



Student Employment Handbook

At Graceland University

This handbook is prepared for student employees and supervisors

1/1/2016

Introduction

Graceland University's Student Employment Office has prepared this handbook for current student-employees and students who are interested in securing an on-campus student employment position.

This handbook provides general information about student employment policies and procedures. The information presented in this document is subject to change at any time and does not constitute a contractual relationship.

The Student Employment Office is available to assist students and supervisors in clarifying any information published in this guide. The Student Employment Office is located in Patroness Hall, Room 103.

To reach the Student Employment Office, you may call (641) 784-5174

Student Employment Philosophy

The emphasis of student employment at Graceland University is focused on the benefits to the students and to the university.

- Students can gain practical work experience and develop appropriate work ethics that will benefit their future. Student employees will gain work habits and learn responsibility while assisting with daily operations at the university.
- Earn money to help cover educational cost
- In support of this concept, the university strives to provide job opportunities through departments that require various levels of responsibility, experience and skill.

Requirements

To be eligible for student employment, students must:

- Have at least a part-time status and currently be enrolled (registered and paid) for a minimum of 6 credit hours per semester. If you drop below 6 credits during any term, you must stop working as a student employee.
- Show satisfactory academic progress (SAP) toward completion of a degree.
- Qualify for Federal Work Study or Campus Employment.
 - The Federal Work Study (FWS) is a student employment program through which the federal government subsidizes earnings for hours worked in employment positions. The program fosters employment opportunities, leadership development, transferable life skills and personal career development of student employees. Through the FWS program, students that demonstrate financial need on the FAFSA (Free Application for Federal Student Aid) may work to earn FWS dollar intended to assist them in defraying education and living expenses while attending Graceland University. It is the responsibility of the student to attain a job since jobs are not assigned. **Students should note that the**

acceptance of a Federal Work Study (FWS) award does not guarantee students an on-campus position. All students interested in working on campus must apply for on-campus positions, whether or not they receive a FWS award.

- Complete and submit the following forms to the Student Employment Office before beginning work on-campus.
 - Online Work Application
 - Form 1-9, Employment Eligibility Verification*
 - Federal W-4, Employee's Federal Withholding Allowance Certificate
 - State W-4, Employee's State Withholding Allowance Certificate
 - Direct Deposit Form (or Payroll Deduct Form if you would like your earnings to help pay your student account for tuition and fees)
 - Confidentiality Agreement
 - Student Contract

International Students

- International Students who fulfill the academic requirements as stated need a valid F-1 visa. Once a job has been secured Human Resources will write a letter that will be taken to with the Social Security Office to obtain a Social Security Number (SSN). International students will also need to include their Alien # or Admission # on this form.
- International Students must complete and submit the following forms to the Student Employment Office before they may begin working on-campus.
 - Online Work Application
 - Form 1-9, Employment Eligibility Verification*
 - Federal W-4, Employee's Federal Withholding Allowance Certificate
 - State W-4, Employee's State Withholding Allowance Certificate
 - Direct Deposit Form (or Payroll Deduct Form if you would like your earnings to help pay your student account for tuition and fees)
 - Confidentiality Agreement
 - Student Contract

**Form I-9, Employment Eligibility Verification:*

In order to complete the Form I-9, Employment Eligibility Verification, a student must present documentation proving identity and citizenship to the Student Employment Office. Students may review the back of the Form I-9, Employment Eligibility Verification, for a list of acceptable forms of documentation.

Students are required to only complete these forms once during their consecutive years of enrollment at Graceland

University (providing the information is still current), with the exception of the Online Work Application.

The Online Work Application MUST be submitted annually.

Employment Opportunities

Student employment opportunities may be either with departments on campus or for community service off campus. Positions on campus range from clerical work to officiating games with the intramural program. Positions off campus include working with the local daycare, public library, or tutoring math and reading at the middle school and high school level. Students working off campus must secure transportation. Here are the types of Student Employment jobs we offer.

