CNM>
Central New Mexico Community College

Student Employee Supervisor
Policies and Procedures

Updated April 18, 2014

Contents

ABOUT STUDENT EMPLOYMENT AT CNM

The employment of employees during their trial periods ("trial employees"), temporary employees, casual employees, and student employees, is considered "**at will**" employment. This means the following:

- The College may terminate the employment of employees in these categories at any time for any reason, with or without notice or cause.
- These employees may quit their employment, with or without notice, at any time.
- Employees may be terminated without notice; termination process may vary per department.
- The College's termination of "**at will**" employee is final and binding, and not subject to any disciplinary or grievance procedure.
- Nothing in this handbook or any other policy or practice of the College may be interpreted to alter the "**at will**" status of these "**at will**" employees in any way.
- This "**at will**" policy may only be modified in writing. To be effective, such modification must specifically mention this policy and must be signed by the President of the College. (From CNM Employee Handbook, Section 3.03).

DEPARTMENT FUNDING

Student employment budget allocations for all departments are based on prior year expenditures, state/federal funding levels, and institutional budgetary considerations.

TYPES OF STUDENT EMPLOYMENT PROGRAMS

CNM participates in the following programs:

- Federal Student Employment (FWS)
- New Mexico Student Employment (must be a New Mexico resident) (STWKS)
- CNM Student Employment (CNMEMP)
- No Need Student Employment (must be a New Mexico resident) (NNSWS)

ELIGIBILITY

In order to apply for a federal, state, and CNM student employment position, participating students must meet the following criteria:

- Be a U.S. citizen or an eligible non-citizen.
- Enroll in at least six financial aid eligible credit hours.
- Enroll in an eligible program.
- Maintain financial aid Satisfactory Academic Progress.
  - o Must be maintained throughout the fiscal year.
  - o Progress is reviewed each term.
  - o If not maintained, the student employee will be terminated. http://www.cnm.edu/depts/fass/requirements/sap.php.
- Not be in default on any federal educational loan or owe an overpayment on a grant.
- Have a completed Free Application for Federal Student Aid (FAFSA) annually by March 31st at http://www.fafsa.ed.gov/.

APPLYING

Students who are financial aid eligible will receive an official notice of award from Financial Aid and Scholarship Services (FASS). The student may then apply for a position posted on the CNM website (cnm.edu).

- First-time CNM student award letter will be mailed to mailing address.
- A student who has attended previously will be emailed an award letter to their CNM email address.
- Students, who are not awarded student employment, may request that it be added to their account through myCNM.

POST A POSITION

To post a student employment position, the control agent, designee, or direct supervisor will make the request via the CNM SharePoint website to FASS. The following is information about posting a position:

- Complete the online Job Posting and Termination form on the Student Employment Supervisor SharePoint website (https://share.cnm.edu/SiteDirectory/fass/supervisor/default.aspx).
- The vacant position will be posted on the CNM website within five business days. **NOTE:** If the Job Number is not entered correctly, posting will be delayed.
- Supervisor access to the online Job Posting and Termination form is determined by the department control agent. Also, the supervisor must have attended student employment supervisor training.
- The posted position information will include the department's name, supervisor's name, job description, experience required, pay level, campus, location, and job number.
- If a student declines a job after being hired, it is the department's responsibility to complete the Job Posting and Termination form.
- We encourage departments to post open positions on their departmental bulletin board. Be sure to note on the flyer that the student must be financial aid eligible.

INTERVIEW PROCESS

The student will contact the supervisor listed on the job posting and arrange an interview. The student must have the following at the time of the interview:

- A copy of the Job Referral Form from the CNM website that must be completed at the time of the interview. See appendix for an example referral form.
- Applicants cannot be asked about felony conviction until they are a finalist for the position.
- Proof of student employment eligibility by providing the interviewer with a financial aid award letter or by going online to the secure student area in my CNM.
- The supervisor should keep the Job Referral Form to call the student after completing the hiring process whether the student is hired or not. Please be considerate of the student who may be waiting to be notified and not applying for other jobs.
- The same set of interview questions should be asked of all applicants.

