready to start working when you are scheduled to be there. Most supervisors will understand if you have to be a couple of minutes late because your professor held you after class. They will not, however, be understanding if you just decided to sleep in a few extra minutes.

Confidentiality—In many offices on campus, you will be dealing with personal, private information about students, employees or programs. No such information should be shared with anyone outside the office. DOING SO WOULD RESULT IN YOUR IMMEDIATE TERMINATION.

Reliability—Supervisors plan on you working during your assigned hours. Generally they will plan their day's schedule based upon the fact that you will be working your assigned hours. IF YOU'RE SCHEDULED TO WORK, SHOW UP or CONTACT YOUR SUPERVISOR IMMEDIATELY TO INFORM HIM/HER THAT YOU ARE NOT ABLE TO MAKE IT TO WORK. Employees not showing up to work can create a hardship on their coworkers as well as create confusion and frustrations. Notify your employer in advance if you need time off for a doctor's appointment, conference, test, etc. Failure to show up for scheduled work times can result in termination.

Professionalism—Each office will have a level of behavior that will be expected from all employees. All offices at Concord University are in a professional setting, and, thus, employees are expected to act accordingly. You are a reflection of the office where you are employed.

Appropriate Dress—Wear appropriate clothes to the workplace. In most offices on campus you will be interacting with students, staff, faculty, and community members. Your dress should be appropriate for all of these constituents. No obscene words or offensive materials on your clothing, no sexually suggestive dress, no sloppy dress, and no dirty smelling clothing.

Good Work Habits

Work-- Be conscientious! Remember that you are being paid to work - not to make personal phone calls, not to chitchat with your friends, text or post to social media – but to WORK. If you complete your work assignments, ask if there is other tasks you could complete. Employers remember employees who perform well and are diligent. Remember that future employers will be checking with past supervisors about your work habits and product, so be the best employee possible.

Honesty-- If you are not certain about the answer to a question or you're not clear on a work assignment, just admit it. It's okay to say you'll need to find the answer to a question, and it's certainly okay to tell your supervisor that you're not quite sure what they wanted. As many offices work directly with students, it is imperative that correct information be shared at all times.

Work Ethic--Exhibit a good work ethic. Part-time jobs can lead to full-time offers. You may also ask a part-time employer to be a reference for you when you are pursuing full-time employment. Never underestimate the significance of a part- time job on your future options. You are establishing your work ethic for life. The older you get, the more difficult it will be to change bad habits such as tardiness or sloppy work.

Responsibility --Take responsibility. If an emergency arises or you are ill, contact your employer as soon as possible, before your workday begins, so they can make adjustments in the plans for the day. It is not acceptable to just not go to work because you don't feel like going. If you make a mistake, admit it. We are all humans and, thus, will make mistakes from time to time. The important thing is that we learn from our mistakes and do better the next time.

Teamwork—Do the task assigned to you and be a team player. Very few jobs allow you to work independently from other employees. Look for the good in others and work to get along with them. Work for the success of the team. You will find that by working together much more can be accomplished. Plus, it just makes the work environment more enjoyable for everyone.

Respect--Show respect for your employer and co-workers. Many local employers and most on-campus employers will work to accommodate your school schedule. Before you accept a job, be honest and realistic about how many hours you can work and still maintain good grades. Later, when you are pursuing full time jobs, you will find some employers recruit graduates with specific grade point averages (3.0 or higher). Some employers will reward higher grades with higher salaries. Also, respect your supervisor's office area - Don't start taking over, getting into their candy bowl, reading what's on or snooping through their desk, eavesdropping or taking things without permission.

Criticism--Accept constructive criticism. No one is expected to know the job the day they start. Be willing to learn the process and be willing to listen to advice given by your supervisor. He/she wants you to be the best employee you can be. Skills you learn and habits you develop at your part-time job will undoubtedly be applied to jobs you will have in the future. Listen to what your supervisor, your clients/customers, and co-workers say. You can learn something from everyone and from every experience.

What skills do you have to offer an employer?

- Knowledge of specific computer software programs
- Keyboarding
- Calculating numerical data
- Dealing with customers
- Repairing mechanical devices
- Supervising others
- Problem solving
- Generating ideas
- Analyzing data
- Coordinating events
- Interpreting languages
- Making presentations
- Operating equipment
- Persuading others
- Scheduling
- Researching
- Writing articles/reports

Think of the skills you possess, how they relate to the job you are pursuing, and how you can best promote your skills to potential employers. If you've had previous work experience, also think in terms of "transferable skills." What have you done in a previous job that might help you in the job you are pursuing?

Telephone Etiquette

In today's professional world, telephone etiquette is more important than ever. For many of our campus visitors, the first impression they have of Concord University is how the phone is answered. For many prospective students and their parents, much of what they address is handled over the phone. Always put yourself in the other person's shoes. How would you like to be treated?

When answering the phone

SMILE —We all have a bad day now and then. Before you pick up the phone, smile. Even if you're feeling crummy, it will help your voice sound pleasant.

Say hello – not "speak" or "yeah" or "what sup?" or "yes" or "hey"

Identify yourself (and your office)

If a co-worker is on another line or unavailable, say, "(name) is on another line currently. May I assist you or may I have your name and number and have her return your call?"

If answering someone else's line, include their name in your greeting, so the caller doesn't think they have reached a wrong number. Then you can take a message or handle the call — whatever you have been instructed to do.

End the call on a positive note. Ask if you can be of any further assistance.