DEPARTMENT	JOB
Academic Affairs	Office Asst Academic Affairs
Accounting Services	Office Asst Accounts Payable
Admissions	Office Asst Mailings
Admissions	Admissions Student Caller
Admissions	Event Staff Admissions
Admissions	Graceland Ambassador for Admissions
Admissions	Mascot, "Sting"
Admissions	Office Asst Admissions Counselors
Admissions	Office Asst Admissions
Admissions	Office Asst Marketing
Alumni Programs	Radio Station DJ
Alumni Programs	Yearbook Editor
Alumni Programs	Yearbook Staff
Athletics	Athletic Promotions & Events Staff
Athletics	Athletic Writer
Athletics	Athletics Statistician
Athletics	Dance Coordinator
Athletics	Gate Worker for Athletic events
Athletics	Office Asst Athletic Training
Athletics	Office Asst Athletics
Athletics	Office Asst Baseball
Athletics	Office Asst Cheerleading
Athletics	Office Asst Dance
Athletics	Office Asst Football
Athletics	Office Asst M/W Golf
Athletics	Office Asst M/W Track
Athletics	Office Asst Men's Basketball
Athletics	Office Asst Men's Soccer
Athletics	Office Asst Men's Volleyball
Athletics	Office Asst Men's Wrestling
Athletics	Office Asst Softball
Athletics	Office Asst Sports Info Director
Athletics	Office Asst Women's Basketball

Athletics	Office Asst Women's Soccer
Athletics	Office Asst Women's Volleyball
Athletics	Sports Announcer
Athletics	Videographer
Athletics	Water Crew Athletic Training
C.H. Sandage School of Business	Compost Worker
C.H. Sandage School of Business	Faculty Asst School of Business
C.H. Sandage School of Business	Office Asst ENACTUS
C.H. Sandage School of Business	Office Asst School of Business
Campus Ministries	Mission Initiatives Coordinator
Campus Ministries	Office Asst Campus Ministries
Campus Ministries	Safe Ride Dispatcher
Campus Ministries	Safe Ride Driver
Campus Ministries	Student Pastor
Campus Ministries	Sunday Evening Worship Coordinator
Campus Ministries	Sunday Morning Worship Coordinator
Campus Ministries	Worship Technical Support
CAP Center	Office Asst CAP Center
Chance Program	Note taker
Community Service	After School Program for Local school
Community Service	Local daycare, Funshine Child Care
Community Service	Math Tutor
Community Service	Public Library Assistant
Community Service	Reading Tutor
Creative Media Center	Office Asst CMC
Creative Media Center	Photographer Creative Media Center
Creative Media Center	Web Page Specialist CMC
Development	Office Asst Community Relations
Development	Office Asst Development
Division of Health & Movement Science	Faculty Asst Health & Movement Science
Division of Fine Arts	Accompanist
Division of Fine Arts	Art Gallery Assistant
Division of Fine Arts	Band Librarian
Division of Fine Arts	Band Manager
Division of Fine Arts	Choir Librarian
Division of Fine Arts	Concert Choir Manager
Division of Fine Arts	Costume Shop Assistant
Division of Fine Arts	Drumline Manager
Division of Fine Arts	Faculty Asst Art
Division of Fine Arts	Faculty Asst Theatre
Division of Fine Arts	Jazz Band Manager
Division of Fine Arts	Office Asst College of Liberal Arts
Division of Fine Arts	Office Asst Music
Division of Fine Arts	Office Asst Performing Arts
Division of Fine Arts	Office Asst Shaw Ticket Office
Division of Fine Arts	Office Asst Theatre
Division of Fine Arts	Orchestra Librarian