HIRING PROCESS

The following are the steps to complete the hiring phase:

- It is recommended that references for the candidate be checked by phone and documented by the department and kept on file.
- Once the department determines who is to be hired, the hiring supervisor will complete and sign the Job Referral Form.
- The student will return the completed Job Referral Form in person to the Student Employment department in FASS at Main campus.
- Initial paperwork and orientation will be completed at the financial aid office on main campus
- During specific times the student will complete an I-9 and a W-4 form with HR at the HR office
  a. **NOTE:** Proof of identity (state issued ID/driver's license or CNM ID) and proof of work eligibility (non-laminated social security card or birth certificate) are required, the documents in parenthesis are what is commonly accepted, although there are other acceptable documentation, please contact student employment for a complete list.
  b. HR will accept new hire paperwork on Monday thru Fridays from 8:30am-4:30pm

AUTHORIZATION TO WORK
- An authorization (approved hire) email will be made by the Student Employment office to the hiring supervisor and department contact.
- A Student Employment Data Form will be attached to the email.
  o Save for your records
  o Used to complete the Termination and Posting form
- It is the hiring supervisor's responsibility to contact the student to arrange his/her work schedule.

DEPARTMENT TRANSFER
Student employees may transfer from one department to another using the same hiring procedures.

- Transfers are effective at the beginning of the pay period.
- If the student employee is hired as a staff member, the student must complete the last full pay period before he/she can begin working as a staff member.
- Internships: A student employee must terminate their current job position before starting an internship with the College.

EMPLOYMENT
It is the policy of the College that student employees may not hold any other full-time or part-time position at the College.

FIRST DAY TRAINING

Once on the job, the department should brief the student on:

- Timesheet process
- Timesheet submission deadlines
- View Student Employee Electronic Time Entry Training on *my*CNM.
- Pay schedule
- Student employment policies and procedures within the department.
- Review the student employee responsibilities as outline on Page 6.

TERMINATION

The College may terminate "**at will**" employees at any time for any reason, with or without notice or cause. The following is "**At will**" Termination information:

- Voluntary: Student resigns on his/her own, graduates, transfers to another school, etc.
- Administrative: Budgetary constraints require a cut in staffing, the position is eliminated, or a student employee's schedule cannot be arranged to meet the needs of the department. Reasons related to financial aid such as: continued employment would create an overpayment, failure to maintain at least six financial aid eligible credit hours of enrollment, failure to maintain satisfactory academic progress.
- Involuntary: Student fails to perform according to the department's standards or commits a major offense such as theft, gross misconduct, gross insubordination, etc. Verbal/written warnings may be used to address issues with the student employee for documentation (two verbal and one written warning are standard); however they are not required for an "**at will**" employee.
- The supervisor must request that the position be reposted via the online Job Posting and Termination form on the Student Employment Supervisor SharePoint website (https://share.cnm.edu/SiteDirectory/fass/supervisor/default.aspx).
- Termination processes may vary by department.

STUDENT EMPLOYEE RESPONSIBILITY

The student employee is responsible for the following:

- Adhere to CNM policies.
- Student employees are expected to dress appropriately for the work they perform as determined by departmental policy. Departments are encouraged to inform student employees of this policy at the time of the initial interview.
- Update and maintain current mailing address with both FASS and Records Office.
- View Student Employee Electronic Time Entry Training on *my*CNM.
- Complete mandatory trainings within 30 days of start date (*accessed through http://cnm.augusoft.net/index.cfm? Under CNM Employee section, an account will need to be created to "check-out" the classes. Instructions for each course will be emailed and in some cases a user account will need to be set up on the class platform)*:
    - Campus Safety and Emergency Response Training
    - FERPA for CNM Employees
    - Information Security for General Users (The sections for IT Professionals and CNM Managers are not required for student employees)
    - Preventing Sexual Harassment / Sexual Harassment Awareness
    - **Complete trainings that are job dependent; these may include; Bloodborne** Pathogens, Defensive Driving, and Hazard Communication
- Payroll direct deposit is available for student employees through the Business Office or at time of hiring process.

- The following are not allowed:
    - Excessive or lengthy personal phone calls. Short local phone calls may be made if necessary with approval from the supervisor.
    - No long distance personal phone calls are allowed.
    - Visits from friends.
    - Personal work.
    - CNM equipment and supplies are to be used only for CNM business, not personal business.

To continue student employment, the student must:

- Apply for financial aid using the Free Application for Federal Student Aid by the March 31st EACH YEAR to ensure continued employment after June 30.
- Maintain enrollment of at least six financial aid eligible credit hours during the term. Register for at least six financial aid eligible credit hours for the upcoming term to be eligible to work between terms. Students who fail to register for the upcoming term can only work until the last day of the previous term, Be aware that satisfactory academic progress may affect the student's eligibility to work (http://www.cnm.edu/depts/fass/requirements/sap.php).
- Develop a mutually agreed upon work schedule to meet departmental needs that will not conflict with the student employee's class schedule.
- The work schedule may be adjusted to meet the needs of the department.

