



## Student Financial Services Student Employment Handbook

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## **1. INTRODUCTION** (revised 2/27/14)

Student employment at Walla Walla University is intended to be a learning experience and a productive activity that supplements an academic career. In addition, student employment provides qualified student workers to meet the needs of the university. The responsibility of finding a job rests with the student. The Student Employment office serves as a resource and referral center.

Through employment, students gain financial assistance for their university education. In addition to the economic benefits, employment provides valuable work experience, which enhances the educational development and growth of the students. We encourage supervisors and students to be aware of their responsibilities, and to be active agents in making the employment experience a positive one.

Student employment provides many benefits, including the following:

- A. For students new to Walla Walla University, working on campus helps develop a sense of community and belonging. Students who feel a part of their university tend to do better scholastically and remain at the university to degree completion.
- B. Students with little or no employment history may establish a work record and learn fundamental skills of employment such as punctuality, communication, cooperation, time management, etc.
- C. Students gain preparation for the world of work through the processes of interviewing, hiring, training, supervision, relating to co-workers and the public, meeting expectations and achieving goals.
- D. Students have opportunities to sample several career choices through varied work experiences.
- E. Students with defined career objectives gain related experience, which enriches their educational program. Students with otherwise limited exposure and opportunity for networking may also make valuable contacts with professionals in their chosen fields.

## **2. STUDENT EMPLOYEE DEFINITION** (revised 9/09/09)

A student employee is a part-time campus employee who is concurrently enrolled at Walla Walla University with the primary purpose of achieving a degree. Thus, the employment is interim or temporary in nature and is incidental to the pursuit of an academic program.

## **3. STUDENT EMPLOYMENT ELIGIBILITY** (revised 9/3/25)

In order to qualify for student employment, a student must:

- A. Be admitted as a Walla Walla University student.
- B. Be enrolled as a full-time student (12 undergraduate hours or 7 graduate hours) for the quarter s/he is employed. A student enrolled less than full-time must contact the Student Employment Manager and be approved to work. Under certain circumstances, a student may be asked to complete a Work Exception Request Form and turn it in to the Student Employment office. Requests will be reviewed and approved or denied by Student Financial Services. The Work Exception Request Form is available online at:

[https://ps.wallawalla.edu/psp/ps/EMPLOYEE/PRODCS/c/WWU\\_SFS.WWU\\_SEA\\_LIST.GBL](https://ps.wallawalla.edu/psp/ps/EMPLOYEE/PRODCS/c/WWU_SFS.WWU_SEA_LIST.GBL)

To work during the summer, prospective and returning students may be employed once they have been accepted, have pre-registered as a full-time student for the upcoming fall term and are planning to attend WWU fall quarter. A student failing to meet these requirements must be terminated.

- C. Meet employment eligibility to work in the United States as established by the Department of Homeland Security.

### **3.1 Conference Employees**

Conference employees attending summer school are not eligible to work on-campus.

### **3.2 International Student Eligibility**

Department of Homeland Security (DHS) guidelines require international students with F-1 student visas to be enrolled full-time (12 undergraduate hours, 7 graduate hours) and in good academic standing to be eligible for on-campus employment. The student must have a valid Student and Exchange Visitor Information System (SEVIS) record and have approval from their Designated School Official (DSO).

The DHS guidelines limit hours worked to 20 per week during periods of enrollment and 40 hours per week during vacation breaks and summers. International students must be terminated upon graduation unless they are accepted into a graduate program at Walla Walla University.

International students may be here on visas, other than F-1, that do not allow them to work.

International students that do not have a United States Social Security card must apply for one before they may work on-campus. See section 4.6 “International Student Social Security Card Application Process.”

## **4. HIRING AND AUTHORIZING** (revised 9/3/25)

### **4.1 Job Descriptions**

Campus departments are required to complete a job description form for each student employee position and submit it to the Student Employment office.

### **4.2 Employment Openings**

Departments are strongly encouraged to notify the Student Employment office of any job openings in the department and to advertise positions in “Job Scene.” A Job Posting Form is available online at <http://wallawalla.edu/postajob>. Departments should notify the Student Employment office when a job is filled so the advertisement may be removed.