Division of Fine Arts	Orchestra Manager
Division of Fine Arts	Percussion Manager
Division of Fine Arts	Seamstress
Division of Fine Arts	Shaw House Manager
Division of Fine Arts	Technical Asst Shaw Center
Division of Fine Arts	Theatre Production Asst
Division of Humanities	Bike Repair
Division of Humanities	Community Outreach/Marketing
Division of Humanities	Faculty Asst Humanities
Division of Humanities	Hoop House Worker
Division of Humanities	Newspaper Editor
Division of Humanities	Newspaper Staff
Division of Science & Math	Faculty Asst Computer Science
Division of Science & Math	Faculty Asst Math
Division of Science & Math	Lab Asst Biology
Division of Science & Math	Lab Asst Chemistry
Division of Science & Math	Lab Asst Computer Science
Division of Social Science	Faculty Asst Social Science
Facility Services	Building Maintenance Assistant
Facility Services	Grounds Crew
Facility Services	Housekeeper for your "house"
Facility Services	Housekeepers for every building
Facility Services	Mechanical Maintenance Assistant
Facility Services	Office Asst Facility Services
Facility Services	Stockroom Delivery
Facility Services	Trash Duty
Facility Services	Vehicle Detailer
Financial Aid Services	Office Asst Financial Aid
Food Service	Food Service - Catering
Food Service	Food Service - Commons
Food Service	Food Service - Swarm Inn
Frederick M Smith Library	Library Asst Information Desk
Frederick M Smith Library	Library Asst Interlibrary Loans
Frederick M Smith Library	Library Asst Periodicals
Frederick M Smith Library	Library Asst Circulation Desk
Frederick M Smith Library	Library Asst Gov't Documents
Gleazer School of Education	Office Asst School of Education
Health Services	Office Asst Health Services
Human Resources	Office Asst Human Resources
Independence Campus	Office Asst Financial Aid, Independence Campus
Independence Campus	Office Asst Independence Campus Operations
Independence Campus	Office Asst School of Education, Independence Campus
Independence Campus	Office Asst School of Nursing, Independence Campus
Information Services	Campus Switchboard
Information Services	Office Asst Technology Services
Institutional Student Support	Lab Monitor for Tutoring Center
Institutional Student Support	Office Asst Academic Skills

Institutional Student Support	Tutor for Academic Skills Center
International Programs	Office Asst Int'l Programs
Post Office	Mail Room Aide
President's Office	Office Asst President's Office
Registrar	Office Asst Registrar, Scanner
Registrar	Office Asst Registrar, Transcripts
Residence Life	Apartment Manager
Residence Life	Assistant to Hall Director
Residence Life	House President - elected position
Residence Life	Office Asst Residence Life
Residence Life	Parking Ticketer
Residence Life	Receptionist Gunsolley Hall
Residence Life	Receptionist Tess Morgan Hall
Residence Life	Receptionist Walker Hall
Student Activities	Choices club - DJs, Concessions, Supervisor
Student Activities	Coliseum Movie Theatre
Student Activities	Event Staff Student Center
Student Activities	Office Asst Student Activities
Student Activities	Student Center Worker
Student Activities	Technical Asst in the Student Center
Student Employment	Office Asst Student Employment
Student Government	ASC President - elected position
Student Government	Council of House Chaplains - elected position
Student Government	Council of House Presidents' Pres - elected position
Student Government	Council of Stu Act Board
Student Government	Council of Stu Act President - elected position
Student Government	Intramural Board Member
Student Government	Intramural Game Officials
Student Government	Intramural President - elected position
Student Government	Student Government President - elected position
Student Life	Office Asst Student Life
Technology Services	InfoCentral Representative
Technology Services	Technology Services Asst

Student Employee Responsibilities

If this is your first job on campus, complete a work application, direct deposit authorization form, federal and state W-4 Tax Withholding forms and an I-9 Form. These forms are located in the payroll office in Patroness. An unexpired picture ID, along with an original social security card, or a certified copy of your birth certificate are needed to complete these forms. An unexpired passport can also be used.

- Make sure you understand your job assignment before starting your job and ask questions when necessary. Complete job duties as assigned.
- Conduct yourself professionally and ethically while on the job.
- Demonstrate patience and courtesy at all times and provide excellent customer service to all with whom you come in contact
- Please report for work as scheduled and on time*. Tardiness is considered grounds for disciplinary action, if supervisor has not been notified adequately. *On-time means you are ready to work at the beginning of your shift and you are expected to work until the end of your shift.
- Working your schedule as agreed upon when hired, which may include working the days surrounding finals week, fall and spring breaks and university holidays.
- Personally contact your supervisor if you will be absent due to illness. If you need to rearrange your work schedule, contact your supervisor as soon as possible. Unexcused or excessive absences are grounds for disciplinary action or dismissal from the job.
- Some departments may require a student who is unable to work a regularly scheduled shift to find a substitute.
- Use time well; avoid socializing on the job; use the telephone and internet for university business only. Do not conduct personal business during work hours (homework, email, texting, phone calls, web use, etc. . .) unless first approved by your supervisor. Do not expect to study or do homework while on the job!
- You should not have family or friends visit you at work unless allowed by your supervisor on an occasional basis. If a friend does visit, keep visits brief and rare.
- Food is not normally allowed while you're on duty. Eating while on the job interferes with your ability to complete a task, may clog computer keyboards, stain paperwork, and presents an unprofessional image to the public.
- Dress appropriately on the job. Your supervisor will define appropriate dress for your position.
- Complete a class-work schedule for the supervisor at the beginning of each semester.
- Do not work more than 10 hours per week or 300 hours for the Academic Year when classes are in session. If you work in more than one department, this should be the total hours worked in all departments. Do not work more than 40 hours per week during break periods such as Thanksgiving, Christmas, Mid-Term or Spring Break.
- All college records are confidential. These are not to be discussed with anyone other than your supervisor. Each student employee is required to sign a Confidentiality Agreement.
- Follow procedures and meet expectations as instructed by your supervisor.

