

# TCNJ Student Employment

Hiring Newsletter

Spring 2024



## GOAL & COMMITMENT

TCNJ benefits greatly from the dedication of our employees, and we strive to create an atmosphere of understanding, satisfaction, and fulfillment.



## WHAT'S NEW IN THIS ISSUE?

- Student Employment Appreciation Week is April 8-12th
- Student Employee Survey - Now Live!
- Clarifying Terms and Eligibility for Employment
- Recruitment for Summer & Fall 2024
- Timelines & FAQs



## THE HR TEAMDYNAMIX (TDX) PORTAL HAS LAUNCHED!

Do you need help posting a student position, opening a student requisition, or would like a status update on a student hire? Submit tickets to the Student Employment category on TDX

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## Welcome

This edition of the Student Employment Newsletter holds upcoming participation opportunities, clarifications on employment processes and compliance, and frequently asked questions. For the full Student Hiring Guide, please visit our website: [Student Employment Hiring Guide December 2023](#).

### Looking for opportunities to connect?

We invite you to visit the student employment website: [TCNJ Student Employment](#). We continue to update our guides - check back frequently!

The HR TeamDynamix (TDX) Portal has launched! [HR Client Portal Home](#)  
Do you need help posting a student position, opening a student requisition, or would like a status update on a student hire? Submit tickets to the Student Employment category on TDX.

*Have feedback? Let us know on TDX!*

*Invite student employment to attend an event or join our events!*

<https://hr.tcnj.edu/calendar/>

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### Student Employee Survey:

The [Student Employee Survey](#) is now live! In hopes to improve the onboarding and employment process for student employees on campus, we invite you to take our survey. We hope to find what resources are being used, and what resources can be better utilized by students and hiring managers. It would be great to hear the value that these positions bring to students in their academic and professional career paths.

### TCNJ Student Employees:

We want to  
hear from YOU!

[SCAN HERE:](#)

Please take a  
moment to  
complete this  
survey.



## April 8th - April 12th is Student Employee Appreciation Week!

Human Resources will be partnering with departments on campus to share a week of events. Please see the schedule of events below, and encourage your student workers to attend! It is encouraged for managers to submit a personal message, pictures, or kind words in honor of student employees that have made an impact for you: email [stuempl@tcnj.edu](mailto:stuempl@tcnj.edu).

**Monday April 8**  
**10 AM - 12 PM**  
**Administrative**  
**Services Building**  
**Room 103**

### **HUMAN RESOURCES KICK OFF EVENT**

Join us for some light refreshments, earn raffle tickets, and learn about other campus offerings!

**Tuesday April 9**  
**2 PM - 4 PM**  
**Brower Student**  
**Center Vendor**  
**Tables**

### **TCNJ TRIVIA WITH RES ED & HOUSING**

Head over to the student center to test your school knowledge in TCNJ Trivia! Answer questions and participate in social media challenges to earn raffle tickets from Residential Education & Housing.

**Wednesday April 10**  
**11 AM- 1 PM**  
**Outside Trenton**  
**Hall; Rain Location:**  
**Room 128**

### **ADMISSIONS IS THANKFUL FOR YOU!**

Come outside Trenton hall (Trenton 128 if weather is bad) to see all the ways our campus is thankful for the work that you do and how you make an impact in our community. Connect with your friends, colleagues, and play some corn hole too!

**Thursday April 11**  
**12 PM - 1:30 PM**  
**Armstrong Hall,**  
**Room 123**

### **PIZZA SOCIAL WITH THE ENGINEERING DEPT.**

Grab a SLICE of gratitude and pizza. Limited supply, first come first serve!

**Thursday April 11**  
**1 PM - 2:30 PM**  
**Rec Center**  
**Sidewalk**

### **RECREATION & WELLNESS STUDENT APPRECIATION TABLE**

Stop by our table for some giveaways, participate in UBall and other short activities! Leave a note showing appreciation for our student staff which will be posted on our gratitude wall and learn about other campus offerings.