“Job Scene” is a published listing of jobs available both on and off campus including work-study positions. Daily updated copies are available outside Student Financial Services and online at <http://www.wallawalla.edu/jobscene>.

### **4.3 Employment Application**

A student seeking employment on campus is required to complete a WWU Student Employment application. The Student Employment application is available online at <https://wallawalla.edu/on-campus-work-application>. A student should contact the Student Employment office to arrange for an electronic copy of their application to be sent to campus departments that request one.

Departments are required to use the current Walla Walla University Student Employment application.

### **4.4 Office Skills Test**

The Student Employment office provides a short office skills test that a department may ask a student applicant to take. This is administered in the Student Employment office and takes approximately 30 minutes to complete. Tests are corrected and kept on file in the Student Employment office. Campus employers should contact the Student Employment office for test results.

#### **4.5 Hiring an International Student**

International students that have a US Social Security card will follow the regular hiring procedure.

International student without a US Social Security card will follow the following steps:

1. Department offers the international student a job.
2. The International Student Social Security Card Letter is available at the Student Employment office.
3. Fill out the form letter online, print it out, **sign and date using blue ink**. Give it to the student.
4. Instruct the student to take the form letter to the Student Employment office for the Designated School Official to sign.
5. Student takes the signed form letter and identifying documents listed below to the Social Security office to apply for a Social Security number.
6. Student requests receipt from Social Security office to take to the Student Employment office.
7. If the receipt states the student has been issued a number and will receive their card within two weeks, the student may then complete employment paperwork and begin working.
8. If the receipt states the student's documents authenticity must be verified, the student may not begin work until s/he receives their Social Security card.
9. When the student receives their Social Security card, s/he will take it to the Student Employment office to record the social security number on employment documents.

#### **4.6 International Student Social Security Card Application Process**

DHS policy states an international student must meet the following criteria before applying for a Social Security number:

1. The student's SEVIS record must be in Active status for at least two (2) days.
2. Wait 10 days after arriving in the United States to allow all government systems to update.
3. Have reported in at the university.
4. Have an offer of an on-campus job that starts within 30 days.

International students must take the following documents with them to the Social Security office when applying for a Social Security number:

1. Documents providing evidence of age and identity (*Passport, etc.*)
2. SEVIS-generated Form I-20 A-B, *Certificate of Eligibility for Non-immigrant (F-1) Student Status*
3. Current Form I-94, *Arrival-Departure Record*, showing F-1 non-immigrant status
4. Letter from the employer, on letterhead, that provides employment verification, namely:
  - Identity of student employee
  - Nature of job the student will be engaged in
  - Anticipated start date
  - Number of hours the student is expected to work weekly
  - Employer identification number
  - Employer contact information, including the telephone number and the name of the student's immediate supervisor
  - **Original signature using blue ink**, and signatory's title
  - Date
5. Letter on school letterhead that identifies the following:
  - Student by name
  - On-campus employer
  - Nature of the on-campus employment
  - DSO's printed name, telephone number and date
  - **Original signature using blue ink** of DSO

#### **4.7 Completing the Online Hiring Form**

Campus employers are required to complete a Student Hiring form online before allowing a student to begin working. The Hiring form may be completed for a short time period such as a day or two, a week, a month, or for longer periods such as a quarter or the entire school year.

Steps for completion of the online Hiring form:

1. The student completes the online Student Employment application. Then, completes the following forms in the Student Employment office: Direct Deposit, I-9, W-4, Student Responsibility Agreement and Background Investigation Authorization. If the student is under age 18, a Parental Consent Form is also required. Once these forms are completed, the Student Employment office staff will clear the student online to be eligible to work.
2. The Department Chair, Director, or Vice-President designates the faculty/staff that will complete the Hiring forms for their area. The Student Employment Manager authorizes the designated faculty/staff.
3. Authorized faculty/staff complete the Hiring form online. Go to myWWU, login using your Walla Walla University username and password. Select Student Hiring System, Hiring. Complete the form, save and obtain departmental or student employment approve (if required).
4. When the hire has been approved, the student and supervisor will receive an auto email. Within an hour of when the email is received, the student will have access to the time clock system. The student is now ready to begin working.
5. For more detailed instructions on completing a Hiring form, click on the Student Hiring System Documentation on the Student Employment webpage at <https://wallawalla.edu/student-hiring-system-documentation>

#### **4.8 Summer Student Employment Hiring**

If the student is a new hire, follow the standard procedure. If the student has been working during spring quarter and will simply continue working during the summer, go to myWWU, Student Hiring System, Job Info tab and extend the end date.

