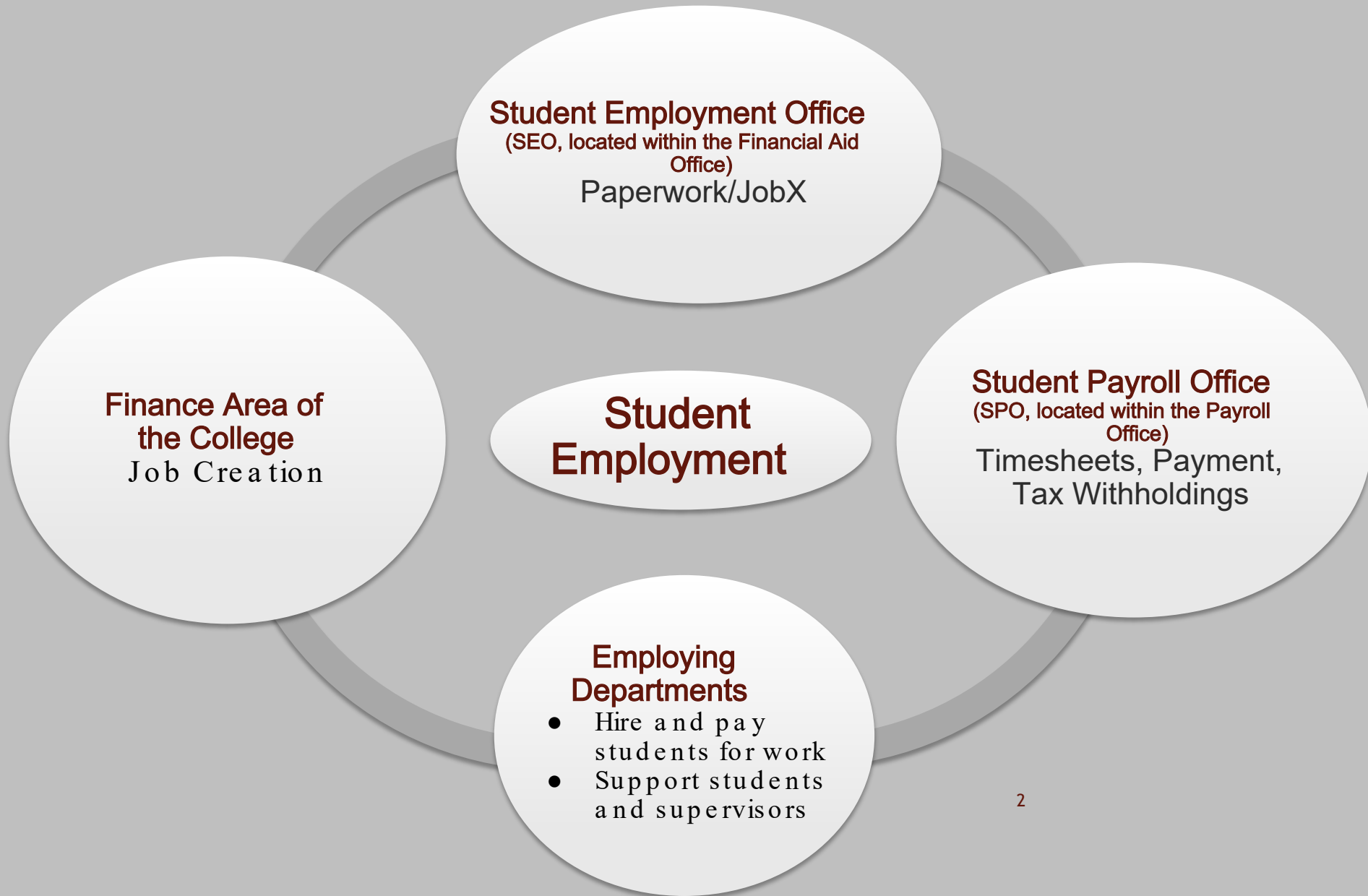# Student   Payroll
Supervisor Overview

September   , 2022
Swarthmore College

Welcome! Please put yourself on mute. There will be time at the end of overview for questions.

