INTRODUCTION

This handbook is written to offer information on how to locate, secure, and make the most of student employment opportunities at Gettysburg College. Student employment is a great way for students to earn money for college and personal expenses, and can also provide students with work skills that will be helpful to them in their future careers.

MISSION STATEMENT

Student Employment Services, which is located in the Center for Career Development, connects students with part-time employment opportunities. The College strives to offer employment opportunities that help students learn valuable work skills and essential lessons to prepare them for the world of work beyond Gettysburg College.

CONTACT INFORMATION

Student Employment Services
Center for Career Development
53 W. Stevens Street
career@gettysburg.edu
Ph: 717-337-6616
FINDING STUDENT EMPLOYMENT ON CAMPUS

To find open positions, you should review Gettysburg Works online at www.gettysburg.edu/career. Follow the instructions on how to apply. Additional positions may be available through academic and administrative departments. If you need help with the job application, including resume and interviewing tips, please contact us at career@gettysburg.edu.

Job Search Tips

- Prepare any materials an employer has requested ahead of time (resume, cover letters, references, etc.). You should have references listed and ask for their permission before giving out their contact information. Even if the employer does not specifically request a resume, it is a professional way to outline your experience and skills and bringing one to the interview is recommended. If you need help with any of these documents, you can come by the Center for Career Development for drop-ins between the hours of 2:30 and 4:30 pm, Monday-Friday.
- Read the job description thoroughly and write down any questions or concerns you may have.
- In addition to listing previous work experience on your resume, you should think about what kinds of skills you are interested in learning and can gain through this employment experience. Employers realize that students may not have all of the skills necessary to perform a job; however, they want to know that you are willing and able to learn effectively.

INTERNATIONAL STUDENTS

Gettysburg College coordinates several types of employment opportunities for students. While funding may come from different sources, it is administered through one office, the Student Employment Services in the Center for Career Development. International students must comply with U.S. Federal Regulations and laws governing their visa status. Failure to do so will violate their legal status. International students interested in working on or off campus should contact the Director of International Student Services for more information.

International students can only work a maximum of 20 hours a week on campus (total of all jobs held) during the academic year when classes are in session. During break periods students can work a maximum of 40 hours a week. All international students who plan to work must apply for a social security number and that process is coordinated by the Director of International Student Services. Refer to the International Students Services website at http://www.gettysburg.edu/about/offices/college_life/international/office_staff.dot for important information regarding off campus employment.
PAYROLL PAPERWORK

First Time Student Employees
All students are required to complete and submit most of their employment paperwork within the first three calendar days from their first day of work (see 3 below for I-9 exception); otherwise, the student must stop working, and will not be paid until the required paperwork is submitted.

All forms can be obtained from Student Employment Services in the Center for Career Development. The payroll packet includes the following:

1. **Student Confidentiality Agreement** – By signing this form, you are acknowledging that you may have access to confidential information regarding other students, employees and/or the business of the College and that it is your responsibility to maintain the confidentiality of all such information and not to share any such information with any unauthorized third persons.

2. **Worker’s Compensation Forms** – The workers’ compensation laws provides wage loss and medical benefits to employees who cannot work (including student employees), or who need medical care, because of a work-related injury. To ensure that you understand what benefits you are entitled to as a Gettysburg College student employee, you are required to read and sign the appropriate worker’s compensation forms. More information can be found on the Human Resources website at http://www.gettysburg.edu/about/offices/president/hr/human_resourcesforms.dot.

3. **Federal I-9 Form** - This form verifies your identity and employment eligibility in the United States. **The first part of the I-9 form must be completed on the first day of work.**

4. **Tax Forms** – W4 and local income tax withholding forms need to be completed if you are a first-time student worker, if your home address has changed, or if you wish to change your federal tax withholding.

5. **Direct Deposit Authorization Forms** – Paychecks are paid via direct deposit. Payment can be deposited in as many as four checking and/or savings accounts.

If a student has worked for the College previously, he/she must submit a Student Employment Information Form for each position held. If there are changes in the bank account, tax status, or home address, a direct deposit or tax form must be re-submitted.