#### **4.9 Minor Employee Regulations**

The State of Washington requires a Parent/School Authorization Form be completed for each employee under the age of 18 who will be working at Walla Walla University. The law also requires this form be completed **before** the minor begins work. The Parent/School Authorization Form is available at the Student Employment office. Minors must present documents proving their identity. The State has specific rules and regulations that apply to minor employees. Supervisors and minors are required to read and abide by the regulations found at <https://lni.wa.gov/safety-health/safety-topics/topics/teen-worker-safety>

### **5. TRAINING AND EVALUATION (revised 8/24/10)**

**The employer is responsible for the effective training of all their employees.** Student employees need various kinds of training and evaluation if they are to be valuable additions to an office or department. This training should be carried out professionally, at regular intervals, and in a way that can be documented.

#### **5.1 New Student Orientation**

New student employees must first be provided with basic office or departmental information. This should include introductions to staff and fellow student workers, a review of the job description for the position they will be filling, instructions on how to use the time clock system, and an opportunity for the student employee to ask questions. All student employees are required to review the Accident

Prevention Program at: [Accident Prevention](#). Select Forms & Waivers, login using your Walla Walla University login, then click on Accident Prevention.

## **5.2 On the Job Training**

Every student worker should have both knowledge of their duties and responsibilities, and access to the resources needed to perform the job. All procedures need to be explained thoroughly in addition to being available in written form. Ideally new student employees will be able to train with the student employee s/he will be replacing. This has proven to be a very effective way to transition from one student employee to another. The training process should continue as new duties and responsibilities are assigned.

## **5.3 Performance Appraisals**

Employers are encouraged to evaluate all student employees on a yearly basis. More frequent evaluations may be beneficial. Walla Walla University has adopted a standard form available online at <https://wallawalla.edu/student-worker-evaluation>. The completed evaluation form should be reviewed with the employee and a copy given to them. The original evaluation form should be kept in the student's employment file within the department. An electronic copy should be forwarded to the Student Employment office. If corrective action is needed, see section 6.3 "Corrective Action".

# **6. THE EMPLOYMENT RELATIONSHIP** (revised 9/03/25)

To promote a smooth and successful operation, maintain a positive working atmosphere, and educate all student employees on the type of conduct expected while at work, Walla Walla University follows the guidelines listed below. These guidelines do not cover all subjects and therefore, are not intended to be exhaustive. Rather, they provide a general framework for the student employment relationship. Both the university and student employee share the responsibility of working together to ensure the employment relationship is functioning well and expectations are understood. The fundamentals in this section help clarify these expectations.

## **6.1 Working Relationship**

All student employees should be aware that they are employed "at will" and, therefore, have the right to terminate their employment at any time, with or without cause. Likewise, the University reserves the right to terminate a student employee's employment at any time, with or without cause. This at-will employment relationship cannot be altered except expressly in writing signed by the Director of Human Resources and either the President or the Vice-President for Financial Administration.

The existence and/or use of the guidelines listed below do not alter the at will employment relationship. Further, these guidelines may be changed from time to time at the discretion of the University. Student employees will be advised of changes as soon as practicable.

## **6.2 Appropriate Conduct**

As representatives of Walla Walla University, all student employees are expected to model professionalism in matters of business and personal conduct, accept responsibility for the appropriateness of their own conduct, and exhibit a high degree of personal and professional integrity at all times. The University expects all student employees to adhere to the following general principles:

1. Observe the highest standards of professionalism at all times.
2. Perform responsibilities in a manner consistent with the University's values and ethical standards.
3. Comply with all policies, procedures and standards applicable to the University.
4. Treat everyone, including customers, suppliers, and other employees, with dignity and respect.