Work Hour / Schedule Requirements:

- Limit work hours to **40 hours per the two week pay period (10-20 per week),** which includes term breaks; exceptions will be emailed from FASS office.
- Request approval from the immediate supervisor in advance for any changes in work schedule.
- Student must complete electronic timesheet by deadlines set by the Department/FASS/Payroll.
- Request calendar from supervisor for the pay period ending dates to submit timesheet in a timely manner.

SUPERVISOR / DEPARTMENTAL RESPONSIBILITY
The student employee supervisor/department is responsible for the following:

- Student employees must be supervised at all times. (It is recommended that all staff take the Student Employee Supervisor training for back-up purposes.)
- Ensure that the student employee takes the mandatory trainings within 30 days of start date. Full list and information on accessing is on previous page under Student Employee Responsibilities
- Request that a vacant student employment position be posted by notifying FASS after a student employee has been terminated, via online Job Posting and Termination form.
- Instructional technicians, support, etc. are allowed to supervise student employees per Human Resources.
- Advise the student employee when he/she is no longer eligible to participate in the Student Employment program.
- When extra hours allocated, supervisors must contact the Student Employment department to verify that funds are available for each student employee within your area.

Work Schedule Requirements

- The work schedule may be adjusted to meet the needs of the department.
- Develop a mutually agreed upon work schedule to meet departmental needs that will not conflict with the student employee's class schedule.
- Ensure that the student employee works no more than the maximum work hour limit of 40 hours per two week pay period (10-20 per week), which includes term breaks.
- Allow the student employee to work during term break after verifying that the student employee is enrolled for at least six financial aid eligible credit hours for the upcoming term.
- Student employees are allowed to work no more than eight (8) hours a day during the term breaks. Unless otherwise approved by the Student employment office.
- Advise the student employee that banking or borrowing hours from current or subsequent pay periods is not allowed.
- Notify the student employee when they can make up missed hours due to authorized absences or holidays. Breaks and lunch time:
  - Student employees are entitled to a 15 minute break for every four hours of continuous work.
  - If the student employee works eight (8) continuous hours, he/she must take an hour lunch. This lunch must be taken at mid-point during the eight (8) hour shift.
  - Break times are up to the discretion of the supervisor.
  - Student employees working in labs or departments with extended service hours (i.e. AVS, Security, Library, etc) may work a maximum of ten (10) hours per day as long as they are not consecutive hours.
    - Example: Student employee begins work at 7:00 a.m. and works until 11:00 a.m. Student employee attends classes from 11:30 a.m. to 3:30 p.m. Student employee returns to work from 4:00 p.m. to 9:00 p.m.
  - If the student employee works seven (7) hours continuously, 1/2 hour lunch.

Student Employee Vacation

- Student employees may talk time off of work for personal reasons with department permission
  - This may include break periods.
  - The student pay not be paid during this vacation/time off period.

Timesheet Requirements

- Verify the student employee's work time by checking the log in/log out sheet or work hour tracking application for audit purposes.
- Student employees should update log in/log out sheet/application on a daily basis to ensure accuracy.
- Ensure that electronic timesheets are submitted by the student by 10AM and approved by 5PM on Payroll Fridays (unless an earlier deadline is designated due to holidays).
- Ensure the approver receives accurate logs for students' time in and time out.
- Verify payroll deadlines using the calendar included in this publication. See Attachments.
- Submit student employee work hour changes via the Student Employment SharePoint website (https://share.cnm.edu/SiteDirectory/fass/supervisor/default.aspx) by 4:00 pm on Friday of the pay period ending date. See calendar in attachments
  - Submit work hour changes, you will need to know the original hours reported and how they are changing
  - If overpaid, the student employee must repay that amount or holds on records will occur.
- Approver Changes

- o Position- If your position changes and you are a timesheet approver, please notify the student employment office, as this could affect electronic timesheets.
  - o Approver- If the approver will be changing within a department, an email from the department control agent will need to be sent to the student employment office with the new approver's name, ID number, and position number.
- Paper Timesheets
  - o In the event a paper timesheet is needed, please contact the student employment office, we will email you one. This will be printed, the total hours entered for each day with a two week period summed on far right. It will need to be filled out in **blue or black ink**. Instructions on timing will be given at the time the paper timesheet is sent.