**Friday April 12**  
**12 PM - 2 PM**  
**Brower Student**  
**Center**  
**225 East & West**

### **STUDENT EMPLOYEE APPRECIATION CELEBRATION**

Come hang out with Roscoe and other Student Employees on campus, redeem your raffle tickets, win prizes, and more! First 100 to attend will receive a giveaway item. Co-hosted by HR and CCLD.

*A special thank you to our cosponsoring departments:*

*The Office of Admissions ♦ Residential Education & Housing ♦ Recreation & Wellness  
 Co-Curricular & Leadership Development ♦ The Engineering Department*

# Student Employment Compliance & Eligibility

Responsibilities of a hiring manager include being aware of the correct steps for students to be hired. The hiring process for student employees is initiated at the department level, but also includes the Office of Human Resources (HR).

## [Policies | Student Employment](#)

*Visit the policy section of the student employment website for full details related to employment eligibility.*

## Clarifying Compensation for Student Employees:

**Student employment is responsible for ensuring payment rates are fair, consistent, and compliant with the Fair Labor Standards Act (FLSA).**

**As of January 1, 2024, minimum wage has increased to \$15.13 an hour.**

- Anyone making below this hourly amount has automatically received a raise for the Spring semester. Other students who earn more than \$15.13 / hour are only able to receive a raise by request. All students who are employed in the same position should be making the same amount as one another.
- A higher wage may be established with a student worker, however consideration should be given to other students in the same position and differentiated in a new requisition.

**Stipend payments for student employment are reserved for positions that receive additional compensatory benefits (reduced housing costs, academic accreditation, etc.).** Examples of students positions who qualify include:

- Graduate Teaching Assistants
- Research Assistants
- Residential Student Workers

## Clarifying Position Types for Student Employees:

<b>Volunteer</b>	<b>Graduate Assistantship</b>	<b>Paid Position</b>
A student who freely offers to help a department with tasks without set hours or expectations of fulfilling an obligation.	A position that is worked on campus and compensated through a tuition waiver of \$500 per graduate credit. <b>These positions are administered by the Graduate Studies Department.</b>	A student employment position that is paid hourly* and adheres to student employment guidelines set forth by Human Resources.  <b>*Some positions may be paid by stipend if approved.</b>

