

General Campus Employment *Do's and Don'ts*

Student assistants are vital to the overall successful operations of **all** departments and areas of employment on campus. That is why we wanted to publish a brief listing of general expectations and guidelines to help with a smooth transition into the student workforce. Hopefully these points of information will be beneficial to you.

Work Schedules/Absences

Most of the student employment positions are set-up for 6 hours per week. These hours allow the student to have a meaningful work experience while not compromising the time that is necessary for classroom attendance, homework and extracurricular activities. In addition; 1) *Student Assistants are expected to be at work on time and not leave early*, 2) *requests for schedule changes must be cleared with the employment supervisors*.

While students are expected to work their assigned hours, each department may have different viewpoints on absences. Student Assistants must understand the implications of missing work, and they should know their supervisors feelings on repeat absences.

Work Apparel

Appropriate apparel will be determined by your supervisor, and may vary from department to department however, clothing should be in good taste and appropriate for the type of job that you have. Generally speaking, students should be dressed appropriately, since in many instances they will have responsibilities dealing with the public. Whether it is another student, University employee or other individual, it is important to always attempt to make a good impression.

Individual Guidelines

While each supervisor will discuss specific expectations within the individual work unit, there are some general guidelines that are fairly uniform campus wide.

- 1) Student workers are not permitted to have personal visitors while they are on the job
- 2) Student workers should not use tobacco products, eat lunch or use CD players or other electronic entertainment devices while working
- 3) Personal telephone calls should not be made or received during work hours except on an emergency basis, and with the permission of the supervisor
- 4) Student workers must maintain a level of confidentiality consistent with the type of work and responsibilities that they might have. Information on other students may not be passed on to any other individual
- 5) Personal homework assignments may only be completed after all work assignments are done, and permission has been given by the supervisor

Payroll Information

Mansfield University student payroll is processed biweekly with paychecks being issued every other Friday. Paychecks can be picked up in the department where you work.

Students use the E-time system to submit hours worked. All hours worked must be entered in E-Timesheets no later than midnight on the last day of the pay period (every other Friday.) Any hours not submitted by midnight on the last day of the pay period will be considered late. These hours will need to be manually entered by the supervisor and will not be processed for the current pay period.

To access the E-Time system:

- ❖ Click on “Web Logins-Quick Links”.
- ❖ Click on the PASSHE Portal and login using your MU e-mail address and password. Click on the eTime tab.
- ❖ A welcome screen will then come up. Click on the department you wish to enter hours worked. Students who work for more than one department will have the option of selecting the department.
- ❖ **Once the timesheet is “signed” it is marked as pending, and the student will NOT be able to make any changes to it.**

IT IS VERY IMPORTANT TO HAVE YOUR TIMESHEETS SIGNED BY THE LAST DAY OF EACH PAY PERIOD (**Fridays at midnight**)! This will insure you getting paid on time. Otherwise you will have to wait an additional 2 weeks for a paycheck.

If you have any questions or concerns regarding payroll, please feel free to contact Payroll at 662-4876.

Possible Reasons for Dismissal

Everyone at Mansfield University hopes that each student will have a meaningful and rewarding work experience. No one at the University wants to initiate dismissal procedures, and each supervisor will express their individual expectations with each student. There are some general expectations that all employers will have, and the following is a brief outline that could cause a student's work position to be terminated.

- 1) Falsifying payroll information of any kind
- 2) Constant tardiness after a student has received verbal or written warnings from their supervisor
- 3) Missing scheduled work hours without notifying your immediate supervisor or missing work for inappropriate reasons
- 4) Breaking any confidentiality agreements that may have been discussed with your supervisor
- 5) Continued overall poor work performance after this situation has been discussed with your supervisor