It is impossible to list all forms of conduct that may be considered inappropriate, but listed below are some examples:

- Theft
- Vulgar or obscene language or gestures
- Sabotage
- Retaliation
- Violence or threats of violence
- Violation of the drug and alcohol policy
- Failure to cooperate with other employees
- Immoral or indecent conduct
- Inability to satisfactorily perform job requirements, unsatisfactory completion of work assignments or insufficient productivity
- Excessive use of the telephone for personal calls, visiting with friends during working hours, personal emails, etc.
- Insubordination
- Violation of any anti-harassment, discrimination or intimidation policies
- Time sheet infractions
- Horseplay, pranks or practical jokes which could endanger the health and safety of fellow workers, customers and or fellow members of the campus community, or which could interfere with the work of fellow employees
- Absenteeism, tardiness, missed meetings or failure to call in advance of absence or tardiness
- Rudeness to patrons, staff and faculty.

Unsatisfactory performance, work habits, or overall attitude, conduct or demeanor; violation of University policies, procedures or guidelines; or any other behavior or conduct deemed inappropriate by the University may lead to corrective action, up to and including termination of employment.

### **6.3 Corrective Action**

From time to time, student employees do not meet performance expectations. The following lists some of the corrective action options the University *may* take to ensure the student employee is given reasonable opportunity to improve.

1. *Informal Counseling* – most issues can be resolved with this option. This option will typically involve a tactful reminder or additional training and an opportunity for the employee to respond. The supervisor will seek to ensure the employee understands expectations and his/her agreement to meet them.
2. *Formal Counseling Meeting* – when informal counseling has not led to the desired change or is not sufficient to address the issue(s) this more formal approach *may* be used. This option involves meeting with the student employee in private. She/he will be informed of the performance concern(s) and given an opportunity to respond. The outcome of this meeting will be documented in writing with reference to any related informal counseling that has occurred previously.
3. *Suspension* – this option *may* be used when an student employee needs to be removed from the work environment for investigatory or disciplinary purposes. The student employee should be informed of the issue(s) and given an opportunity to respond. The outcome of this meeting will be documented in writing. Consultation with the Human Resource Department is required for initiating this option.
4. *Termination* – see section 6.4 “Separation from Employment”. Any corrective action will be taken at the discretion of the University and will depend upon the facts of each case and the employment record of each person involved. Corrective action may be taken in any order, including Supervisors, shall maintain a written record of any corrective action taken with a student

employee, including verbal counseling. The Human Resources Department is available for consultation on any matters related to employee performance.

#### **6.4 Separation from Employment**

##### **1. Voluntary Termination**

If a student employee decides to terminate employment with the university, notification should be given to the direct supervisor, in writing, at least two weeks before the final day of work.

##### **2. Involuntary Termination**

The decision to terminate a student employee is made by the supervisor who must review the decision with his or her department head. The student supervisor (or designee) must consult with the Human Resources Department prior to communicating a termination decision with the employee. Student employees are at will and may be terminated with or without cause or notice. However, if a student employee will be terminated, as with other forms of corrective action, he or she should normally be informed of the issue(s) and given an opportunity to respond. Certain circumstances might result in immediate termination however. Written documentation detailing the termination must be provided to the student employee within five (5) working days of communicating the decision. A copy must be sent to the Student Employment Manager for the student's file. When a student employee is terminated by the University, wages earned will be included in the final paycheck for that pay assignment, the active pay assignment will be cancelled, departmentally issued keys will be collected, and, if applicable, computer access terminated.

### **7. GENERAL EMPLOYMENT POLICIES (revised 9/4/25)**

#### **7.1 Workplace Injury Reporting**

Student employees are covered during their working hours by **workers compensation insurance** against work related injury/illness. A student employee must immediately report any job related accident or illness to their supervisor. The student employee and supervisor are responsible for completing the appropriate reporting forms and turning them in to the Human Resources office. The accident report form is available at the Risk and Safety Management office or online at [Accident Prevention](#).

