Student Employment

Hiring Newsletter

Summer and Fall Sessions 2022
THE COLLEGE OF NEW JERSEY

Contents

Welcome

We are pleased to announce enhancements have been made to better serve managers and students during the hiring process.

We invite you to visit the newly designed student employment website at: https://studentemployment.tcnj.edu/

Enhancements to the Taleo requisition process are in the works. Revised user guides, job aids and training information will be posted on the student employment website. We have also implemented a Student Employment Change Form. This form should be used for all student employment change requests in Oracle Cloud.

The summer and fall semesters are quickly approaching which means planning is underway for student employment hiring. This newsletter contains rate information, the payroll schedule, and student employee hiring instructions. Please send all questions regarding the student employment hiring process to Melanie Daum at daumm@tcnj.edu, Samantha Gardocki at gardocks@tcnj.edu, or the student employment inbox at stuempl@tcnj.edu.

Semester Dates

Below you will find the session and payroll dates. Please note that pay dates are associated with hire dates.

Semester	Start Date	End Date
Summer	May 21, 2022	August 26, 2022
Fall	August 27, 2022	December 30, 2022

Understanding Student Employee Qualifications

A student employee is someone who is currently enrolled as a part-time or full-time student at TCNJ. This includes Undergraduate and Graduate programs. Students who have graduated are not eligible for student employment positions. Visit the policy section of the student employment website for additional details related to employment eligibility.

Student Employee Rates

As of January 1, 2022, minimum wage has increased to $13.00 an hour, and will increase to $14.00 an hour on January 1, 2023.

Please note, stipend payments are reserved for positions that receive additional compensatory benefits (housing discounts, etc.)

Below is the hourly pay scale recommended by Human Resources.

TCNJ THE COLLEGE OF NEW JERSEY

Student Employment Recommended Pay Scale
Student workers are paid hourly
Stipend payments are for positions that include additional forms of compensation (housing, etc.)

Level 1 - Entry NJ Minimum Wage	Level 2 - Intermediate NJ Minimum Wage + $0.25- $0.50 per hour	Level 3 - Advanced NJ Minimum Wage + $0.75- $1.00 per hour	Level 4 NJ Minimum Wage + $1.25 and up per hour
• Training required • Routine tasks with modest degree of responsibility & judgment	• Some responsibility and skills • Perform varied and moderately complex duties • May lead activities and other student workers	• High degree of responsibility and judgement • Performs varied and complex duties • May lead activities and other student workers • Considerable or equivalent experience in a specialized technical field	• Independent work with ability to problem solve • May lead activities and other student workers • High level of skill such as technical, research, and data analytics
Examples: Office Assistant, Recreation Assistant, Tutor, Student Engagement Worker, First Time Student Worker	Examples: Desk Assistant, Photographer, Fitness Worker, Second Academic Year Returning Worker	Examples: Interns, Lifeguard, Third Academic Year Returning Worker	Examples: Research Assistant, Fourth Academic Year Returning Worker

TCNJ THE COLLEGE OF NEW JERSEY

Student Employee Pay Schedule

The compensation paid to a student employee will occur as per the pay periods indicated below, **only if** the hiring process is completed prior to the payroll processing deadline. A contract that is submitted after the deadline is divided across the remaining pay periods.

Summer Semester

Pay Period	From	To	Due to Payroll	Pay Date
12	5/21/2022	6/03/2022	6/08/2022	6/17/2022
13	6/04/2022	6/17/2022	6/22/2022	7/1/2022
14	6/18/2022	7/01/2022	7/06/2022	7/15/2022
15	7/02/2022	7/15/2022	7/20/2022	7/29/2022
16	7/16/2022	7/29/2022	8/03/2022	8/12/2022
17	7/30/2022	8/12/2022	8/17/2022	8/26/2022
18	8/13/2022	8/26/2022	8/31/2022	9/9/2022

Fall Semester

Pay Period	From	To	Due to Payroll	Pay Date
19	8/27/2022	9/09/2022	9/14/2022	9/23/2022
20	9/10/2022	9/23/2022	9/28/2022	10/07/2022
21	9/24/2022	10/07/2022	10/12/2022	10/21/2022
22	10/8/2022	10/21/2022	10/26/2022	11/04/2022
23	10/22/2022	11/04/2022	11/09/2022	11/18/2022
24	11/05/2022	11/18/2022	11/23/2022	12/02/2022
25	11/19/2022	12/02/2022	12/07/2022	12/16/2022
26	12/03/2022	12/16/2022	12/21/2022	12/30/2022

Human Resources Virtual Q&A Sessions

Human resources is hosting a series of virtual Q&A sessions for Student Worker hiring on the first Thursday of each month from 12:00pm-1:00pm

The dates are as follows:

Aug. 4, 2022

Sep. 1, 2022

Oct. 6, 2022

Nov. 3, 2022

Dec. 1, 2022

To register for one of these sessions, click here.

