

Student Employment Update

Fall 2020

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

Position Types

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

Residential Status	Can this student work in an in person position on campus?	Can this student work in a remote position?	Can this student work in a hybrid position?	Is this student given priority for hiring?
Work Aided On-Campus	Yes	Yes	Yes	Yes
Non-Work Aided On-Campus	Yes	Yes	Yes	No
Work Aided Off-Campus (living in the US)	No	Yes	No	Yes
Non-Work Aided Off-Campus (living in the US)	No	Yes	No	No
Off-Campus (living internationally)	No	No	No	No
Student On Leave of Absence	No	No	No	No

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)

Payroll

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