#### **7.2 Verification of Employment**

The Payroll Office handles all verification of dates of employment, wage rates or earnings. Current or former student employees must sign a release giving permission for this information to be released. Refer requests to the Payroll Coordinator at 509-527-2190.

#### **7.3 Employment of Relatives**

In the interest of safety, security, supervision and morale, no student will be employed by a department under the supervision of a relative who has or may have a direct effect on the student's responsibilities, performance, pay, or where the handling of confidential information could create an awkward situation and/or conflict of interest. A relative is considered to be a spouse, parent, child, sibling, grandparent, or grandchild, and may also include in-law, nephew, niece, cousin, aunt or uncle.

#### **7.4 Harassment**

Walla Walla University recognizes its responsibility to maintain an academic and work environment in which all employees, volunteers, and students are protected from harassment whether it is sexual,

racial, ethnic, or any type protected by law. Harassment in any form - verbal, physical or visual - is strictly prohibited by University policy. If harassment does occur, please contact the Vice President of Student Life immediately. The Sexual Misconduct policy may be viewed online at [https://wallawalla.edu/fileadmin/user\\_upload/Student\\_Life/pdf/2016\\_StudentHandbook\\_web.pdf](https://wallawalla.edu/fileadmin/user_upload/Student_Life/pdf/2016_StudentHandbook_web.pdf).

### **7.5 Job Transfers**

Two (2) weeks' notice should be given in the event of a student employee's job transfer from one department to another. This applies not only to the student but to the employing department as well. This is considered professional employee/employer behavior and is expected here at Walla Walla University.

### **7.6 Attendance**

Student employees are expected to establish a work schedule with their employers. If adjustments need to be made to the scheduled work times, both the student employee and the employer should agree upon the changes. Student employees who are absent or tardy may be required to provide documentation explaining the circumstances. Excessive absences or perpetual tardiness may result in termination.

### **7.7 Multiple Department Employment**

A student may be employed by more than one department on-campus. However, s/he may not be clocked in and working for more than one department at a time.

### **7.8 Lifestyle**

By accepting employment at Walla Walla University a student signifies his/her understanding that Walla Walla University is a Seventh-day Adventist institution that upholds Seventh-day Adventist standards and that s/he intends to support Walla Walla University philosophies. S/he also pledges acceptance of and full cooperation with University policies as stated in this Handbook, in the Walla Walla University Bulletin, the Walla Walla University student handbook and as officially announced. Student behavior, both on and off campus, is expected to comply with and reflect the values of Walla Walla University.

### **7.9 Dress Code**

Students are expected to apply Christian principles and mature judgment to dress and appearance. The University stresses modesty, neatness, and appropriateness for the job. Students are expected to abide by departmental dress codes. Immodest clothing such as tight-fitting garments, low necklines, short skirts, short shorts, tank tops, bare-midriff items, obscene, offensive slogans or graphics are not appropriate work attire. Hairstyles and the use of cosmetics should be tasteful and not extreme. Wearing jewelry (except wedding bands) is discouraged.

### **7.10 Weekly Hour Limit**

A student employee may not work more than a total of 20 hours per week during periods of enrollment or 40 hours per week during vacation breaks or summer. The applicable hourly limit is a total of all hours worked for all departments in a given week. The work week starts on Sunday at 12:00 am and ends Saturday night at midnight.

## **8. WORK-STUDY (ON-CAMPUS) (revised 9/3/25)**

Students who have applied for financial aid may be awarded Federal Work-Study (FWS) as a part of their financial aid package. If a student is eligible for FWS and the position where they are working qualifies, the student will automatically be placed on the program. The job description will be used to determine if the position meets the requirements to qualify for the FWS program.

Federal regulations require that all undergraduate work-study employees be paid on an hourly basis. If your department has positions that are paid on a basis other than hourly, please notify the Student Employment Manager.

FWS students may not do work that is sectarian related or involves constructing or maintaining a building or portion of a building used for sectarian instruction. Their work must not involve political activity either partisan or non-partisan.

## **9. PAY AND BENEFITS** (revised 9/4/25)

It is the University's obligation and policy to pay all employees for time worked in an accurate and timely manner, in accordance with applicable laws, and to maintain the required supporting documents and records.