Back-up Supervisor and Timesheet Proxy

- Approvers should have a backup supervisor that has attended the supervisor training.
- Notify your proxy when you will be out.
- Proxies will need to have access to approve timesheets (for other student employees or staff). The proxy is set up by the approver on myCNM in the timesheet approval area.

File Retention

- Supervisors are responsible for retaining parts of a student employee's file. The following should be saved:
  - o Applications, Interview Questions, Reference Checks - should be saved for three years.
  - o Time logs should be saved for three years.
  - o Confidentiality agreements for the entire length of time a student works for you

PAYROLL POLICIES

- During the student's employment, he/she will be exempt from paying FICA taxes.
- At main campus, paycheck pickup points are located in the department where the student employee works. Checks for students who work at branch campus will be sent via USPS. Direct deposit is available to student employees. They need to contact the Business Office for more information.
- Student employees are not entitled to overtime pay.
- If a student employee is required to work on a holiday, the student employee will be paid the regular posted hourly wage.
- Student employees are <u>not</u> entitled to sick leave or vacation pay
- Jury Duty- If a student employee is called to jury duty they can be paid through the court for their time on jury duty. If they are dismissed for the day, they can work as a student employee and be paid for the hours they worked.
- If for any reason the College's regular scheduled day is abbreviated or closed due to inclement weather, student employees will not be paid for those hours not worked. Student employees can make up these hours during the same pay period. If an extended period time or closure falls at the end of a pay period, FASS will determine if extra hours can be worked the next pay period and will email instructions.
  - Example: If a student employee shows up for work at 8:00 a.m. and the College does not open until 10:00 a.m. The student employee cannot be paid for the time between 8:00 a.m. and 10:00 a.m.

CNM POLICIES
Federal Family Educational Rights and Privacy Act (FERPA)

- All student records are protected under FERPA.
- No information may be disclosed to anyone but the student without prior consent from the student.
- It is part of the student employee's job to protect the confidentiality of all students.
- If asked to give information on the telephone or in person to someone the student employee cannot identify as that student, the inquiry should be referred to the student employee's supervisor.

Code of Conduct and Workplace Behavior

1. The College and College employees shall follow New Mexico statutes dealing with conflict of interest. (See Sections 10-16-1 through 10-16-4.1, 10-16-6 through 10-16-9, 10-16-11, 10-16-13.1 through 10-16-14 and 10-16-17, NMSA 1978 (1995 Repl.)).
2. College employees shall maintain the highest standards of business ethics as they conduct business on behalf of the College.
3. College employees shall perform their duties in a manner that would not give rise to the appearance of conflict of interest.
4. College employees, who teach, coach, evaluate, allocate financial aid to or guide students over whom they have professional responsibility or authority shall not engage in any dating, romantic or sexual relationships with students.
5. It is the policy of CNM that certain rules and regulations regarding employee behavior are necessary for efficient business operations and for the benefit and safety of all employees. Conduct that interferes with operations, discredits the College, is in violation of College policy, is unsatisfactory or is offensive will not be tolerated. Employees are expected at all times to conduct themselves in a positive manner to promote the best interests of the College. Examples of behavior that may result in disciplinary action, including possible termination, are:
   a. treating others in a discourteous manner;
   b. wearing clothing inappropriate for the work being performed;
   c. failing to report to work punctually at the assigned times, or failing to be at the proper work station ready for work as scheduled;
   d. failing to maintain cleanliness and order in the workplace and work areas;
   e. fighting with or assaulting others;
   f. threatening or intimidating others;
   g. falsifying or altering any College record or report, such as an application for employment, a medical report, a production record, a time record, a financial record, an absentee report, or a shipping and receiving record;
   h. stealing, destroying, defacing or misusing College property or another's property;
   i. engaging in acts of insubordination including, but not limited to, refusing to follow management's instructions concerning a job-related matter;
   j. using profanity or abusive language;
   k. sleeping on the job;
   l. gambling on College property; and
   m. Playing malicious or dangerous pranks or practical jokes, or engaging in horseplay.
   n. alcohol and substance abuse;
   o. dishonesty;
   p. sexual or any other form of illegal harassment;
   q. possession of deadly weapons on CNM property;
   r. poor work performance;
   s. violation of CNM's leave policies; and
   t. Violation of CNM policies or directives.