Payroll Information

**Completing time sheets**
- Supervisors will set up your timesheet in CAVAV after you have been hired.
- You are responsible for completing CNAV time sheets.
- You are responsible for recording your hours daily and reviewing and approving your time sheet by the user deadline each pay period, as specified in the student pay schedule on the Payroll Office website.
- Repeated failure to complete timesheets by the required set deadlines may result in disciplinary action.
- CNAV timesheet instructions are included in the Student Employment packet.

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**Student Pay Schedule**

All employees are paid on a bi-weekly basis via direct deposit. PeopleSoft Self Service (the “Student Center”) is the primary distribution method for your pay statements. An email is sent each payday with login instructions to view or print pay statements.

You may choose to apply a portion of your paycheck to your student account. A special form is required and can be obtained in the Student Employment Services /Center for Career Development office. A schedule of paydays and pay period deadlines is available on the Payroll Website under “Pay Schedules” at [www.gettysburg.edu/about/offices/fa/financial_services/payroll/](http://www.gettysburg.edu/about/offices/fa/financial_services/payroll/)

**POLICIES AND GUIDELINES**

Here are some general student employment guidelines; however, individual offices and departments may have specific policies and procedures to follow:

**A. Attendance**

1. Punctual attendance at all shifts is mandatory.
2. You are expected to work your hours as scheduled. In the event of work missed for legitimate reasons such as illness, unavoidable academic conflicts or family emergencies, you must contact your supervisor as soon as possible.
3. If you will be late for work, you must give advance notification to your supervisor.

**B. Emergency Personnel When the College is Closed Due to Inclement Weather**

1. If you have been identified as emergency personnel and you work when the College is officially closed due to inclement weather, you will receive 1.5 times your regular hourly pay for all hours worked.
2. Only student employees who have been designated by their supervisor as essential should stay or report to work during times of inclement weather.

**C. In Case of Injury or Accident**

1. All employees must report any incident (injury, accident or work-related illness) to their supervisor and the Human Resources Office immediately (within 24 hours) at 717-337-6202.
2. All employees must seek treatment for all work-related injuries, accidents and illnesses from one of the doctors on the Workers Compensation list available in the Student Employment Services office. You may call the HR Office for more information if injured on the job.
3. If an injury or illness is severe and requires emergency care, call the Department of Public Safety at 717-337-6911.

**D. Whistleblower**

1. Gettysburg College is committed to high standards in all business practices. All individuals representing Gettysburg College are expected to observe certain standards of conduct, which have been established in the best interest of our faculty, employees, students, visitors and the College. These standards are noted in the Faculty Handbook, Employee Handbook, and Student Rights and Responsibilities Handbook.
2. The College will provide protection from retaliation for any whistleblower. To view the full Whistleblower Policy, please review Section 10 of the Employee Handbook on the Human Resources website (under Guidelines & Procedures) for more information. (http://www.gettysburg.edu/about/offices/president/hr/guidelines_procedures/employee_handbooksection10.dot)

E. Harassment and Discrimination

1. Gettysburg College is committed to maintaining an environment conducive to learning for all students and a professional workplace free from harassment and discrimination for its employees. Gettysburg College will not tolerate harassment or discrimination on the basis of sex, race, color, national origin, age, religion, disability, sexual orientation, or any other trait or characteristic protected by any applicable federal, state, or local law or ordinance.

2. To view the full Harassment and Discrimination Free Workplace Policy (as well as information about the College’s Grievance Procedures as it relates to employment on campus), please review Section 10 of the Employee Handbook on the Human Resources website (under Guidelines & Procedures) for more information. (http://www.gettysburg.edu/about/offices/president/hr/guidelines_procedures/employee_handbooksection10.dot)

F. Disciplinary Actions

1. Gettysburg College intends disciplinary procedures to be corrective and not punitive. The purpose of discipline is to establish compliance with work rules and established work standards. Discipline may consist of a verbal warning, written warning, last opportunity or termination.