Student employees have a duty to comply with University guidelines with respect to time and attendance. Supervisors have a duty to be familiar with those procedures as well as provide relevant and timely education to student employees.

Failure to follow the payroll policies and procedures referenced below may result in non-payment, inaccurate payment and/or corrective action. For more details about employee and employer responsibilities including pay corrections, see the Payroll Operating Policy and Procedures found at [https://wallawalla.edu/fileadmin/user\\_upload/Human\\_Resources/Payroll/Payroll\\_Operating\\_Policy.pdf](https://wallawalla.edu/fileadmin/user_upload/Human_Resources/Payroll/Payroll_Operating_Policy.pdf)

### **9.1 Pay Periods/Pay Dates**

All student employees of the University are paid on a bi-weekly basis (every other Thursday), which covers time worked for the two preceding weeks. Each work week begins on Sunday at 12:00 am and ends on Saturday night at midnight. This 14-day period represents a pay period. A paycheck is issued for each pay period worked. There are 26 pay periods in a year.

If a payday falls on a federal holiday, employees will receive paychecks on the last working day of the week. The payroll calendar may be viewed on the Payroll website at:

[Payroll Calendar](#)

### **9.2 Rest Periods/Meal Breaks**

Students working four consecutive hours are entitled to a paid break of at least ten minutes for each four hours worked. The break should fall approximately half-way through each four hour shift.

Students working five or more consecutive hours must be given an unpaid lunch break of at least 30 minutes. This break is in addition to the paid rest break(s). The lunch break must occur after the second hour and before the fifth consecutive hour of work. Breaks and lunch periods may not be accumulated and taken at the end of a shift (such as not taking a break and leaving early). Breaks are intended to provide a rest period during a shift in order to promote safety and productivity.

### **9.3 Pay Rates**

Students are paid based on the required knowledge and skills necessary to successfully complete their job. All students must be paid at least the [Minimum Wage](#) per hour. In the State of Washington, minimum wage is adjusted on January 1<sup>st</sup> of each year. To view the current student pay scale go to [https://wallawalla.edu/fileadmin/user\\_upload/SFS/student\\_employment/Jan-Dec\\_Student\\_Pay\\_Scale.pdf](https://wallawalla.edu/fileadmin/user_upload/SFS/student_employment/Jan-Dec_Student_Pay_Scale.pdf).

#### **9.4 Direct Deposit**

All student employees are paid by direct deposit (electronic funds transfer) to a financial institution. Your statement of earnings may be viewed online through myWWU. If a student employee finds any errors on a direct deposit or has questions concerning a statement of earnings, contact the Payroll Office for assistance. If a student employee changes banks or account numbers for direct deposit s/he should notify Payroll as soon as possible so they are paid in a timely manner.

#### **9.5 Student Account Deposits**

A student may voluntarily elect to have a percentage of his/her net earnings transferred directly to his/her student account. The student must complete a Voluntary Authorization for Payroll Deduction in the Student Employment office.

#### **9.6 Payroll Taxes**

##### *Federal Income Tax*

All earnings (including FWS) are subject to federal income tax withholding and must be reported on a student employee's income tax return. Student employees will receive a W-2 detailing their earnings to include on their federal tax return.

##### *Federal Insurance Contributors Act (FICA) tax*

Payroll taxes for Social Security benefits are collected under the authority of FICA. During periods of regular enrollment (Fall, Winter, Spring quarters) a student employee is FICA exempt if s/he:

1. Is an undergraduate enrolled in a minimum of 12 credits and is working no more than 20 hours per week.
2. Is a graduate enrolled in a minimum of 7 credits and is working no more than 20 hours per week.
3. Has international student status.

##### *W-2 Forms*

A statement of wages earned during the calendar year is issued by the Walla Walla University Payroll office by January 31st each year. Employees may give consent, view and print their W-2 forms through their myWWU account. Or, it may be mailed to the employees' current address on file in myWWU. Any employee who worked on campus and did not receive a W-2 form or the information appears to be incorrect should contact the Payroll office.

##### *W-4 Forms*

Student employees may change their withholding information anytime by submitting a new W-4 to the Payroll office or updating it online through myWWU. Student employees should complete a new W-4 if their information changes such as, name, marital status, or number of exemptions.