This list is not intended to be and should not be considered an exclusive listing of inappropriate behavior. Indeed, it would be impossible to list all the circumstances under which discipline may be imposed. CNM retains complete discretion to administer discipline for behavior it deems inappropriate, whether listed above or not.

6. Any employee who knows of any act prohibited by law or by College policy or the code of conduct shall report it promptly to the appropriate administrator. In the case of any financial impropriety, the employee shall report circumstances to the internal Audit Department.
7. No employee shall threaten, coerce, manipulate, or mislead an auditor engaged in the performance of an audit.

Nepotism
1. No person may be hired who is related to a member of the Governing Board in the following manner: father or mother, child, brother or sister, grandfather or grandmother, grandson or granddaughter, aunt or uncle, nephew or niece. Student employees are excluded from the prohibition of this paragraph.
2. No person may be assigned to a supervisory or subordinate position to another employee within the College if the employees are related in the following manner: father or mother, child, brother or sister, grandfather or grandmother, grandson or granddaughter, aunt or uncle, nephew or niece.
3. Family members are not allowed to work within the same department.

Technology Use Policy
The CNM Technology Use Policy (http://www.cnm.edu//depts/ppo/tchusmen.php) establishes rules and prohibitions that define acceptable use for all technology systems. Employees must abide by this Policy and any additional guidelines that may be established for each individual system. A copy of the Policy is available on the CNM website and in the Student Handbook. Any violation is grounds for loss of privileges as well as possible disciplinary action or termination as outlined in the policy.

Additional Policies
Long Distance Phone Calls
Long distance phone calls originating from College phone lines and billed to the College are listed on a monthly printout that is forwarded to each department. Accepting collect calls and charging long distance phone calls to the College is prohibited. Students who accept such charges will be asked to repay the amount incurred and may be terminated.

Personal Phone Calls
The College recognizes that a limited number of personal local phone calls made during work hours are a benefit for employees; however, such calls should be kept to a minimum. Departments will determine phone usage.

Phone Numbers
CNM telephone numbers are for College business use; inappropriate use or distribution of these numbers is prohibited. Examples of such inappropriate use or distribution include, but are not limited to, using a CNM phone number as a number for a personal business and entering CNM phone numbers on the Internet for personal reasons.

Vehicle Use
Due to liability issues, students are not permitted to utilize personal vehicles to conduct College related business. Student employees may use CNM vehicles provided they have completed the College's Defensive Driving program and have a current New Mexico Driver's license.

Workmen's Compensation
When an injury occurs on the job, the department must notify the Human Resources Department to file an incident report. Any questions regarding accidents should be referred to the Human Resources Department, (505) 224-4600.

Student employees cannot work off-campus or on an "on call" basis due to Worker's Compensation regulations.

EQUAL OPPORTUNITY STATEMENT
The College affirms that it will not discriminate on the basis of gender, race, color, national origin, religion, age or disability in any of its policies, practices or procedures in accordance with applicable federal, state and local laws, nor will it condone any act of illegal discrimination or harassment on the part of its employees. This provision includes, but is not limited to, employment, admissions, testing, financial aid and educational services.

It is the policy of the College not to discriminate on the basis of sexual orientation, marital status or ancestry.

Upon request, the College will provide reasonable accommodations to individuals with disabilities with regard to conditions of employment as provided by applicable federal, state and local laws.

GRIEVANCE AND APPEAL PROCEDURES
Persons Covered. Regular full-time and part-time employees are covered by the College's grievance procedure(s). For grievances involving acts of alleged discrimination, including sexual harassment, contact the Human Resources Department for a separate grievance procedure. Also see Sections 3.04 and 4.03 in the CNM Employee Handbook.

ATTACHMENTS

Student Aide Job Description

	Student Aide ($8.60/hr.)
Job Description	Job duties will vary depending on departmental needs. Types of duties may include: • Clerical functions (copying, collating, word processing, filing, answering phones, etc.) • Compliance with Federal Privacy laws when accessing confidential student information • Level of supervision will vary from close to working independently • Provide customer service to students, other CNM departments and the public • Student employees must be supervised at all times • Other duties as assigned to meet departmental needs Pay scale = $8.60 per hour
Experience and/or Technical Skills	• Experience required will vary depending on specific job duties • Appropriate verbal and written communication skills • Related coursework may be required Note: Some jobs require specific skills, such as: bilingual abilities, heavy lifting, certification/licensure, computer software expertise, etc.