- Discuss any work-related problems you experience (schedules, job expectations, not enough hours, etc.) with your supervisor.
- Use of university property and supplies are for university business only.
- You are not eligible to volunteer in a position that normally receives monetary compensation. This restriction includes students who have reached their work award limit.
- Students are not to work during scheduled class times, unless the class has been cancelled.
- THERE WILL BE ABSOLUTELY NO OVERTIME WITHOUT PRIOR APPROVAL FROM THE STUDENT EMPLOYMENT OFFICE.
- Students may not, under any circumstance, continue to work after depletion of their Federal Work Study (FWS) award. It is the responsibility of the student to monitor earnings to be certain this does not happen.
- Employment during any period creates no expectancy of future employment.
- Finally, keep in mind that Graceland University is an “at will” employer and, as such, has the right to terminate any student employees with or without cause at any time.

Dress Code

Because your appearance reflects the school’s attitude toward its students, you are expected to be neat and well-groomed at all times. The following lists inappropriate attire for Student Employees:

- No torn jeans
- No hats or caps
- No product advertising vulgarities on clothing
- No clothing advertising other colleges or universities with the exception of international colleges

Individual departments may have additional guidelines, which differ from the above minimum standards. If in doubt, please ask your supervisor.

Terminating Your Employment

Please notify your supervisor and the Student Employment Coordinator two weeks prior to wanting to terminate your employment which is considered good practice. **BUT you are not** required to give advanced notice if you decide to leave your position. And your employer is also not required to provide you with advanced notice before dismissing you.

Conduct Guidelines

As a role model for the students you assist, as key personnel for the faculty and staff you support, and as a representative of Graceland University, you are expected to conduct yourself professionally and ethically in performing the duties of a student employee.

As with any job, if expectations are not achieved, student employees run the risk of losing their job. A discipline procedure should be used as a tool for growth and communication. Problems should be discussed informally before beginning a formal process. The following process incorporates both an informal procedure and a formal procedure for supervisors to follow. A student can be terminated without beginning an informal process.

Examples of unacceptable conduct that may lead to disciplinary action or termination are described below:

- Neglecting your assigned duties and/or consistently producing poor quality work after receiving proper instruction.
- Breach of confidentiality.
- Requesting payment for hours not actually worked or entering hours on your timesheet that have been falsified.
- Conducting personal business during work time on the premises.
- Being repeatedly tardy or absent from work.
- Not showing up for work and not informing your supervisor ahead of time
- Being insubordinate by ignoring messages, directives or deadlines set by the supervising faculty or staff members and/or refusing reasonable work assignments.
- Acting in an immoral, indecent, or unethical manner.
- Destroying, defacing, or stealing property, records, or any materials belonging to Graceland University or other employees.
- Provoking or starting a fight that results in physical contact.
- Possessing, selling, or purchasing firearms or weapons on Graceland University premises.
- Selling, distributing, or using drugs (which apply to the Controlled Substance Act) or beverages with any alcoholic content (including beer and wine) on the Graceland University premises.
- Violation of software policy law. Check with the I.T. Dept. before copying or loading any software. See Software Policies in this manual.

INFORMAL WARNING

An informal warning consists of a verbal indication that the student is not performing to expectations and termination could result. Document this meeting (having the student sign the documentation) to acknowledge that he/she is aware of the action being taken, and send a copy to the Student Employment office.

WRITTEN WARNING

If after the informal warning, the student's behavior does not meet expectations, a written warning should be issued stating that any further infractions will result in termination. The student must sign the written warning with the understanding that he/she is aware of the consequences of the formal warning, that he/she has had the opportunity to refute the warning, and that he/she is aware that further negligence on his/her part will result in termination. A copy of the warning and rebuttal must be sent to the Student Employment Coordinator.