## Clarifying Compliance for Student Onboarding:

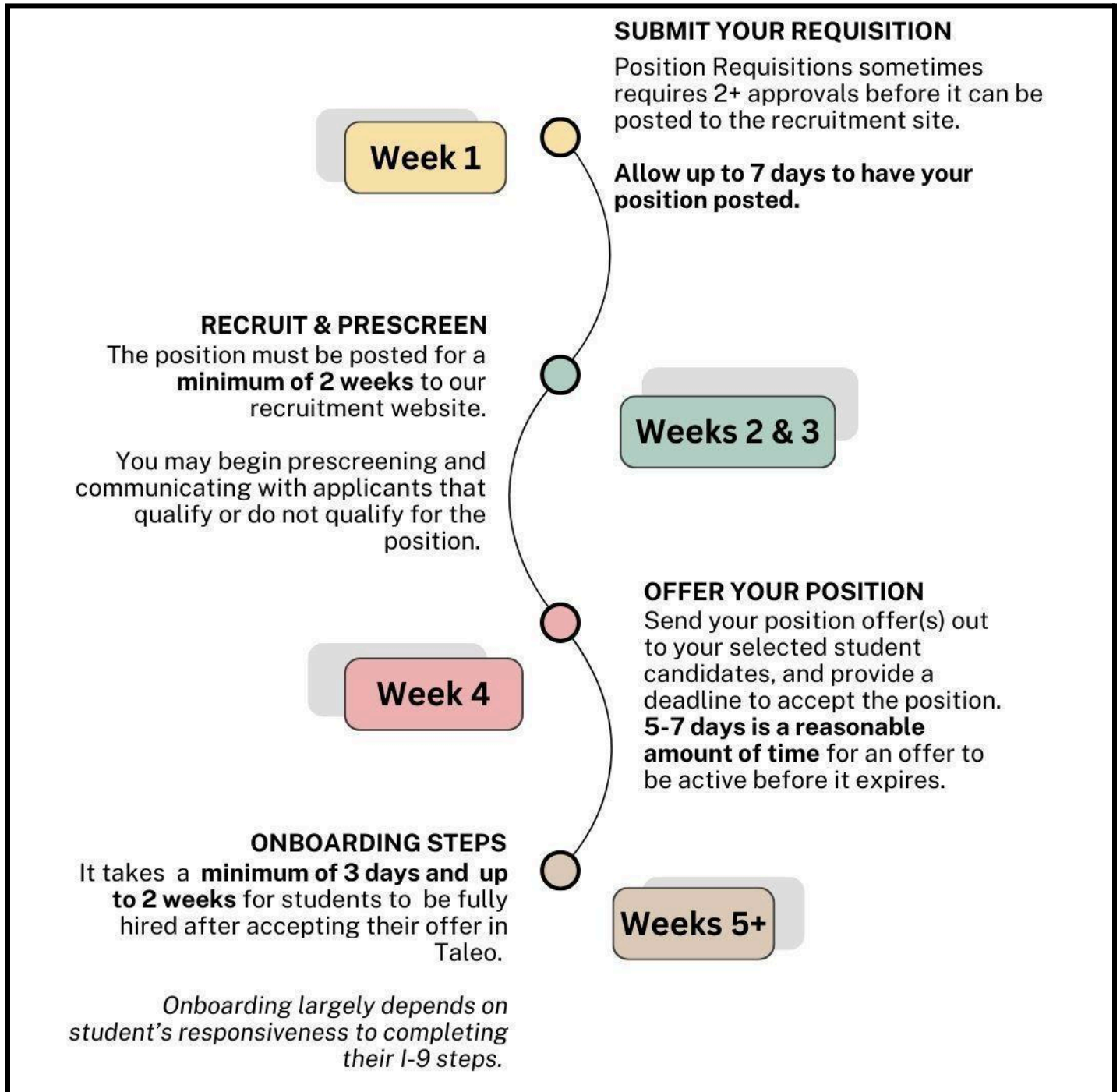
**All students must be fully hired in Oracle Cloud before they are eligible to work. Hiring Managers are responsible for tracking offers sent in Taleo, and ensuring the following steps are completed for working eligibility:**

- 1) Hiring managers (HM) create and send offers to students. Students must accept the position in Taleo BEFORE beginning the onboarding process.
- 2) HR initiates the I-9 process, which is then completed by the student:
  1. Section 1 of the I-9 is sent to the student via email from “[noreply@sterling.app](mailto:noreply@sterling.app)” to complete.
  2. Section 2 of the I-9 is completed after students bring their original I-9 documents to HR.
  3. HR is in the Administrative Services Building, suite 101, from 8:30 AM to 4:30 PM, Mon-Fri. [Click here for a full list of acceptable I-9 documents.](#)
- 3) Background Checks & Minor Paperwork:
  - Students who will be working with minors or special populations will need to complete an additional form sent to their email from “[noreply@sterling.app](mailto:noreply@sterling.app)”.
  - Students hired to work under the age of 18 years old must complete their working papers by making a profile through [myworkingpapers.nj.gov](http://myworkingpapers.nj.gov).
- 4) Once all paperwork is processed, the student and the HM will receive an email from [hr@tcnj.edu](mailto:hr@tcnj.edu) that they may begin working, along with Oracle Cloud instructions.



# Hiring Timelines & FAQs

## Timeline for Full Cycle of Hiring Students:



**Important Dates for Hiring Timeline:**

Below you will find the most frequently used start dates and end dates for academic year positions, as well as summer/winter breaks.

Dates to Guide your Requisition Submissions by Term

Semester / Term	Start Date	End Date
Fall	8/26/2023	12/16/2023
Winter	12/16/2023	1/27/2024
Spring	1/27/2024	5/18/2024
Summer	5/18/2024	8/24/2024
2024-25 Academic Year	8/24/2024	5/24/2025

Please note that pay dates are associated with hire dates. Due to the new payroll processing timeline, all documentation must be fully completed and submitted to Student Employment in accordance with the dates listed on the payroll schedule.