Student Employment Application

Please type the following information, sign, and submit this application to the department in which you are applying for a Student Employment position.

First Name _____ MI ____ Last Name _____

Social Security Number _____

Street Address/PO Box _____

City _____ State _____ Zip Code _____

Phone _____ Message Phone _____

E-mail Address _____

Previously worked for CNM? ❏ Yes ❏ No   if yes, give dates _____

Date available for work _____

Is there any reason known to you, why you might be unable to perform consistently and promptly the duties of the job for which you are applying? ❏ Yes ❏ No

If yes, please explain _____
Education
High School _____

Post Secondary School(s) _____

Employment History: (List current or most recent job first, then previous jobs.)

　　1) Company _____

　　Dates of employment _____

　　Supervisor _____ Phone _____

　　Job title and duties _____

　　May we contact your supervisor/employer? ❏ Yes ❏ No

　　2) Company _____

　　Dates of employment _____

　　Supervisor _____ Phone _____

　　Job title and duties _____

　　May we contact your supervisor/employer? ❏ Yes ❏ No

References
Please list three professional references that have knowledge of your professional experience and who are in a position to evaluate your ability to perform the job that you are applying for.

1) Name _____ Phone _____

2) Name _____ Phone _____

3) Name _____ Phone _____

Do you have a valid license? (May be required for some positions.) ❑ Yes ❑ No

Are you related to anyone who works at CNM? ❑ Yes ❑ No
If yes, what department do they work in?_____

I, the undersigned, hereby release and discharge CNM and my current and any former employer from all claims or actions for loss, liability, damage or expense which I now have or which may hereafter arise from the making of any inquires about me or the furnishings of any information about my employment, including opinions and impressions about my work and reasons for my termination.

Pre-employment Statement

Please read the following statement carefully before signing.

I certify that the information I have provided on this application is true, accurate and complete to the best of my knowledge.

I understand that any false statement, misrepresentation or willful omission of facts may prevent my being hired or, if hired, may cause termination from employment.

I understand that this application and records become the property of the College which reserves the right to accept or reject them and that this application becomes a public record under the Inspection of Public Records Act.

I authorize the College to conduct work history, personal reference motor vehicle records checks, or other criminal background inquires to determine my acceptability for employment, and I release from liability any person giving or receiving any such information.

If hired, I will furnish documents required on Form I-9 and Employment Eligibility Verification.

I agree to observe all rules, regulations and policies of the College. I have read and understand the above.

Signature _____ Date: _____

Print Name _____

Job Referral

Student Employment Position-

Job number		Post Date	
Location Code		Telephone	
Campus & Building		Supervisor	
Work Hours		Hire Date	

For more information about job duties click here. Students are responsible for reading and understanding the job description.

Student Name	Student Phone No.
_____	_____
CNM ID	Date
_____	_____

Have you, the student, been convicted of a felony?   (Student initial) _____ Yes _____ No

How to apply
- Potential student employees must have a student employee award on their current FAFSA. Print this award letter for the interview process.
  - Go to www.cnm.edu > Login to myCNM >Financial aid tab > Award > Award for Aid Year > Accept Award Offer. To check if you have an SE award.
  - Or apply for the SE award
- **Complete** and **print** out the CNM Student employment application.
- **Print** this Job referral form
- **Contact** the supervisor listed on the job referral form and set up an interview.

The interview
- Bring award letter, job referral form and CNM student employment application to the interview with you.
- Dress appropriate for a job interview.

If Hired
- Bring with you **two valid forms of ID**. Such as, state driver's license and social security card
- Return this completed job referral form to Student Employment in the Financial Aid Office at the Main campus.
- Hire process takes 30 minutes, please allocate enough time.
- Student will take hire package to HR for completion of the hire process.
  - Availability for HR: Monday - Friday 8:30 am – 4:30 pm

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*For Official use only*For Official use only*For Official use only*For Official use only*For Official use only*

Supervisor:

- Signature indicates initiation of hire process.
- Signature indicates acknowledgement of potential student employee's felony status.

