



UNIVERSITY OF  
**SOUTH CAROLINA**  
AIKEN

**STUDENT  
EMPLOYEE**  
Handbook

Published by:  
Career Services Office  
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# Introduction

## Congratulations & welcome to our team!

*You have been hired as a student employee at USCA. You are now a member of our staff of student and permanent employees.*

*Our campus is busy and complex. As a student employee, you are working a “real” job, and each student who works here helps keep USCA running smoothly. While working here, you will be:*

- *Representing USCA to students, alumni, faculty, staff and the general public (including potential students and their families)*
- *Providing the University with needed assistance*
- *Becoming familiar with the services and programs provided by USCA*
- *Earning money to contribute toward your education*
- *Gaining valuable work experience while also building your resume and enhancing your marketability*

*You may be feeling somewhat nervous about starting your job. You may also have questions, such as:*

- *How do I dress?*
- *What if I don't know how to do something?*
- *When do I get paid?*

***Relax!*** *The following topics in your USCA Student Employee Handbook will help you to feel more at ease about these concerns by giving you a good understanding of what you can expect from your job as well as what will be expected of you.*

# Policies & Procedures

## Absences

Phone your supervisor if you will be absent or late for work. If possible, tell your supervisor in advance if you know that you will be absent or late. Failure to report to work during the agreed upon schedule or a demonstration of consistent absences or tardiness may be grounds for dismissal.

## Appropriate Dress

Although USCA has no specific dress code, student employees are expected to dress appropriately for their positions. Casual attire may be allowable, but it is best to check with the specific department for which you work for appropriate dress for that department. All student employees are visible to students, alumni, faculty, staff, and members of the community. **Again, appropriate dress is expected from all student employees.**

The following modes of dress do not contribute to a professional work environment and are not permitted:

- barefoot or inappropriate footwear (thongs, etc.)
- lack of a shave
- hair in curlers
- soiled or tattered clothing
- extremely short or side-split shorts
- halter tops, tank tops, etc.
- inflammatory or obscene writing or emblems on clothing

## Breaks

There are no official work breaks. However, if you work six or more hours, you must take a 30-minute “off-the-clock” lunch break. Breaks should not be taken in the work area. The times that breaks are to be taken must be approved by the supervisor. Smoking is not allowed inside USCA buildings.

## Confidentiality of Records

USCA records and information must be treated confidentially and professionally as stated in the Federal Rights and Privacy Act of 1974. They are to be discussed only with individuals authorized to have access to institutional records. Any violation of the USCA Policy concerning the confidentiality of records constitutes grounds for termination. Any student employee who provides confidential information obtained from USCA to any unauthorized individuals outside their designated department will be terminated immediately and referred to the Director of Judicial Affairs for further appropriate disciplinary action. Follow these guidelines concerning access to records:

- Sign a Confidentiality Agreement in your hiring department
- Do not use computer terminals or files for any purpose other than to perform functions assigned to you by your supervisor.
- Do not discuss any confidential information with unauthorized individuals.
- Do not let friends, relatives, or acquaintances know that you have access to confidential data.
- Report to your supervisor any attempt to gain unauthorized access to information.

## Dismissal

You can be discharged for any reason of misconduct or unsatisfactory work performance. The following are some examples of reasons for dismissal:

- Working under the influence of alcohol, stimulants, or other drugs.
- Missing work or unexcused absences without notifying your supervisor.
- Reporting more hours on your time card than you actually worked.
- Forging the signature of your supervisor on your time card.
- Violation of the Student Services Policy on confidentiality of records.
- Certain violations of the Academic Code or the Student Judicial Code.

## GPA- Minimum Requirements (FWS and ISE)

While all student employees are expected to maintain good academic standing, Federal Work Study (FWS) students are required to maintain satisfactory academic progress, as referred to in the Financial Aid Office's "Terms and Conditions" brochure.

## Hiring Documents

### 1. Student Employment Training Agreement:

All new student employees must attend one Employment Training Session conducted by the Career Services Office. By signing this form, the student acknowledges that he/she has read the information regarding student training and agrees to attend a session. A schedule of training sessions is located in the Career Services Office. If the hiring department sponsors its own training session, students should still sign the agreement, although he/she will be exempt from the CSO training session. *The following departments sponsor their own training sessions:*  
**Library, Student Activities Center, Wellness Center.**

### 2. Student Employee Registration Form:

This document will remain on file in the Career Services Office for future reference.

### 3. Employee's Withholding Allowance Certificate (W-4):

Also known as the dreaded tax document, students must complete and sign the front bottom

half of this document in order to be processed for employment.