FORMAL TERMINATION

After the written warning, a formal, written termination may be issued if performance does not improve. A copy of the termination must be sent to the Student Employment Coordinator who will keep it on file.

Recording Your Time Worked

A student employment timesheet is a legal document recording hours worked. It is a supervisor's responsibility to insure the hours listed on the timesheet were actually worked by the student. Any payment made that is proven later to be fraudulent (with supervisor knowledge) will be charged to the department. Both the supervisor and the student should agree to these hours.

Once a student or supervisor has approved the timesheet, no changes can be made to the hours worked (with the exception of a mathematical correction) unless agreed to by both student and supervisor.

Students employed by Graceland University will enter time worked and submit their timesheet for supervisor approval by using a web-based process called Web Time Entry, found on My.Graceland.edu.

Web Time Entry Manual

Instructions for entering time worked and paid time off on electronic timesheet:

1. Go to my.graceland.edu on the web (no www), log in using your network username/password.
2. Click on the Employment tab, then My Time Entry on the left sidebar.
3. The information at the top contains the employee's ID number, employee's name, payroll period on the top line. Bottom line contains the job number (which is for HR use only), job title, and the date timesheets must be submitted electronically to be processed in time to get paid. The due date is in peach. This is the actual date that timesheets need to be approved by supervisors, so please fill out your timesheet earlier to allow your supervisor time to approve it.
4. Columns across starting at the left are the work week, blue line separates the work weeks, 2nd column is the day of the week, 3rd column is the date, the next column varies depending on hourly/salary but are the actual columns that employees will enter their time in. Tab will advance you through the columns from left to right and then down to the next line. Fields are filled in with zero as the default. If you want to change that field, put your cursor in it and enter the appropriate number. You may press tab to go on. If you leave a field blank and press tab to go on, it will assume you meant zero and fill it in. Hourly employees need to enter all time worked in the REG (regular) column on the day that they actually worked it.
5. After all time entry is complete, hit the Save button at the bottom of the screen. Enter doesn't do anything. Error message(s) may appear at this time. You will receive an error message if there are problems with your entries. The error messages will appear in red and give you an explanation in the error message column. You will need to correct the error before you can hit save.

6. Hitting save will calculate the column totals. A blue message at the top of the screen under the title Web Time Entry, appears saying “Save Complete” to let you know that your entries were saved. Your name will also appear in the column titled “Entered by”. Totals will also show up at this time.
7. Approve is the electronic signature of the person. This locks the timesheet so that no changes can be made (there is a cancel approval button if needed). Employees should approve their timesheet in advance of the deadline to give supervisor’s enough time to also review and approve before noon.

Dates Worked	Time Entry Due by 11:59pm	Pay Day
August 29-September 11	Sunday, September 11	Friday, September 16, 2016
September 12-October 2	Sunday, October 2	Friday, October 7
October 3-October 16	Sunday, October 16	Friday, October 21
October 17-October 30	Sunday, October 30	Friday, November 4
October 31-November 13	Sunday, November 13	Friday, November 18
November 14-November 27	Sunday, November 27	Friday, December 2
November 28-December 11	Sunday, December 11	Friday, December 16
December 12-January 1 (finals week Dec. 12)	Sunday, January 1	Friday, January 6
January 2-January 15	Sunday, January 15, 2017	Friday, January 20, 2017
January 16-January 29	Sunday, January 29	Friday, February 3
January 30-February 12	Sunday, February 12	Friday, February 17
February 13-February 26	Sunday, February 26	Friday, March 3
February 27-March 12	Sunday, March 12	Friday, March 17
March 13-April 2	Sunday, April 2	Friday, April 7
April 3-April 16	Sunday, April 16	Friday, April 21
April 17-April 30	Sunday, April 30	Friday, May 5

Student Payroll Schedule

See the following schedule for dates of when student payroll entry is due as well as when you will be paid.

Supervisor Responsibilities

Be sure the student is eligible for work-study **BEFORE** letting them begin work. A student must be eligible for campus employment or Federal Work Study (FWS).

Make sure the student has filled out the necessary forms with the Student Employment office such as a signed contract on file, completed the confidentiality agreement, and must have Federal and Iowa W-4 Tax Withholding Form and an I-9 Form on file in the Payroll Office. **A timesheet will not be issued** unless these forms are completed.