Print name: _____ Sign name: _____

Student Employee Sample Time Log

Student Employee Time Log

Name:_____ ID:_____

Supervisor:_____ Approver:_____

Monday (____/____)	Tuesday (____/____)	Wednesday (____/____)	Thursday (____/____)	Friday (____/____)	Total for the Week
In: _____ Out: _____	In: _____ Out: _____	In: _____ Out: _____	In: _____ Out: _____	In: _____ Out: _____	
In: _____ Out: _____	In: _____ Out: _____	In: _____ Out: _____	In: _____ Out: _____	In: _____ Out: _____	
In: _____ Out: _____	In: _____ Out: _____	In: _____ Out: _____	In: _____ Out: _____	In: _____ Out: _____	
Total	Total	Total	Total	Total	

Monday (____/____)	Tuesday (____/____)	Wednesday (____/____)	Thursday (____/____)	Friday (____/____)	Total for the Week
In: _____ Out: _____	In: _____ Out: _____	In: _____ Out: _____	In: _____ Out: _____	In: _____ Out: _____	
In: _____ Out: _____	In: _____ Out: _____	In: _____ Out: _____	In: _____ Out: _____	In: _____ Out: _____	
In: _____ Out: _____	In: _____ Out: _____	In: _____ Out: _____	In: _____ Out: _____	In: _____ Out: _____	
Total	Total	Total	Total	Total	

	Total Hours for Pay Period	

Student Employee Signature:_____ Date:_____

Supervisor Signature:_____ Date:_____

* Immediate Supervisor is responsible for turning into approver by 10AM on timesheet due date.

Payroll Calendar

2013-2014 Payroll Calendar

Legend:
- Holiday
- Payday
- Timesheets Due
- Timesheets Due/Payday
- Deadline for changes from Faculty's Contract Office
- Deadline for changes from HR and FAO
- First Day/Last Day of Semester
- Non-Instructional Day

Fall term 8-26-13 to 12-12-13 (76 days)
Spring term 1-06-14 to 5-01-14 (77 days)
Summer term 5-19-14 to 8-10-14 (60 days)**
**Faculty work 37.50 hours per week
Fall term 8-25-14 to 12-11-14 (76 days)

*Checks for PP #26 to be released on Tuesday, 12/17/13 at 3:00 p.m.

*Checks for PP #26 to be released on Thursday, 12/18/14 at 3:00 p.m.

Additional Payroll Information	# of Days	# of Pay Periods
Fiscal Year 7/1/13-6/30/14	261	26.1
Academic Year 9/1/13-8/31/14	260	26.0
Full-time Faculty: Pay Periods for AY 2013-14		26
2013 PP#19 - 2014 PP#18		
Part-time Faculty: Pay Periods by Term (for full-term courses)		
Summer 2013	PP #13-PP #18	
Fall 2013	PP #19-PP #26	
Spring 2014	PP #2-PP #10	

Subject to change when ... capability to pay for actual hours worked to accrue leaves

Student Employee Performance Evaluation

_____   _____   _____
Student's Name   CNM ID   Term

Job Title or Type of Work_____

1. RESPONSIBILITY: Is responsible and gets work done with little or no supervision. Is organized and handles work in a complete and professional manner.

    A. Excellent   B. Good   C. Adequate   D. Needs Improvement

    Comments _____

    _____

2. COMPETENCE: Understands and follows written and oral directions effectively. Is enthusiastic and shows a willingness to learn.

    A. Excellent   B. Good   C. Adequate   D. Needs Improvement

    Comments _____

    _____

3. COOPERATION: Works well with supervisor, other office personnel, other students, and the public. Offers courteous and helpful service to students and the general public.

    A. Excellent   B. Good   C. Adequate   D. Needs Improvement

    Comments _____

    _____

4. QUALITY OF WORK: Strives to achieve accuracy in accomplishing tasks. Is capable of handling routine work on a day to day basis smoothly and efficiently.

    A. Excellent   B. Good   C. Adequate   D. Needs Improvement

    Comments _____

    _____

5. JUDGEMENT: Is able to make sound decisions on the job. Can plan and direct own work.

    A. Excellent   B. Good   C. Adequate   D. Needs Improvement

    Comments _____

    _____

6. PERSONAL APPEARANCE: Maintains a neat appearance with appropriate dress and grooming.

A. Excellent   B. Good   C. Adequate   D. Needs Improvement

Comments _____

_____

7.   DEPENDABILITY: Makes a schedule at the beginning of the semester and adheres
       to this schedule with few changes. Reports to work on time at scheduled times. Calls in
       advance if unable to come to work. Keeps absenteeism to a minimum.

       A. Excellent   B. Good   C. Adequate   D. Needs Improvement

       Comments _____

       _____

_____   _____
Student Employee   Date

_____   _____
Supervisor   Date

Computer Accounts

Did you know that when you become a student employee that you receive an 'Administrative Account'?
This allows you to get to files from the network that you may need to help your supervisor do their work, gain access to their calendars and so forth.