2. There are several reasons why an employee may be reprimanded or asked to leave a job. These include, but are not limited to, the following:
   - Falsification of time records
   - Repeated failure to complete time sheets by the required deadlines.
   - Being late or leaving early without permission
   - Inappropriate use of office equipment or supplies
   - Making inappropriate or unprofessional remarks about other employees, supervisors, students, or the college in general
   - Unauthorized entry into a campus building
   - Threatening or attempting harm to another person
   - Possession or use of alcohol or illegal drugs, or working under the influence of such
   - Theft
   - Insubordination
   - Falsifying documents
   - Failure to comply with confidentiality agreement

G. Resignation

1. If you decide to end your campus employment, it is expected that you will give your supervisor a notice of at least two weeks. Additionally, it is recommended that you meet with your supervisor to discuss your reasons for leaving.
MAXIMIZING THE STUDENT EMPLOYMENT EXPERIENCE

While every job is different, and employers may have specific policies and procedures to follow, you will want to make sure to discuss the following talking points with your supervisor if you have questions:

- Dress code guidelines
- Rules about chewing gum, eating, or drinking at the work station
- Policies regarding listening to music with or without headphones, cell phone use, or visiting social media sites
- Procedures for notifying the supervisor if you will miss a shift or will be late
- Protocol for answering the phone and or providing customer service
- Policies regarding the use of office equipment such as computers, printers, and copiers
- Policies on doing personal projects while on the job

Performance Evaluations

Receiving regular performance feedback is an important part of a successful employment experience. Supervisors may conduct a formal evaluation of a student, or may discuss a student’s performance in a more casual format. If you have questions regarding your work performance, you should take the initiative to ask for feedback.

FREQUENTLY ASKED QUESTIONS

How do I find a job on campus?
First check your account in GettysburgWorks. If you need assistance on how to search for an on-campus position in GettysburgWorks or if you need login instructions for your account, contact the Center for Career Development (717-337-6616 or career@gettysburg.edu). Although departments and offices are encouraged to post their available positions in GettysburgWorks, you may want to consider directly contacting them to inquire about open positions.

Federal Work-Study is a part of my financial aid package. Does that change anything?
No. All students use the same process to find campus employment regardless of their Federal Work-Study status.

How many students find jobs during the academic year?
Approximately 50% of the student population is employed during the school year at part-time jobs on campus.

Can I provide a photocopy of my ID or other document for payroll purposes?
No. Federal regulations stipulate that only original documents can be accepted.

I am an international student. Do I need a Social Security number?
Yes. All international students who plan to work must apply for a social security number but may complete the payroll paperwork without it. You will need to provide two paycheck stubs when you apply for a social security number and you should coordinate the application with the International Student Services Office.
Frequently Asked Questions (continued)

Where do I find my bank routing number for the direct deposit form?
The routing number is the first set of numbers located on the bottom left-hand corner of your check. If you do not have a check, contact your bank.

Can some of my paycheck be automatically applied to my student account?
Yes. You have the option to apply a portion or all of your pay to your student account. A special Student Payroll-Student Account direct deposit form must be submitted and the form can be obtained from Student Employment Services in the Center for Career Development.

How do I record my hours for payroll purposes?
It is important that you correctly fill out your timesheet, which can be accessed through your CNAV account. Both In and Out times must be marked with AM or PM (no periods or spaces in between). At the end of the pay period, submit your timesheet as approved; the supervisor will then sign/lock it so that it can be processed by payroll. Your supervisor can help you with this process or you can find a training manual on the Payroll website at www.gettysburg.edu/about/offices/fa/financial_services/payroll/.

How often will I be paid?
Students are paid on a biweekly basis, with a two-week lag between the end of the pay period and payday. Your direct deposit statements can be found in the Student Center.

What are the deadlines for submitting timesheets?
Time sheets need to be submitted at the end of the student pay period. Late timesheets must be personally handled by the supervisor, and it is possible that you may not be paid until the next pay period. This late processing may increase the amount of federal taxes that are withheld, so it is strongly recommended that time sheets be submitted in a timely manner. Repeated failure to submit time sheets by the required deadlines may result in disciplinary action. Pay schedules are available on the Paycheck Information Website under “Pay Schedules” at www.gettysburg.edu/about/offices/fa/financial_services/payroll/paycheck-information.dot.