Student Employment Overview

Student Employment Office
(SEO, located within the Financial Aid Office)
Paperwork/JobX

Finance Area of the College
Job Creation

Student Employment

Student Payroll Office
(SPO, located within the Payroll Office)
Timesheets, Payment, Tax Withholdings

Employing Departments
- Hire and pay students for work
- Support students and supervisors

Student Employment at Swarthmore

- Students currently enrolled full time at Swarthmore may be employed through the Student Payroll Office and perform work for the College
  - Students cannot be on a leave of absence
  - We cannot hire students from another institution (including tri - co)

- Students must be paid an approved hourly wage for the hours they work
  - This means they cannot be paid in a stipend, or by invoice, or any other means other than through Payroll
  - Students must be hired through JobX so their eligibility can be verified and confirmed eligible to work per the federal labor law
  - Students must be paid as they work
  - Departments are responsible for ensuring students are submitting accurate timesheets as they work

- All policies can be found on the student employment website

Changes for 2022 - 2023

- New hire paperwork has transitioned to the Student Employment Office

- New hire paperwork is now completed AFTER a student accepts a job offer within JobX
  - This means students may apply and be hired into a position prior to completing their new hire paperwork
  - Students are still not authorized to start any work (including training) prior to completing their new hire paperwork

- New hire paperwork is processed through a student's JobX dashboard

- Form I - 9 verification is completed with SEO in Parrish 154 E
  - Students can sign up for an appointment via our online scheduler

SUPERVISOR CHANGE REQUEST

Swarthmore College Student Employment Supervisors

Post available job positions, review applications, and hire employees. Employment guidelines and required documents are at your fingertips!

Student Employment News

General Resources for all Student Employers

Find information about College student employment policies and instructional resources for student employment supervisors.

Tips and Tricks for Supervisors

Visit this website for helpful tips on using JobX.

Supervisor Change Request (add or remove a supervisor)

Use this form to request a new JobX or timesheet administrator and also to remove a supervisor from your department. This should be used for anyone who is new to your department regardless of whether they have previously worked at the College. This will notify both Payroll and the Student Employment Offices of your department's staffing changes.

Contact the Student Employment Office

Contact seo@swarthmore.edu for questions.

Employer Tools

JobX Login

Log in to post jobs, hire students, and access student applications.

Student Employment Wage Tool (Create a New Student Position)

Use this tool to request that a new position be created and assigned a wage category. A "new" position is one that does not exist in JobX currently. Do not use this link to change the funding source of an existing position. This may take a week to process. You will receive an email confirmation and instructions when your position has been created.

Termination Request (Remove a student's timesheet access)

This form is used to request that a student employee be terminated and their timesheet access be removed. Submit this form for each student you wish to have terminated. Students will be removed weekly so they may have access for a short time after this is submitted. Please be sure to notify your employee of their last day and also be sure to verify all of your employees before approving hours worked.

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Payroll

- It is the supervisor's responsibility to check student's time for accuracy, and to approve by noon on Tuesday

- **Employee Dashboard:** Your dashboard is updated to include time entry, leave reporting and any time approval options you may have depending on your job responsibilities

- APPROVE A TIMESHEET:

Payroll

- Select the Pay Period for the Timesheet Approval
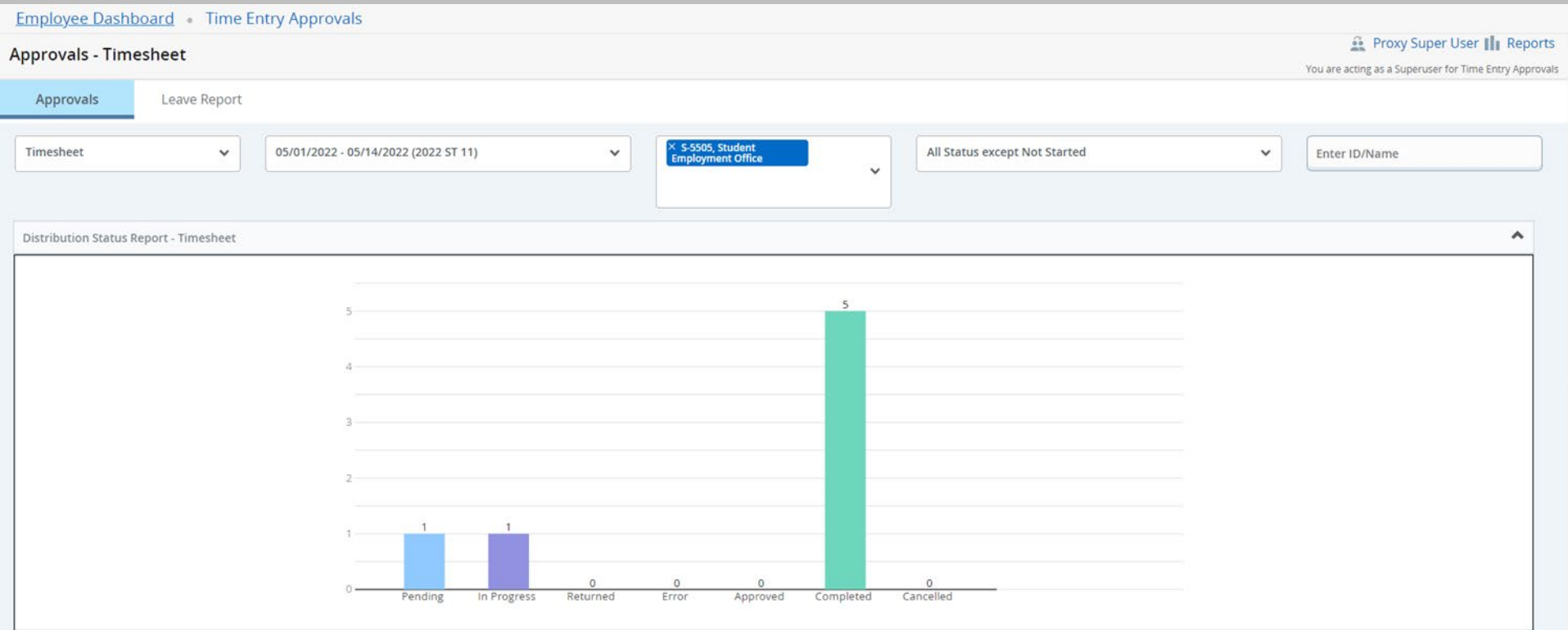
- You can double - click on the 'Pending', 'In progress' or 'Completed' bar on the graph to filter