You also receive an 'Outlook' e-mail account. You may gain access to Outlook in 2 ways:
1. Through internet access: http://webmail.cnm.edu/ (on or off Campus)
2. Through the Outlook Client on your desktop (on Campus only)

Here is how e-mail routes at CNM:
- E-mail sent from *my* CNM go to *my* CNM e-mail
- E-mails sent from Outlook go to your Inbox in Outlook
- E-mail sent from off campus systems (yahoo, hotmail, gmail…) go to your *my* CNM e-mail Inbox.

You can forward all your e-mail to go to Outlook by doing the following:

1. Login to *my* CNM. Click on the e-mail icon, go to the "Options" tab, and then click on the "Settings" tab.

2. In the "Mail Forwarding list:" box, you'll need to enter a special version of your current email address.

   For example, if your email address is jdoe@cnm.edu, you would need to enter jdoe@exmail

When you cease to be a student employee it is important to remember that you will not be able to access your files left on the 'Admin' network OR e-mail that is left or continues to come into your Outlook account. That means if you have an instructor who is emailing you, you may not get those e-mails.
If you are going to remain a student at CNM you will still possess a *my*CNM account. There are 3 things you will need to do **BEFORE you leave CNM employment**:
1.) **In order to keep your e-mail flowing you will need to remember to remove any forwards to your Outlook account *before* you cease your student employment with CNM.**
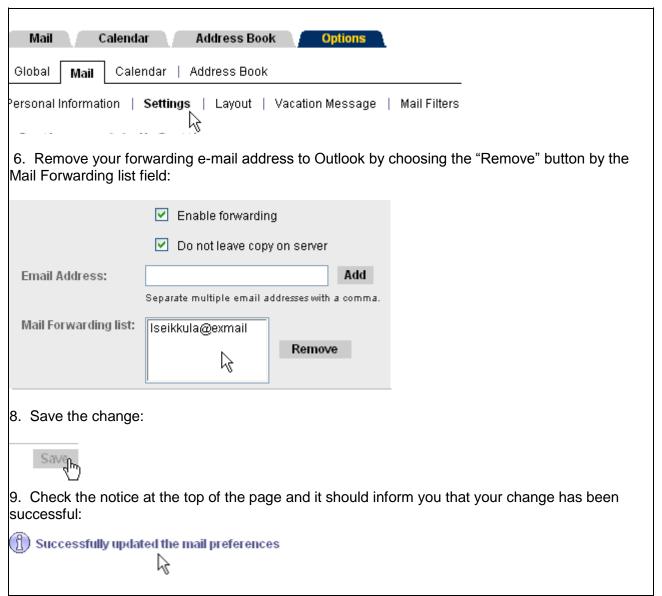
1. Go to your *my* **CNM** Account at: http://portal.cnm.edu/cp/home/loginf.
2. Enter your username and password. If you are unsure of your username and password, choose the link "what is my username and password?" and enter the appropriate information.
3. Open your e-mail by clicking on the icon:

e-mail

4. Choose the Options tab:

5. Choose the Settings tab:

| Mail | Calendar | Address Book | **Options** |

Global | **Mail** | Calendar | Address Book

Personal Information | **Settings** | Layout | Vacation Message | Mail Filters

6. Remove your forwarding e-mail address to Outlook by choosing the "Remove" button by the Mail Forwarding list field:

☑ Enable forwarding

☑ Do not leave copy on server

Email Address: [   ] **Add**

Separate multiple email addresses with a comma.

Mail Forwarding list: lseikkula@exmail   **Remove**

8. Save the change:

Save

9. Check the notice at the top of the page and it should inform you that your change has been successful:

Successfully updated the mail preferences

2.) Forward any e-mail (class work, personal e-mail…) in Outlook to another account **before leaving CNM employment**. There is no easy way to do this; the only way is to forward them one message at a time.

3) Save any files you need from your H drive to a flash drive or storage option.

If you need help taking off your auto-forward or removing your view for Outlook in Passport, please call the ITS Service Desk at 224-4357.

PaperCut Software

As a student employee you are not governed by the quota on printing as are regular students. Because you print work related documents for your department, you do not have a limit. Your PaperCut account should allow you to go into negative numbers if you exceed your 150 page limit. If you do encounter a problem with your ability to print, please call the Service Desk (4HELP, 44357) and let them know about the problem.