Student Worker Compliance

The hiring process for student employees is initiated at the department level, but also includes the Office of Human Resources (HR). Detailed step-by-step instructions are below.

All newly hired student employees must complete an I-9 form. Below you will find the process to complete this mandatory form:

1. **Students** come to the HR office with their original documents (acceptable documents list) and complete the new hire inquiry form.
2. **HR** initiates Section 1 of the I-9 form through Sterling Solutions
3. **Student** receives an email inviting them to complete the electronic I-9 form through Sterling Solutions
4. **HR** Completes Section 2 of the I-9 form

Any students applying for a position that requires a background check (ex: working with minors or vulnerable populations) must undergo a background check every two years before they are eligible to start work. Below you will find the process to complete this screening:

1. **HR** initiates the background check through Sterling Solutions
2. **Student** receives an email inviting them to complete the background check through Sterling Solutions
3. **HR** verifies that the background check is complete

Please note: students that are minors (under 18 years of age) will need to complete a consent form prior to HR initiating the invitation for the background check.

❗ Mandatory Employment Compliance Guide

1	Pre-Employment Screening	2	Terms and Conditions of Employment	3	Employment
	• Student employees are permitted to begin working in your department *only* **AFTER** all hiring process steps are complete • New employee must complete section 1 of the I-9 through Sterling Solutions **AND** bring original documentation to the Human Resources office as part of the new hire process • Positions that require background checks must be completed through Sterling Solutions		• Hiring Managers and Students will receive a new hire confirmation email once eligible to start work • Students are paid on an hourly basis in timely manner • Stipend payments are reserved for positions that receive additional compensatory benefits (housing discounts, etc.)		• Undergraduate and graduate students currently attending classes at TCNJ on a minimum of half-time status must be categorized as a student employee • During the summer, TCNJ students do not have to be taking courses but do need to be a student who has not yet graduated • Maximum hours per week are based on the <u>student employment policy guide</u>

Process for New Hires & Rehires

A rehire, for purposes of this process, is a candidate who has been employed by TCNJ as a student employee within the last 365 days.

1. The **hiring manager** creates a student employment requisition and submits for electronic approvals.
2. Once approved, **HR** posts the position, or sends the hiring manager the application link to the hiring manager for direct hires.
3. **Applicants** apply and the **hiring manager** creates and submits the offer for approval.
4. Upon approval, the **hiring manager** extends the offer to the candidate.
5. **Candidate** accepts the offer.
6. **HR** starts the onboarding process (background check if applicable, I-9, etc.)
7. Upon completion of employment requirements, **HR** will send a new hire acknowledgment email to the employee and copy the hiring manager and hiring manager assistant.

As a reminder: students are only permitted to start work _after_ the acknowledgement email is received.

Hiring Manager Tasks and Timeline

Please be sure to allow enough time for the hiring process. Below you will find a hiring manager task list with an estimated timeline.

Hiring Manager Task List
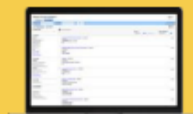
1 Pre-hire To-Do's
(0-3 Business Days)

- Obtain department approval to hire student(s)
- Verifies budget availability for the vacancy
- Create job description

2 Creates Requisitions
(3-5 Business Days)

- Creates Student Employment requisition in Taleo

  Important notes: position start date and end date that aligns with the payroll calendar. Use Student Employment Salary Table to determine pay rates.

- Submits requisition for approval based on division preference
- Send Taleo application link to student(s) if direct hire

3 Selects Hire(s)
(7-10 Business Days)

- Reviews applications
- Selects applicants for interview
- Conducts interviews
- Makes hiring selection
- Verbally offers position
- Creates offer letter in Taleo and submits for approval
- Extends offer
- Upon receipt of new hire confirmation from HR, connect with student to confirm work schedule

Canceling or Revising a Job Offer

If a student is no longer scheduled to work or their job offer needs to be rescinded, please use our Student Employment Change Form.

Post Hire Processes

The new hire, hiring manager, and hiring manager assistant will receive an acknowledgement email once the employment process is complete.

In addition, the student employee appears as "hired" in Taleo, and under "My Team" in Oracle Cloud once HR has completed the hiring process.

If the student is unable to access their timecards in Oracle Cloud, first check to ensure that their status is, in fact, hired.

All system related issues for student employees in *hired status* should be reported to the IT department at helpdesk@tcnj.edu. If IT deems it necessary to involve HR in troubleshooting the issue, they will contact HR directly.

Any questions regarding payment or timesheets should be directed to the Payroll Department at: payroll@tcnj.edu.