Payroll

- Click on student's name to view detail summary of the timesheet

- The student's submitted timesheet will provide the hours they worked over the two   - week work period

Payroll

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SEO Co-Director PR, W00952-00, S, 5505, Student Employment Office , Rate: $12.390000

Pay Period: 07/10/2022 - 07/23/2022 | 5.00 Hours | Pending | Submitted On 09/04/2022, 10:31 AM

Time Entry Detail

Date	Earn Code		Shift	Total
07/11/2022	RST, Regular Student Pay		1	3.00 Hours
07/15/2022	RST, Regular Student Pay		1	2.00 Hours

Time Information

Date	Earn Code	Shift	Hours/Units	Time In	System In	Comment In	Time Out	System Out	Comment Out
07/11/2022	RST, Regular Student Pay		3.00	07:00 AM			10:00 AM		
07/15/2022	RST, Regular Student Pay		2.00	02:00 PM			04:00 PM		

Summary

Earn Code	Shift	Week 1	Week 2	Total
RST, Regular Student Pay	1	5.00		5.00 Hours
Total Hours		5.00		

Routing and Status

Name	Action	Date & Time
Watts, Susan L.	Originated	09/04/2022, 10:29 AM
Watts, Susan L.	Submitted	09/04/2022, 10:31 AM

Return	Details	Cancel Timesheet	Return for correction	Approve

- **Return** will take you back to the previous screen
- **Details** shows you the weekly detail view as the student entered the time
  - This is where the Approver can make corrections to the Time Record if necessary
- **Return for Correction** will return the Time Record to the student for correction
- **Approve** will approve the Time Record

Payroll

- **Comments** can be made to explain to the student the reason for the return

Comment (Optional):

Add Comment

2000 characters remaining

- Once approved, Timesheet can not be returned for corrections

Employee Dashboard · Time Entry Approvals · SEO Co-Director PR, W00952-00, S, 5505, Student Employment Office, Rate: $12.390000 · Preview

✔ Timesheet successfully approved.

SEO Co-Director PR, W00952-00, S, 5505, Student Employment Office , Rate: $12.390000

Pay Period: 07/10/2022 - 07/23/2022 | 5.00 Hours | Approved | Approved On 09/04/2022, 12:30 PM

Time Entry Detail

Date	Earn Code		Shift	Total
07/11/2022	RST, Regular Student Pay		1	3.00 Hours
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Return   Details

Payroll

- **Status of timesheets:**
  - **In Progress:** Still in the student's queue, timesheet still needs to be submitted for approval
    - Deadline for students to submit timesheet is 10am on Monday
  - **Pending:** Submitted for approval by the student, in the supervisor's queue
  - **Completed:** Approved by the supervisor
    - Deadline to approve timesheet is noon on Tuesday
  - **Not Started:** Student has not open timesheet
- All supervisors should have a proxy in their absence
- Students should enter their times after each shift
- No student should be working until they have completed their new hire paperwork

Questions:

Karen Phillips
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Phone: 610 328 8395

Susan Watts
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Phone: 610 328 8677