



Policy Name: Student Employee Hours, Reporting and Approving Policy

Policy Approvals/Endorsement/Notice Required:

	Name	Signature	Date
Dean or Assistant/ Associate Vice President			
Vice President	Karen House John Keenan		
PEC (<i>Notice</i>)			
All University Committee (<i>Notice</i>)			
President (<i>Notice</i>)	Patricia Maguire Meservey		
Board of Trustees (notice)	N/A	N/A	N/A

University Administrative Policy

Policy Name: Student Employee Hours, Reporting and Approving Policy

Responsible Offices: Human Resources/Accounting and Payroll

Originator of the Policy: Human Resources/Accounting and Payroll

Effective Date: December 25, 2016

Revision History:

Web Link: <https://www.salemstate.edu/policies/>

1. Rationale

The University is required to establish and maintain program and fiscal records that: (i) Include a certification by the student's supervisor, an official of the institution or off-campus agency, that each student has worked and earned the amount being paid. The certification must include or be supported by, students paid on an hourly basis, a time record showing the hours each student worked in clock time sequence, or the total hours worked per day; (ii) Include a payroll voucher containing sufficient information to support all payroll disbursements per 34 CFR 675.19 (b)(2).

Additionally, federal regulations speak further in that students are not permitted to work in federal workstudy positions during scheduled class time and an institution must maintain adequate timesheets or records of hours worked for federal workstudy students. Since students often move from a FWS award positions to institutional student positions, it is imperative that all student employment positions are not scheduled during the student's class schedule as part of Salem State University Student Employment policy.

2. Statement of Policy

All student employees at Salem State University may only work during hours when they do not have a class scheduled, even if the class has been cancelled for any reason. Supervisors/departments are required to have a copy of each student's academic schedule and retain the copy for 3 years. It should be noted, student employees report their hours worked on a "punch time method" timesheet and this requires them to post the start and end time of their work shift to ensure they are not working during their class schedule. Time approving supervisors are expected and required to review the student's weekly timesheet for hours to be worked that may conflict with their class schedule.

3. Scope

The scope of this policy refers to any student employee hired by Salem State University whether federal work study or institutional and all employees of Salem State University who are assigned to supervise and approve hourly time reported for a student employee. The purpose of this policy is to ensure that Salem State University is in compliance with federal workstudy regulations governing financial aid awards and to provide work schedules and time reporting guidelines for all student employees and their supervisors.

4. Fiscal Considerations

	Direct Costs / Savings / Revenue Generation	Indirect Costs / Savings / Revenue Generation
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Initial Implementation	None	None
Ongoing	None	None

5. Responsibilities

Responsible Party	List of Responsibilities
Student Employee	<ol style="list-style-type: none"> 1. Effective December 25, 2016, all student employees at Salem State University are to enter their time into the Self Service Time and Attendance system (SSTA) by using the “punch time method”. The “punch time method” indicates the time began and ended for a student’s shift in the SSTA system. 2. Provide direct supervisor with their academic schedule prior to working in the department. 3. Work together with direct supervisor in establishing a work schedule that does not conflict with their academic schedule. 4. May not work during scheduled academic classes. Any subsequent changes to the class schedule after Add/Drop period must be communicated to the supervisor. 5. May not work over 20 per week if a federal workstudy student employee and 29 hours per week if an institutional student employee. 6. If the student works over 6 hours in a shift, she/he are required to punch “meal out” and “meal in” for an unpaid half hour lunch. 7. Report time worked weekly on a “Punch Time” timesheet by the deadline of 5:00p.m. every Thursday. 8. Estimate hours worked on Friday or Saturday if necessary. 9. The only time reporting codes that need to be entered during the academic year are “REE” for institutional student employees and “WS1H” for FWS employees. 10. Contact their supervisor if they made a change to their timesheet after the supervisor has approved it.
Supervisor/Time Approver	<ol style="list-style-type: none"> 1. Require an academic schedule from student employee before work schedule can be established. 2. Approvers may not let the student work during the student’s academic schedule even if their classes are cancelled. This is necessary because an approver could not provide documentation for a cancelled class if selected for examination by an independent auditor. The exception to this rule would be Exam Week and holidays if the department is open. 3. Monitor student employees’ hours to adhere to federal regulations of FWS not working over 20 hours per

	<p>week and for all other student employees, the regulations of the Commonwealth of Mass and policies of Salem State University of not working over 29 hours per week.</p> <ol style="list-style-type: none"> 4. The supervisor must not allow the student employee to work until the hiring process has been completed by the Student Employment Department. The supervisor and the student employee must be given the employee identification number and record number for SSTA before working. 5. The supervisor must orient the student employee to the entire SSTA process. This includes time entry, accessing paycheck, personal information updates, direct deposit updates and password reset procedures. 6. Approvers must open the student employee timesheet detail to accurately approve hours. Approvers need to consistently check that hours worked do not conflict with academic schedule. 7. Approvers must have student employee's time approved by Friday at noon. If the approver is not available to approve time by the deadline, approver must delegate ahead of time. The delegatee must accept the delegation in SSTA to have access to student employee's timesheet. 8. Approvers who have students working the weekend, must check for emails pertaining to timesheet changes and approve timesheets by Monday at 10:00 a.m. 9. Approvers should make every effort to ensure student employee's hours are approved so as to be paid timely within the Commonwealth of MA regulations. 10. Approvers who consistently encounter student employees with time reporting issues, should contact the Student Employment Department in Human Resources regarding the disciplinary process in place. <p>Note: Payroll must be notified of unforeseen circumstances that prevent hours from being approved by the deadline. This can be done by calling the Payroll Hotline at (978) 542-8463 or sending email to studenttime@salemstate.edu.</p>
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6. Policy Enforcement

Violation(s)	Time submission and approval are a part of the responsibilities of Salem State University employees.
Potential consequences	Any employee who fails to report their time and any supervisor who fails to approve their direct report's time on a consistent basis will be subject to disciplinary action.
How to report	Contact those personnel listed under #8 below.

7. Reference Documents

Policy or Document	Web Address
Federal Workstudy Regulation 34 CFR 675.19 (b)	http://www2.ed.gov/programs/fws/legislation.html
Federal Workstudy Regulation 34 CFR 675.20 (c)	http://www2.ed.gov/programs/fws/legislation.html

8. Contact(s)

Subject	Office or Position	Telephone Number	Email
Emily Topacio	Director of Human Resources	978-542-6026	etopacio@salemstate.edu
Theresa McDonald	Assoc. Director of Payroll	978-542-2711	tmcdonald@salemstate.edu

9. Effective Date: December 25, 2016.

10. Dissemination: E-mail correspondence to AFSCME, APA, NUP and NUC employees and posted on the university web site.

11. Review Cycle: Periodically as needed.