



GRAND VALLEY
STATE UNIVERSITY[®]
STUDENT EMPLOYMENT

SUPERVISOR HANDBOOK

Table of Contents

SUPERVISOR HANDBOOK - Tab #2

INTRODUCTION

STUDENT EMPLOYEE DEFINITION	1
GOALS OF THE STUDENT EMPLOYEE OFFICE	1

HIRING PROCEDURE

SUPERVISOR RESPONSIBILITIES	2
TYPES OF EMPLOYMENT	3

PAYMENT PROCEDURES

TIME KEEP	5
PAYCHECKS	5
PAYMENT FOR SERVICES RENDERED/PAYING A STIPEND	6
REQUEST FOR WAGE INCREASE	6
TERMINATION OF ASSIGNMENT	6

BENEFITS

BENEFITS	7
UNEMPLOYMENT COMPENSATION	8
WORKER'S COMPENSATION	8

POLICIES

EQUAL OPPORTUNITY	9
ANTI-HARASSMENT POLICY	9

DISCIPLINARY ACTION

DISMISSAL	10
DISCIPLINARY PROCEDURES	10
GRIEVANCE PROCEDURES	11

MISCELLANEOUS - Tab #3

EMPLOYMENT FLOW CHART	12
-----------------------------	----

NEW STUDENT PROCESS - Tab #4

INTERVIEWING

TIPS FOR INTERVIEWING PROSPECTIVE STUDENTS	13
STRUCTURING AN INTERVIEW	14
SAMPLE INTERVIEW QUESTIONS AND COMMUNICATION	16

FIRST DAY PROCEDURE

NEW STUDENT EMPLOYEE CHECKLIST	19
SETTING EXPECTATIONS	20

SUPERVISING

MANAGING MILLENNIALS	21
FEEDBACK	23
EVALUATION FORMS	24

HOW TO - Tab #5

FIND YOUR POSITION NUMBER	26
DETERMINE IF A STUDENT HAS ALREADY SUBMITTED I9	28
REPORT A HIRE	30
FIND REMAINING WORK STUDY BALANCE	33
INCREASE A STUDENT'S WAGE	35
END AN ASSIGNMENT	38

ULTRATIME - Tab #6

STUDENT SUPERVISOR USER GUIDE	40
-------------------------------------	----

FORMS - Tab #7

ONE TIME PAY	52
POSITION NUMBER REQUEST	53
I-9 PROCEDURE AND SAMPLES	54
FEDERAL & MICHIGAN W-4	60
CONFIDENTIALITY AGREEMENT	64
FERPA RELEASE	65