

# Agenda

Workstudy/Student Employment Supervisor's Meeting

August 9, 2011 10 am

Taylor Hall Room 228

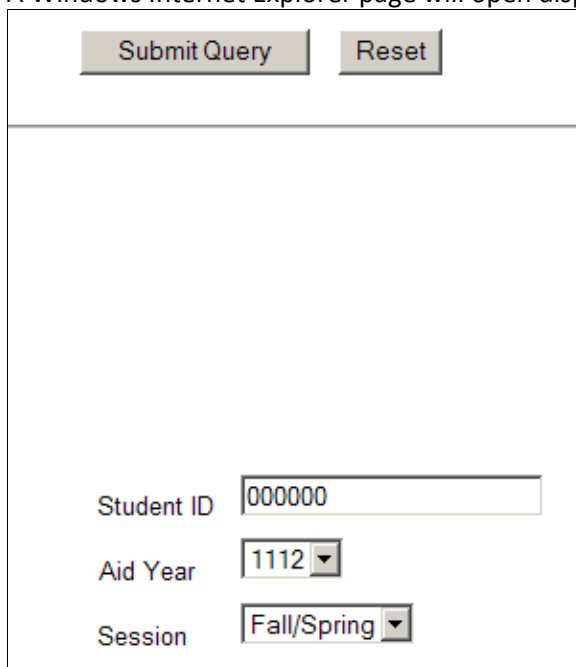
- Changes for the new year (20 minutes)
  - Printing Student Contracts
  - Definition of Incomplete Timecards
  - General Safety Guidelines
  - Payroll Calendar
- Hiring Student Employees (40 Minutes)
- Paying Student Employees(20 Minutes)
- Questions

# Printing Student Contacts

## Process – PAY\_WORKSTUDY

Beginning this fall, departments have the ability to print contracts for returning students directly. This means that if you have a student who is already in the payroll system, you can print a contract for him or her. Students who have never worked for the College, will still need to come to 328 Taylor Hall to sign up for a contract. The following are the steps you will need to follow to print a contract for one of your students:

- From the BANNER Go To... box enter PAY\_WORKSTUDY (This will open the Process Submission Control form GJAPCTL.)
- Page down three times until you are in the Submission box.
- Press the Commit Key (F11) to activate the process.
- A Windows Internet Explorer page will open displaying the following elements.



The screenshot shows a web form with two buttons at the top: "Submit Query" and "Reset". Below the buttons, there are three input fields: "Student ID" with the value "000000", "Aid Year" with a dropdown menu showing "1112", and "Session" with a dropdown menu showing "Fall/Spring".

- The system will default in the current aid year as well as Fall/Spring. If you are trying to print a contract for the summer term, you can select summer from the drop down box. Be aware that Financial Aid changes the default Aid Year during the spring term to the next year. You will need to enter the current year aid year code to see any of the student's current aid information.
- Enter your student's id number and then print the Submit Query button at the top of the page. You will need to have your student's id number available to use this form.
- The system will generate a PDF of the student's contract that you can print.
- If you need to print additional contracts, press the back arrow on the browser and it will take you back to the original page. You then can enter a new number then submit the query as many times as needed.
- If you enter an ID for a student who does not have a payroll file, you will see information portion of the contract only and a note referring the student to 328 Taylor to sign up for a contract.

Should you have any problems using this form, please call me at 7026.

# Definition of Incomplete Timecards

Leonard Silence

August 9, 2011

To start the new year off correctly, I would like all supervisors be aware of definitions I will be using when I send you back a timecard that is incomplete. In the past, leeway has been granted on many timecards, but the number of timecards and the number of incomplete timecards has grown. Because of the increase in numbers, I will be sending back incomplete timecards to you for proper completion. The following points will be strictly followed:

- Timecards
  - Not Signed by the Student Employee
  - Not Signed by the Supervisor.
  - Hours Worked Per Week Not Calculated.
  - Total Hours to be Paid for the Month Not Calculated.
  - Rate of Pay Not Noted.
  - Total to be Paid Not Calculated.
- Illegible Timecards
- Late Timecards

Timecards that are incomplete will be returned to you for completion. The timecards not signed by the student will be accepted only for those students who have left the College without signing the card and will not be returning to the College. These cards should be noted and accompanied by the Student Employment Change in Status form with the termination information.