Students will be paid only if the hiring process is completed and hours are submitted prior to the payroll processing deadline.

Click [Payroll Schedules | Office of the Treasurer](#) for full payment schedule dates & deadlines.



## **Student Taleo FAQ's:**

- **I can't log into Taleo, what do I do?**
  - Create a profile using your TCNJ email through the [Student Employment Recruitment Site](#).
  - If you have created a profile in the past, submit a ticket to the HR portal and we will help you reset your password.
- **I keep applying to positions, but I'm not hearing back. What should I do?**
  - Job postings are managed directly by the department of employment.
  - At the bottom of each job posting, you will see a contact email listed. Reach out to this email for status updates and future employment opportunities.
  - Connect with departments on campus to get your name out there, and continue to visit the student employment career site to view our job openings. Networking is a great way to expose yourself to employment opportunities.
- **I can't log into Oracle Cloud, what do I do?**
  - Check with your hiring manager to make sure that you are fully hired.
  - Access to Oracle Cloud will not be available until 48 hours after receiving the fully hired acknowledgement email, or upon their start date.
  - The recommended browsers that are most compatible are Google-chrome or Firefox, and you may need to clear your search history or browser cache.
  - Submit a ticket to HR student employment if you are still unable to login.
- **What do I need to do to be fully hired?**
  - Accept your position offer in Taleo. If you have worked for a student employment position in the past, you will be hired in the near future. Any additional action items will be sent to you via email.
  - Complete section 1 of the I-9 process via email, and bring your original I-9 documents to the Office of Human Resources.
- **What documents do I need for the I-9?**
  - A passport or a combination of a photo ID and Social Security card or Birth Certificate. [Click here for a full list of acceptable I-9 documents](#).
- **I am unable to access my first timecard in Oracle Cloud. Can I still submit my hours?**
  - All hours that are worked must be compensated for. You will be able to log additional hours on your current time card with a required note in the comments section of the timecard. Please note that any time worked before being fully hired is considered non-compliant, and will be added to our noncompliance list.

## Hiring Manager Taleo FAQ's:

- **How early can I submit a requisition for student positions?**
  - Start submitting requisitions for Fall 2024 today! As long as you have the position payment details, and the start and end date details, we are able to post the job.
- **How am I supposed to title my requisition?**
  - Job Titles should be alphanumeric, no more than 64 characters, and cannot contain special characters such as: !?&\*(). [Student \_Job Title\_ Academic Year (EX: Student Office Assistant\_23-24)]
- **Will my additional budget info be recognized when I submit my requisition?**
  - You must select "Yes" for the following question when adding additional budget information: *Is the costing different from the previous incumbent and/or different from the default position costing?*
- **A student applied to my position, but I do not see them in my candidate list.**
  - It normally takes 24-48 hours for candidates to show in the hiring manager's view, but you can always check with HR Student Employment.
- **I am unable to extend my offer in Taleo. What do I do?**
  - It is likely you will need to add openings to your position requisition, or you need to rescind an offer that was never accepted. Reach out to HR to add openings.
- **I am unable to find the Student Employment offer letter in the templates library.**
  - When moving students from the interview stage to the offer stage, remember that you must use the More Actions drop down menu to "Change step/status". In the pop-out menu, you will select "Proceed to offer", click save and continue, and then select "Offer to be Made", and click save and close.
- **I set up my offer and sent it for approval, now what?**
  - Once it is approved, you will need to revisit the applicant profile, and "extend offer" in the More Actions drop down menu.
- **I sent out all of the position offers. Why haven't my student employees received emails for onboarding yet?**
  - The biggest hiccup that holds students back from getting notifications is in the offer step. They must accept their offer in Taleo to be put into the onboarding process.
  - If you ever see a student with "offer extended" still listed, it is likely they are having trouble accepting their offer.