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This guide is designed to provide student employment supervisor ’s with policy and procedural

details for Montclair State University’s On-campus Student Employment Program.

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All positions are to be submitted through Handshake:

● https://www. montclair.edu/career-services/on-campus-jobs/posting-an-on-campus-job/

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To ensure uniformity and fairness in student pay rates, a student job classificat ion system has

been developed. The job classification system applies to any student employee (Federal Work

Study and Student Assistant - see '(6&5,37,21 2) &$0386 (03/2<0(17

2 3325781,7,(6 for explanations of each) who will be paid on an hourly basis. Note: If your

st udent employee’s hourly rate is higher than the suggested guidelines, a justification for the

higher rate is required in the comments in Workday.

● https://www. montclair r.edu/human-resources/payroll-services/direct-deposit/

1RWH Students are QRW eligible to enroll in direct deposit through Workday. They have to submit

payment election forms directly to Payroll either online or in-person..

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The following is import ant information regarding completion of Form I-9. $OO QHZ KLUH

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SHUVRQ 1RWH )RUP, PXVWEHFRPSOHWHG prior to the stud ent empl oyee’s start date RU

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To schedule your I-9 appointment, please click on t he link and select a date/time that is

convenient for you. Schedule Your I-9 Appointment

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Prior to a student’s I-9 Appointment, please direct them to complete Section 1 of Form I-9 by

visiting: Complete Section 1 . They must complet e this section with the utmost accuracy to

prevent any delays with employment processing. 1RWH :KHQFRPSOHWLQJWKHIRUP LIW KH\GRQRW

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Federal Work-Study (FWS) is a federally funded program. St udents who are United States

Citizens or permanent resident aliens apply annually by filing the Free Application for Federal

Student Aid (FAFSA) bef ore the MSU priority deadline.

If a student is offered a position on campus, their wages for any hours worked will be paid

t hrough the federal FWS funding received by the college. The offer of FWS does not guarantee

t he student will obtain a posit ion on campus. For more informat ion, see:

● https://www. montclair.edu/red-hawk-central/services/financial-aid/

Montclair State University’s Financial Aid Office notifies students of their FWS award via NEST.

Students who receive financial aid can check t o see whether or not they have FWS funds

t hrough NEST:

● https://www. montclair.edu/career-services/on-cbഀ̀ F

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FWS Assignments in Workday:

● Assignments can only span from the start of the Fall semester, t o the end of the Spri ng

semester.

● Assignments must include the following in Workday:

○ “FWS” must be included in the Job Title and Business Title

○ O n the Change Organizational Assignments page, the Cost Center and fund

must reflect that of the st udent’s home account.

○ The FWS account information will be entered on the Costing A llocations page.

The Grant number for the current AY must be added to the Additional Worktags

section of the Costing Allocation override.

○ I f you would like the FWS student to work over t he mid semester break or over

t he summer, you must add an additional Undergraduate Student Worker job f or

t he student.

○ Data changes from FWS t o Undergraduate Student Worker are not permitted.

○ I f the FWS student runs out of FWS funding, you must add an additional

Undergraduate Student Worker job for the student.

● Assignments are not permitted to perform the following:

○ Work during mid-semester breaks

○ Continue once the student’s FWS funding runs out

B. Student Assistant (SA) Employment

Student Assist ant (SA) positions are funded as part of the Universit y’s operating budget and are

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I t is expected that all students function at a high level of performance and behavior. Failure on

t he part of a student employee to meet job responsibilities or abide by department rules may

result in disciplinary action. In the event that disciplinary action is necessary, the following

process should be followed (except in serious cases of violation requiring immediate action) to

enable an orderly review of the circumstances surrounding the unacceptable behavior:

6WHS  t he supervisor should issue an oral warning for the first offense followed-up by a brief

email summarizing the discussion.

6WHS  a second offense should be documented by the supervisor in the form of a written

warning provided to the student employee. The warning should include suggestions and a time

period for correcting the unaccept able behavior. Follow-up is the responsibility of t he supervisor.

6WHS : a third offense may warrant a decision by the supervisor to suspend or terminate the

st udent employee.

Note: Supervisor ’s should proactively address unsatisf actory performance and/or poor behavior

via oral and/or written communication to support professional growth by offering guidance,

support, supervision, and resources to succeed. When adequate advance warnings have been

given in writing by the supervisor for repeated tardiness, unexcused or excessive absenteeism

or other forms of unacceptable behavior, termination of the student employee may take place

immediately without further notice.

In addition to the guidelines for conduct and performance stated previously, the University

maintains several ot her grounds for sanction or termination. These may include, but are not

limited to the following:

● Completing assignments unsatisfactorily

● Being under the influence of alcohol or drugs

● Engaging in disorderly conduct that threatens the safety of the community or other

● Tampering with and/or f alsifying timesheets and jeopardizing the University’s public

image through inappropriate actions

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For all voluntary and involuntary terminations in Workday, please email

WCCSupport @montclair.edu and list the following:

● If the termination was voluntary or involuntary.

● The last date t he Student employee physically worked for your department.

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When a posit ion is accept ed, the student makes a semester-long commit ment to the hiring unit

and supervisor who then depend upon the student to perform the assignment during the hours

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and periods mutually agreed upon. Therefore, resignation from a position should only occur for

a legitimate reason such as the need for more study time or an unresolvable conflict.

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Student Employees are not eligible to collect either unemployment benefits or any other

institutional benef it from their campus position.

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Students who are injured on the job should report immediately to University Health Services:

● https://www. montclair.edu/university-health-center/

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O n-the-Job-Conduct:

● https://www. montclair.edu/career-services/on-campus-jobs/finding-an-on-campus-job/sta

tement-on-ethical-content/

I n the event of an unresolvable conflict, st udent employees are encouraged to utilize the

f ollowing offices:

● Dean of Students Off ice

● Counseling and Psychological Services