# **Western State College of Colorado**

All employees are required to perform their duties and responsibilities in accordance with generally accepted safety standards, as well as any specific safety standards applicable to their positions. Supervisors are obligated to take prompt and effective actions to remedy unsafe conditions or practices. The workplace safety committee assists employees and supervisors with information and resources related to safety standards.

## **GENERAL SAFETY GUIDELINES**

These general safety guidelines are designed to provide you with knowledge of the recognized and established safe practices and procedures that apply to many of the work situations you may encounter at Western.

- **Follow Department Safety Standards:** Employees will follow their department's specific safety procedures at all times. If you are in doubt about the safety of any condition, practice or procedure, consult your supervisor for guidance before proceeding with your work/task.
- **Accident Reporting:** Report all accidents or near misses to your supervisor as soon as possible. If you have an accident you must complete a "First Report of Injury" form and give it to the human resources office within four days.
- **Hazard Reporting:** Employees are obligated to notify their supervisor of any unsafe condition or practice which they observe that may affect their own safety, or that of any other person. If you know the proper way to correct an unsafe condition, you should do so; otherwise, promptly report unsafe conditions or practices to your supervisor.
- **Horseplay:** Throwing things, wrestling and running (if not in a coaching capacity), pushing and similar conduct can be dangerous due to the potential for slipping, tripping, collisions and injury; therefore, employees must refrain from horseplay while working.
- **Alcohol or Illegal Drugs:** All employees must abide by the Trustees drug-free workplace policy and policy against unlawful possession, use or distribution of illicit drugs and alcohol. No illegal drugs or alcohol are allowed at work. Employees must notify their supervisor of any prescription drugs that might affect their judgment, or alertness (especially if operating machinery).
- **Seat Belts:** All employees who drive or ride in college vehicles, or who are traveling on college business, must wear seat belts.
- **Clean Work Areas:** Always keep your work area clean and orderly. Poor housekeeping habits can be a serious safety hazard. Do not leave materials in aisles, walkways, stairways, roads or other points of egress. Dispose of all debris in proper receptacles. Broken glass and other sharp objects must be securely wrapped, to cover sharp edges/points, before being placed in the waste basket.
- **Slippery Conditions:** If employees observe slippery conditions which may present a slip and fall hazard, they should report the location promptly to facilities services. Employees who spill non-hazardous liquid on a floor are responsible to clean it up immediately.
- **Proper Lifting:** Do not lift, push or pull materials or objects which are too heavy for you. Obtain assistance from another person or persons and, whenever possible, use mechanical lifting devices to move heavy objects. Follow safe lifting techniques: bend at your knees, lift with your legs, avoid twisting and lifting at the same time, know where you are setting your load down, and use good communication when lifting as a team.
- **Ladders:** Faulty or makeshift ladders must not be used; do not stand on chairs or other furniture; use only ladders or step ladders in good condition. Inspect your ladder before using it to make sure that there is no damage to the ladder. Make sure that it is safe to use and you follow manufacturer's guidelines. Promptly dispose of faulty ladders and step ladders.
- **Tools:** Use tools only for their intended purpose, and only after receiving training in their proper use. College-provided tools may not be modified.

- Machinery & Equipment: Machinery and equipment, including vehicles, are only to be operated by qualified persons adequately trained in the use of the equipment and authorized to operate it. All required machinery guards will be used.
- Damaged Equipment/Tools: Do not operate any equipment, machinery, or tool if it is broken, missing safety guards or known to be in an unsafe condition. Any damaged equipment, machinery, tools or missing machine guards must be reported to your supervisor immediately.
- Moving Parts: If working around moving parts of machinery or equipment, avoid wearing loose clothing, dangling jewelry, or unrestrained long hair styles as they may become caught and result in injury.
- Personal Protective Equipment: Approved personal protective equipment shall be worn when a work process or environmental exposure indicates the need for it, i.e., head and ear protection, face and eye protection, gloves, respiratory equipment, harnesses, protective footwear, etc. Employees must practice proper use, care and storage of personal protective equipment.
- Electricity: Do not tamper with electrical circuits or remove tags from electrical breakers locked out for maintenance. Do not attempt to repair defective wiring or other electrical equipment. Report defective electrical equipment to your supervisor and have electrical equipment repaired or serviced by a qualified electrician.
- Signs/Labels: Be aware and follow all warning signs and labels.
- Hazardous Materials: Follow proper use and handling procedures for all hazardous materials. Do not use a chemical, if you are not familiar with the hazardous properties or have not received and been trained on the required protective equipment, handling and disposal methods. Material Safety Data Sheets (MSDS) will be available and accessible to all employees for any hazardous materials used in their jobs.
- Fire Extinguishers: Know the location of fire extinguishers and, if you are not familiar with using fire extinguishers, ask for training from your supervisor.
- First Aid Kits: Know the location of your department's first aid kit. If you use the first aid kit, notify your supervisor. Persons rendering emergency assistance are exempt from civil liability under the Colorado Good Samaritan Act for Emergency Care (CRS §13-21-108).
- Exits: All emergency exits, hallways, electrical panels, fire alarm panels, fire extinguishers and emergency equipment shall be kept clear of all obstructions by a minimum of three feet.
- Illness/Contagion: Observe hand washing/sanitizing and cough covering conventions to protect against the spread of contagious illnesses.

