Welcome!

- We will begin in a few moments to allow participants to log in.
- Please utilize the chat function if you have any questions.
- You may also send questions to:
  - seo@swarthmore.edu
    - JobX
    - General questions
  - studentpayroll@swarthmore.edu
    - Paperwork
    - Timesheets
    - Pay
Student Employment Update
Three position types:

1. In person
2. Remote
3. Hybrid

All positions that can be done remotely should be set up as a remote position.
<table>
<thead>
<tr>
<th>Residential Status</th>
<th>Can this student work in an in person position on campus?</th>
<th>Can this student work in a remote position?</th>
<th>Can this student work in a hybrid position?</th>
<th>Is this student given priority for hiring?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Work Aided On-Campus</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Non-Work Aided On-Campus</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>Work Aided Off-Campus (living in the US)</td>
<td>No</td>
<td>Yes</td>
<td>No</td>
<td>Yes</td>
</tr>
<tr>
<td>Non-Work Aided Off-Campus (living in the US)</td>
<td>No</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
</tr>
<tr>
<td>Off-Campus (living internationally)</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>No</td>
</tr>
<tr>
<td>Student On Leave of Absence</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>No</td>
</tr>
</tbody>
</table>
JobX Updates

● The majority of the JobX process will remain the same during the fall semester

● Supervisors:
  ○ Ensure job descriptions are updated and accurate
  ○ Ensure that correct time frame is selected (Fall 2020 8/9-12/31)
  ○ New mandatory question for each hire
    ▪ Remote, in person or hybrid

● Students:
  ○ Maintain work-aid hiring priority parameters as they exist
  ○ All paperwork must be completed in order to be hired
  ○ Students will need to accept job in JobX (they will be emailed)

● JobX interface update completed over the summer
  ○ New user-friendly design

● Questions? Email seo@swarthmore.edu
Payroll

Important Updates:

● Paperwork: No paperwork, no job
● Electronic Paperwork Process
  ○ Student must use their Swarthmore mail account
● Remote Workers
  ○ Work location important for tax purposes
● Direct Deposits: All pre-noted for accuracy
● International Student Workers (New and rehires)
Timesheets

- Student must submit at the end of each pay
- Supervisor/Approver must approve
  - Proxy set up in Supervisor absence
- Must monitor that timesheets are being completed
- Timesheets not approved or submitted will need to be adjusted in the next pay cycle
College and Community Expectations

- **Health, Safety and Community** are priorities of the institution
- **Policies, practices and protocols** should maximize community health and minimize community risk
  - Masks and social distancing is not optional
  - Consider students in return to work plans
- **Work should be remote when it can be remote**
  - Considerations: access to buildings, shared supplies, contact tracing
  - Individualized when it cannot be remote
- **Quarantine and Isolation Housing**
  - Proactively identify work continuity plans
  - Students CANNOT physical attend work if they are in quarantine/isolation housing OR if they experience any symptoms
College and Community Expectations

● **Residential Population**
  ○ Mostly 2024s and 2023s
  ○ ~ 50% occupancy but numbers will change
  ○ No early returns Fall 2020 due to testing protocol and need to de-densify
  ○ Int’l students may be delayed
  ○ Fall semester move-out 11/20-11/22
  ○ Spring semester move-in no earlier than 2/11-2/13

● **Garnet Pledge**
  ○ Requirement of all members of the community
  ○ Only residential students have access to facilities and in-person services
  ○ Upholding the Pledge is everyone’s responsibility
Next Steps

- Hiring is now open for the fall semester
- Priority hiring for work-aided students
- Please connect with us if you have any questions
  - Student Employment Office: seo@swarthmore.edu
  - Student Payroll Office: studentpayroll@swarthmore.edu
Questions