As a supervisor, you must fill out the online REQUEST TO HIRE form. A timesheet will not be issued until this form is received and all other payroll paperwork listed above has been completed and submitted by the student. A student **CANNOT** work without a timesheet.

Prepare a written job description that includes all job duties and responsibilities of your student employees. This document should be reviewed annually and should reflect the individual responsibilities of the student. Give one copy to the student, one copy to the Student Employment Coordinator and keep one copy for your records.

Provide training, counseling and supervision for your student employees. This should include appropriate phone etiquette and customer service, when necessary. Student employees should be paid for their time spent training.

Schedule student employees to not work more than 10 hours per week during periods when classes are in session or not more than 40 hours per week during break periods such as Thanksgiving, Christmas, or Mid-Term breaks.

Students are not to work during scheduled class times, unless the class has been cancelled. It will be your responsibility to know the students schedule. **THERE WILL BE ABSOLUTELY NO OVERTIME WITHOUT PRIOR APPROVAL FROM THE STUDENT EMPLOYMENT OFFICE.**

Make an effort to work with any student employee who is not performing up to an expected level of performance. Resolve difficulties with a student employee first by discussing the situation with the student and document the situation. If a second infraction occurs, provide a written letter informing the student of your reasons for dissatisfaction with his or her performance, detailing what needs to improve, and if necessary, your intention to dismiss the student. Provide a copy of this letter to the Student Employment Office. Third infraction, the student will be terminated from their position.

Inform students of all special safety considerations pertaining to their job and work environment.

Provide protective covering for all students if the nature of the job is such that personal attire may be damaged.

Monitor number of hours each student works to ensure students do not earn more than awarded and to insure students are given the opportunity to earn their awarded amounts. A report can be sent from the Financial Aid Office to assist in monitoring hours.

Scheduled work hours should not conflict with the student's scheduled classes or academic progress.

When creating work schedules, students and employers are advised to consider the following:

the student's course schedule

- academic requirements and exam schedules
- the student's FWS award amount and hourly wage

Students may continue working until the end of their authorized period of employment, or until their FWS award runs out, whichever comes first. Students may not, under any circumstance, continue to work under the FWS program after their authorized period of employment has ended or after depletion of their FWS award. It is the responsibility of the student and the employer to monitor earnings to be certain this does not happen.

If it appears that the student desires to earn their full award but cannot reach that goal within the current position, the Student Employment Coordinator is to be contacted so an additional opportunity can be found for the student: **WE WANT THE STUDENT TO HAVE THE OPPORTUNITY TO EARN THEIR FULL AWARD.**

Take time to foster good work habits and good job skills in student employees. Make an effort to work with a student employee who is not performing at an expected level. Follow the discipline procedure as a means of student development and communication.

Assist students in properly completing timesheets. Timesheets are issued on a bi-monthly basis prior to the beginning of the pay period. Student's hours should be recorded on a DAILY basis. Actual hours and minutes must be recorded. It is your responsibility to know that what you are approving is accurate. Any identified abuses of the program will be charged back to the department. **TIMESHEETS SHOULD BE TURNED INTO THE PAYROLL OFFICE BEFORE 12:00 NOON ON THE FIRST AND THIRD MONDAYS OF EACH MONTH.**

When the pay period is complete, the student will "electronically sign" and submit their time for supervisor approval (an email gets sent to the supervisor telling them there is time that needs to be approved).

The supervisor will review the student's time and either approve or reject it. The supervisor must have hours approved before the first and third Mondays of each month before 12:00 noon.

If time is approved, it automatically goes to the Payroll Office for processing with the student payroll to be paid on the first and third Fridays of each month by direct deposit.

If time is rejected, the student will get an email from the supervisor with instructions to correct and resubmit.

Student employment during any period creates no expectancy of future employment.

Student employees should be evaluated annually on their overall performance. *Employers must* evaluate all of their student employees at the end of each semester. The Student Employment office has created a survey monkey to assist with the evaluation process. Please discuss the evaluations with the student employees and give them feedback on their performance. The Student

Employment Coordinator will remind you each November and April about completing student evaluations.

Reporting On-The-Job Injuries

If you are injured on the job, you should report the injury to your supervisor immediately. Your supervisor will provide you an Accident Report Form. Complete the form and return it to your supervisor who will send it to the Student Employment office.

As a student employee, you are covered by Worker's compensation. This insurance will cover all medical expenses associated with work-related injuries.