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

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

Finance Area of the College
Job Creation

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

Student Employment
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
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

- **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

**Employee Dashboard ➤ Time Entry Approvals ➤ SEO Co-Director PR, W00952-00, 5, 5505, Student Employment Office, Rate: $12.390000 ➤ Preview**

**111-111111**

SEO Co-Director PR, W00952-00, 5, 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**

<table>
<thead>
<tr>
<th>Date</th>
<th>Earn Code</th>
<th>Shift</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>07/11/2022</td>
<td>RST, Regular Student Pay</td>
<td>1</td>
<td>3.00 Hours</td>
</tr>
<tr>
<td>07/15/2022</td>
<td>RST, Regular Student Pay</td>
<td>1</td>
<td>2.00 Hours</td>
</tr>
</tbody>
</table>

**Time Information**

<table>
<thead>
<tr>
<th>Date</th>
<th>Earn Code</th>
<th>Shift</th>
<th>Hours/Units</th>
<th>Time In</th>
<th>System In</th>
<th>Comment In</th>
<th>Time Out</th>
<th>System Out</th>
<th>Comment Out</th>
</tr>
</thead>
<tbody>
<tr>
<td>07/11/2022</td>
<td>RST, Regular Student Pay</td>
<td>3.00</td>
<td>07:00 AM</td>
<td></td>
<td></td>
<td></td>
<td>10:00 AM</td>
<td></td>
<td></td>
</tr>
<tr>
<td>07/15/2022</td>
<td>RST, Regular Student Pay</td>
<td>2.00</td>
<td>02:00 PM</td>
<td></td>
<td></td>
<td></td>
<td>04:00 PM</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Summary**

<table>
<thead>
<tr>
<th>Earn Code</th>
<th>Shift</th>
<th>Week 1</th>
<th>Week 2</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>RST, Regular Student Pay</td>
<td>1</td>
<td>5.00</td>
<td></td>
<td>5.00 Hours</td>
</tr>
</tbody>
</table>

**Routing and Status**

<table>
<thead>
<tr>
<th>Name</th>
<th>Action</th>
<th>Date &amp; Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Watts, Susan L.</td>
<td>Originated</td>
<td>09/04/2022, 10:29 AM</td>
</tr>
<tr>
<td>Watts, Susan L.</td>
<td>Submitted</td>
<td>09/04/2022, 10:31 AM</td>
</tr>
</tbody>
</table>

**Buttons:**
- [Return]
- [Details]
- [Cancel Timesheet]
- [Return for correction]
- [Approve]
- **Comments** can be made to explain to the student the reason for the return.

- Once approved, Timesheet cannot be returned for corrections.
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:

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