**Student employees must write clearly on their W-4. It is a federal form and must be accurate, or it may cause problems later. It is important that student employees use their full legal name on federal documents. The Payroll Office must pay student employees under the name listed on their Social Security card. Walla Walla University can be fined if they pay someone under an incorrect name.**

#### **9.7 Name Change**

Any student employee reporting a name change will be asked to show their new Social Security card with their new name to the Academic Records office before their new name may be entered into the campus computer system. To obtain a new Social Security card, take documents verifying name change to the

Social Security office and complete the proper forms. You may obtain information about the Social Security office from the Student Employment office.

### **9.8 Overtime**

Overtime refers to working more than 40 hours in one work week. Normally, student employees are not allowed to work overtime. Overtime may occur during summer or vacation breaks. If a student employee works more than 40 hours in a work week s/he will be entitled to the normal overtime rate of one and one-half times their regular hourly rate of pay for the extra hours worked above 40. If the student employee is working in two or more departments, the department that incurs the overtime is the department responsible for paying the overtime.

International students are not permitted to work overtime.

### **9.9 Employee Time Reporting**

Accurate and timely reporting of student employees time and attendance is the responsibility of the student employee and his/her immediate supervisor. A student employee must assume responsibility for accurately reporting his/her hours on a daily basis.

The University makes available an automated time keeping system to record time worked for the purpose of: 1) collecting the data necessary to pay student employees accurately and timely; 2) tracking compliance with appropriate governmental regulations; and 3) maintaining the required supporting documentation.

Student employees are required to use the time keeping system (time clock, or computer) to record their arrivals and departures from work for each scheduled work appointment.

Student employees may enter time only for themselves and only from locations approved by their supervisor. Student employees and/or supervisors found improperly reporting time and attendance information are subject to corrective action up to and including termination of employment.

#### *Creating a Time Record (aka timecard)*

To create an initial time record, a student employee should follow these steps:

1. Log onto the time keeping system at [www.wallawalla.edu/](http://www.wallawalla.edu/) click on the “Timecard” option listed on the right, and proceed to log on.
2. Find the department that you will be working in and click on the “In/Out” button under the “In/Out” tab.
3. A new time record will be automatically created for that department.

Student employees are expected to report all time worked using the University time keeping system (time clock or computer) as designated by their supervisor. To set up the time record and accept the electronic punch clock option, log onto the time keeping system, go to the “Set Up” tab, and click on “Electronic Punch Clock” option. Click “Update”.

To clock in/out using the electronic punch clock, enter your ID number and follow the prompts.

If a student employee is authorized to work in more than one department, it is their responsibility to track the appropriate hours worked in each department.

### **9.10 Submitting and Approving Time Records**

Student Employee Responsibilities

- Record work hours on the University time clock system on a daily basis.
- Review of time record each day and at end of week to make sure it is complete and accurate.
- Have your supervisor correct any errors.

### Student Supervisor Responsibilities

- It is the responsibility of one non-student employee in a department to review and approve all the student time records for the department.
- Review of student time records for the previous week to make sure they are complete and accurate.
- Make any necessary corrections.
- All-time records are to be approved on or before Monday midnight for the previous work week that ended on Saturday at midnight. The HR/Payroll Department will be processing completed time records each Tuesday morning. **Approved time records received after the approval deadline will be processed on the next payroll cycle.** See Payroll Operating Policy and Procedure found at [https://wallawalla.edu/fileadmin/user\\_upload/Human\\_Resources/Payroll/Payroll\\_Operating\\_Policy.pdf](https://wallawalla.edu/fileadmin/user_upload/Human_Resources/Payroll/Payroll_Operating_Policy.pdf).
- Manual entry time sheets are limited to select positions that involve sporadic periods of work for unpredictable durations (ex. Student Chaplains, Club Officers, etc.) The HR/Payroll Department will monitor use of manual time entry and respond to any apparent misuse.
- The steps for approval are as follows:
  1. Log into the time keeping system at <https://tc.wallawalla.edu/app/manager/#/ManagerLogOn>.
  2. Go to Employee > Missed Punches.
  3. Review the missed punches listed on the screen. If accurate, select all missed punches and click “Approve In” at the bottom of the screen. Repeat the process, choosing “Approve Out”.
  4. Go to Employee > Approval Manager.
  5. Review the timecards listed on the screen for accuracy, and for students who are nearing their 20 hour/week limit.
  6. If all times listed are accurate, choose Approval > Approve All > Management at the bottom of the screen.