If you don't know the answer to the caller's question and you're not sure who might be able to answer the question, either put the caller on hold and ask your supervisor what you should do or ask the caller for their name and number and assure them that someone will return their call in a timely manner. **DO NOT TRANSFER THE CALL TO SOMEONE ELSE UNLESS YOU KNOW FOR CERTAIN THAT PERSON CAN ANSWER THE QUESTION.** Callers are generally not pleased to be passed around to several offices before getting an answer to their question. It is then your responsibility to make certain you contact the person that can answer their question and either get the information, so you can return the call or ask that person to return the call.

Taking Phone Messages Always have paper and a pen/pencil near the phone. Jot notes during the conversation. This helps you be a better listener, plus gives you a reference later if you must relay the message to someone else. Use listening phrases such as "yes," "I see," or "great." This makes the caller feel as though you care. At the end of the call recap the conversation, repeat what action will be taken, ask for correct spelling of the person's name if in doubt, and repeat the call back number if appropriate.

Transferring a Call to another Person

If you transfer a call to another person in the office or to another office, follow the procedure to transfer the call.

Wait for the other party to answer the phone and tell them you are transferring a call and any details you think would be helpful for them to prepare to take the call. If the person does not answer the phone, return to the caller and tell them the person is not available.

Ask if they would like to be transferred to the person's voice mail, at which time you would transfer the call and could hang up.

Addressing Faculty, Staff, Students and Guests

You should address employees by their correct title - Dr., Ms., Mrs., Mr. - until you are given permission to address them in another manner. For instance, some staff may ask that you address them by their first name. Then it is perfectly acceptable to do so. Students may be addressed by their first name or by Ms. or Mr. If you happen to work in an office where you deal with visitors or guests on campus, you should address parents, dignitaries and other guests by Mr., Mrs., or Ms., or Dr., if appropriate.

Often parents will have a different surname than the student's surname. If you address them as Mr. and Mrs. Green because their child is Harvey Green, you should ask if that is correct. Visiting students could be greeted by their first name. If you are unsure how to pronounce a name, ask the person for the correct pronunciation.

Cell Phone Usage at Work

Cell phones should be on vibrate while you are at work, unless you have a legitimate reason for having it on. If there is such a case, explain to your supervisor why you must leave your cell phone on. If you receive an urgent call that you must answer, excuse yourself from the office to a private area. Not everyone needs to hear your phone conversation. Text messaging and personal phone calls should NOT be done while you are at work.

Inappropriate Behaviors on the job

- Making or taking personal calls on your cell phone (or the office phone)
- Instant messaging while at work
- Downloading software, games, music, etc. to the office computer
- Doing personal things while "on the clock"
- Arriving late for work
- Being "off-task"
- Chatting excessively with fellow employees
- Having your buddies stop by to chat with you while you're at work
- Using foul language - especially bad when you can be heard outside your office area
- Not showing up for work - not asking your supervisor for time off in advance and not calling in if you are unable to work
- Showing up for work and then disappearing
- Playing on the computer
- Inviting your friends to "hang out" in the office with you
- Wearing obscene, suggestive or other inappropriate clothes
- Exhibiting an "I don't care" attitude
- Displaying a lack of interest in the work you are doing or in doing quality work
- Being unreceptive or downright hateful when asked to do something
- Stealing
- Being loud with your friends
- Not staying on task
- Asking for time off for trivial matters
- Being concerned that you are doing more work than someone else

Other qualities that will make you shine as an Employee

- Friendly
- Able to work and complete tasks with little supervision
- Thoughtful
- Able to use problem solving skills
- Recognize that your student job is a REAL job!
- Use common courtesy in all interactions with others
- Use good grammar
- Exhibit strong writing skills
- Prompt
- Dependable
- Ask questions (don't guess how something should be done)
- Present a helpful attitude to anyone who enters the office or calls the office
- Willingness to accept responsibility for your actions
- Professional attitude
- Be ready to work when you arrive to work
- Be willing to learn new things
- Ability to seek out answers
- Possess strong computer skills and willing to learn new computer programs
- Ask how you can help if you have completed your assigned task
- Complete your work in a quiet manner
- Have a positive attitude
- Eager to learn
- Able to work under pressure without sacrificing quality
- Able to hustle
- Stay focused and on task to meet deadlines
- Offer opinions or make suggestions (being a student, you can offer insight that a supervisor might overlook)

NEPOTISM

Nepotism means favoritism shown or patronage granted by a University employee to family members in employment matters without regard to public notice and consideration to other applicants or qualifications required to perform the job; or when family members are otherwise afforded the benefit of preferential treatment. Board of Governor's Policy Number 46 prohibits any hiring and supervision of family members of employees. Family members are defined as one of the following: relationships by blood or adoption-parent, child, grandparent, grandchild, brother, sister, uncle, aunt, nephew, niece, first cousin; relationships by marriage-husband, wife, step-child, brother-in-law, sister-in-law, father-in-law, mother-in-law, son-in-law, daughter-in-law, half brother, half sister, uncle, aunt, nephew, or niece; and cohabitating sexual partners. The policy is intended to ensure effective supervision, internal discipline, security, safety, and positive morale in the workplace. It also seeks to avoid the perception of favoritism, conflicts in loyalty, discrimination, the appearance of impropriety and conflicts of interests.

CONCLUSION

Thank you for your time in reviewing this manual. Student Employees play an important and vital role on our Campus Beautiful. The CU Connect Committee values your commitment and desire to advance the mission of our University. If at any time you have questions regarding this manual or procedures, please contact the Payroll Officer or a member of the CU Connect Committee.