

### Student Employment

### Checklist for Off-Site Community Partner Supervisors

*Last updated 06/25/2019*

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#### I. Advertise your job on Handshake: <https://pepperdine.joinhandshake.com>

- All available Work Study positions must be advertised on Handshake for at least five days.
- Please email [tess.marme@pepperdine.edu](mailto:tess.marme@pepperdine.edu) to post the position on your behalf.
  - Job descriptions should include learning outcomes.
  - All applications will be sent to Tess Marmé.
  - Tess Marmé will verify that the student applying has a current FWS award.
  - If the student has a FWS award, Tess Marmé will forward the student's information to the off-site community partner supervisor.
- Follow up with all FWS applicants to schedule an interview or send a regret email.
- Send a regret email to applicants that will not be moving forward in the interview process.
- Once the position has been filled, please email Tess Marmé to expire the position within Handshake.

#### II. New Student Employee Onboarding

- Send an acceptance email to your final candidate and copy Tess Marmé on the email.
  - In the acceptance email, inform the student that they will need to complete paperwork with the Pepperdine Student Employment Office (SEO) BEFORE they begin work.
  - Tess Marmé will schedule a time to meet with the student to complete paperwork.
- **WAIT** to receive **email confirmation** from Tess Marmé that the student has completed all required paperwork and can begin work. A student may **NOT** begin work until this email has been received.
- Once the student has been cleared to work by the Student Employment Office, schedule the student to begin working.

#### III. Compensation and Supervision

- Verify student hours worked and sign a paper timecard provided by the student on the last day worked of each bi-weekly pay period.
  - The student will be responsible for sending the signed timecard to the Pepperdine Student Employment office on the Monday following the end of each bi-weekly pay period.
- Do not permit FWS Students to work for more than 20 (or 6 days in a row) hours per work week. These hours include other on-campus Pepperdine jobs that a student may hold. Combined hours may not exceed the above mentioned hours per week or 8 hours in one day.
- If a FWS student is working more than 6 hours in a single work day, they must take at least a 30 minute unpaid break before the **fifth hour** of work and log this break on their timecard.
  - Please refer to the signed contract for further details or contact the Student Employment Office for questions.
- Monitor how many hours your student has left until the award is depleted. Or email the Student Employment Office to inquire.
- A FWS student may NOT continue working after the day they graduate even if funds remain in their Award. Undergraduate graduation is May 2, 2020.

- If a student has funds left in their award and they are not graduating, the student may work until June 21, 2020. Communicate with the Student Employment Office if you intend for the student to work past May 2, 2020.
- Notify the Student Employment Office immediately if a student's assignment will be ending.
- Read all email notifications from the Student Employment Office as these emails will include important deadlines, changes, and updates that occur regularly.

V. **National Student Employment Week**

- Keep a lookout for an email in January requesting nominations for student employee of the year.
  - Final dates for *National Student Employment Week* and the *Student Employee of the Year Banquet* are to be determined but will take place in April 2020.