I, \_\_\_\_\_, have read and understand the WSC general safety guidelines listed above. I agree to act in accordance with the safety guidelines at all times while working, and understand that the violation of any guideline is cause for corrective and/or disciplinary action.

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor or HR Rep. Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Student Employment / Workstudy Payroll Schedule 2011-2012

This is a preliminary schedule and may change at any time.

Payroll Period	Timecards Issued	Last Working Day	Timecards Due	Pay Day
<i>Beginning of Summer 2011 Student Employment</i>				
May 8 - May 15	Friday, May 6	Sunday, May 15	Noon on Wednesday, May 18	Wednesday, May 25
May 16 - June 15	Friday, May 13	Wednesday, June 15	Noon on Monday, June 20	Friday, June 24
June 16 - June 30	Tuesday, June 14	Thursday, June 30	Noon on Tuesday, July 5	Monday, July 25
<i>End of Fiscal Year</i>				
July 1 - July 15	Thursday, June 30	Friday, July 15	Noon on Wednesday, July 20	Monday, July 25
July 16 - Aug 15	Thursday, July 14	Monday, August 15	Noon on Thursday, August 18	Thursday, August 25
Aug 16 - Aug 22	Friday, August 12	Sunday, August 21	Noon on Wednesday, August 24	Friday, September 23
<i>End of Summer 2011 Student Employment</i>				
<i>Beginning of the Fall &amp; Spring Term Student Employment</i>				
Aug 23 - Sept 15	Friday, August 19	Thursday, September 15	Noon on Tuesday, September 20	Friday, September 23
Sept 16 - Oct 15	Wednesday, September 14	Saturday, October 15	Noon on Wednesday, October 19	Tuesday, October 25
Oct 16 - Nov 15	Friday, October 14	Tuesday, November 15	Noon on Thursday, November 17	Wednesday, November 23 *
Nov 16 - Dec 15	Monday, November 14	Thursday, December 15	Noon on Monday, December 19	Friday, December 23 *
Dec 16 - Jan 15, 2012	Wednesday, December 14	Sunday, January 15	Noon on Wednesday, January 18	Wednesday, January 25, 2011
Jan 16 - Feb 15	Friday, January 13	Wednesday, February 15	Noon on Monday, February 20	Friday, February 24
Feb 16 - Mar 15	Tuesday, February 14	Thursday, March 15	Noon on Monday, March 19	Friday, March 23
Mar 16 - Apr 15	Wednesday, March 14	Sunday, April 15	Noon on Wednesday, April 18	Wednesday, April 25
Apr 16 - May 6	Friday, April 13	Friday, May 4	Noon on Wednesday, May 9	Friday, May 25 *
<i>End of Fall &amp; Spring Term Student Employment</i>				
<i>Beginning of Summer 2011 Student Employment</i>				
May 7 - May 15	Friday, May 4	Tuesday, May 15	Noon on Friday, May 18	Friday, May 25
May 16 - June 15	Monday, May 14	Friday, June 15	Noon on Wednesday, June 20	Monday, June 25
June 16 - June 30	Thursday, June 14	Friday, June 29	Noon on Thursday, July 5	Wednesday, July 25
<i>End of Fiscal Year</i>				

\* Students not on direct deposit may leave a stamped self addressed envelope with the Cashiers and they will mail the check to the student.