All labor and extra pay, such as honorariums, etc. must be processed through payroll for student employees. If you have a student do a special project for you and s/he doesn't usually work for your department, s/he will not be paid by a separate check. You can email the Payroll Coordinator for assistance in processing this special payment.

### 9.11 Benefits

Student employees are temporary, part-time employees and do not qualify for paid leave, holiday pay, group insurance, retirement plan participation, or leaves of absences. There are no unemployment benefits for any on-campus student employee.

Student employees who are injured while as a result of their work are covered by worker's compensation insurance through the university. See section 7.1 "Workplace Injury Reporting."

## **9.12 Student Sick Time Policy**

All student employees are eligible for paid sick days. Sick time is accrued and available for use by the student employee for: mental or physical illness, injury, or health condition; medical diagnosis, care, or treatment of a mental or physical illness, injury, or health condition; preventative medical care; public health emergency; domestic violence; or to care for a qualified family member (child, parent, spouse, grandparent, grandchild, or sibling).

Walla Walla University reserves the right to require a note from the physician if the absence is for longer than three (3) consecutive workdays or at its discretion.

### **Sick Time Accrual**

Sick days begin to accrue for student employees on the date of hire and become available for use as they are accrued.

Sick Days accrue as follows:

For all **hourly** employees, (regular/temporary, part-time/full-time, student), sick days accrue at the rate of 1.6 hours of sick pay for every 40 hours worked (0.04 hours per hour worked). Note that sick time will only accrue for clocked hours (including overtime) not for vacation, sick, or other leave hours.

### **Requesting Sick Time**

As soon as possible, preferably on or before the first working day of the illness, the student employee, or someone on the student employee's behalf, must inform the supervisor that the student employee will be taking sick days. The student employee must then enter in the request for time off through TC Plus by selecting Request, then Time-Off Request. The student employee must then enter the date for the start of the sick days, the number of days off requested, and the leave code "Sick Days." The student employee can also click on "View Balances" to check on their current available sick days. (See Tutorials and Other Helpful Info on Payroll page of the Human Resources website).

At times, the student employee may be unable to request sick time prior to the start of the workday, or unable to enter retro sick time in TCP. Therefore, if requesting sick time after the actual day has passed, the student employee must contact their supervisor and request the supervisor add the sick time in TCP.

There is no payment for unused sick days upon termination of employment, or otherwise. However, if an student employee returns to work at Walla Walla University within 12 months of termination, their prior sick leave balance at termination will be reinstated.

## 10. CONTACT INFORMATION

### Human Resource / Payroll Office

Location:  
Haffner House, Top Floor

Phone:  
HR (509) 527-2820  
Payroll (509) 527-2190

Office Hours:  
Monday – Thursday  
8:00 a.m. - 5:00 p.m.

Friday  
8:00 a.m. – 12:00 noon

Staff:  
Human Resource Director  
Keri Self

Associate Director of Human Resources  
Josette Robinson McDonald

Human Resources Generalist  
Dorene Hackett

Payroll Manager  
Vania Schimpf

### Student Employment Office

Location:  
Canaday Technology Center, Room 307

Phone:  
(509) 800-2557  
(509) 527-2557

Office Hours:  
Monday - Thursday  
8:00 a.m. – 5:00 p.m.

Friday  
8:00 a.m. – 12:00 noon

Staff:  
Student Employment Manager  
Heidi Lindstrom

Student Employment Assistant  
Javier Stambullian

### Student Employment Office Mission Statement

We strive to be the reflection of Christ in all our dealings with others.  
Therefore, we pledge ourselves to the best in Christian  
Behavior as we assist students in finding employment that will help  
Prepare them for lifelong service to God and humanity.