#### **4. Employment Eligibility Verification Form (I-9):**

An I-9 Form (Employment Eligibility Verification) must be completed for each student employed on or after July 1, 1987. Completion of I-9 Forms is ALWAYS the responsibility of the hiring department. The Human Resources Department will retain I-9's for student workers including graduate assistants. The following procedure outlines the process by which employers must verify employment eligibility for student employees. This procedure will satisfy the requirements placed on student employers by the Immigration and Control Act of 1986:

**The I-9 Form must be completed within three (3) days from the date employment begins.** Students should complete Section 1 at the time of hire, filling in the personal information, signing and dating the form. Students must present an original document or documents that establish identity and employment eligibility within 3 business days of the date employment begins. Some documents establish **both** identity and employment eligibility (**List A**). Other documents establish **identity only (List B)** or **employment eligibility only (List C)**. Students can choose which document(s) they want to present from the lists of acceptable documents. These lists appear on the back of the I-9 Form.

#### **5. USCA Confidentiality Agreement:**

This document explains in detail the Federal Rights and Privacy Act of 1974 (FERPA). Please read carefully. Students and supervisor must sign; the white copy is for the supervisor's files while the yellow copy is for the student. If you have any questions regarding the FERPA, please contact the Career Services Office.

## **Payroll**

### **Time Cards**

Time cards are forms that come in perforated sets of two. Student employees are to complete time cards *each week*. Each time card records work performed from 12:01 a.m. Sunday to 12:00 midnight the following Saturday.

Student time cards are distributed to the various hiring departments by the USCA Human Resources Office-- usually through campus mail.

The student employee's supervisor is responsible for ensuring that time cards are *signed by both the supervisor and the student employee* before being forwarded to the Human Resources Office. All time cards must be turned in by **noon on Fridays** to the USCA Human Resources Office. Submit your time card to your supervisor in sufficient time to be processed by the deadline.

***\*New student employees should obtain a blank time card from their supervisor to complete weekly until they begin receiving pre-printed time cards.***

### **Paychecks**

Student employees, like all USCA employees, are paid on the 15th and the last day of each month. The Payroll Department issues a Payroll Schedule twice a year which reflects the time period covered by

each paycheck and the number of weeks covered. Please note there is at least a two week lag from the weeks worked to the payout. Students are paid for actual hours worked — not for estimated hours. Therefore, students should always refer to the Payroll Schedule when determining when their next paycheck is due and what weeks are being paid out. This schedule should be posted in each department and is also available in the Human Resources Office.

Please note that this pay schedule often results in first checks being issued after the first pay period of employment has passed and final checks not being issued until the student has completed the term and is no longer on campus.

Student paychecks and direct deposit stubs are sent to the hiring departments for pickup by students. Direct deposit of student pay is available through the Human Resources Office.

**Please make arrangements for these final checks to be delivered by mail to you. A stamped, self-addressed envelope left with the Human Resources Office will ensure delivery.**

## Performance Evaluations

Formal student employee evaluations are to be completed at least once each semester by your supervisor. In addition to the formal evaluation process, supervisors are expected to provide routine, informal feedback to all student employees.

The purpose of the written evaluation is to provide formal assessment and documentation of performance as well as an opportunity for personal and institutional improvement. You will be evaluated on the following general areas: attendance, dependability, quality of work, quantity of work, attitude, initiative, and professionalism. The original copy of your formal written evaluation will be placed on file in the Human Resources Office.

If you have any questions about your performance or the evaluation process, please talk with your supervisor.

## Personal Use of USCA Office Equipment

Student employees may not use the office telephone for personal calls without their supervisor's permission and only when absolutely necessary. Student employees may not use other office equipment, such as computers (and associated printers, scanners, etc.), photocopying machines, word processors, or typewriters, for personal business or class work.

## Professional Conduct

Student employees provide an invaluable contribution to the work performed at USCA. However, students are expected to work to their full potential while “on the clock.” The following general guidelines apply:

- You are not to do homework or engage in similar non-work related activities while on the job unless expressly permitted to do so by your supervisor.
- Discourage friends and family from visiting or telephoning you at work, except in emergencies.

- If you complete an assigned task and have nothing else to do, it is your responsibility to ask your supervisor what additional tasks he/she might have for you to do. If there is no additional work, then the supervisor may make your services available to other USCA faculty or staff who need assistance.
- In the event of your supervisor's absence, you may be given further assignments to work on during his/her absence. Someone else in the department may be designated to act in your supervisor's absence. This supervisor-designate might be your supervisor's immediate supervisor, a co-worker or someone else working on the same or a similar project.

## Questions

Don't be afraid to ask questions of your supervisor or to ask him/her for help. The only "dumb" question is one that isn't asked! It's better to admit you don't know — but are willing to learn — than to give someone incorrect information.

## Resignation

Give your supervisor **at least one week's notice** if you plan to end your employment. Otherwise, your re-hire status with USCA may be affected.

## Safety and Injuries

Although USCA is generally a quiet and safe environment, you should observe common safety rules and exercise proper caution.

**Lifting** - Be very careful in lifting heavy or bulky objects. Get help if needed. Bend with your knees and not with your back. Don't overreach. If an item is heavy to lift, ask for assistance from another employee and use a cart.

**Storage Areas** - When storing materials, do not place heavy objects in unstable, high places. When retrieving items, make certain that, by moving one thing, you do not cause an avalanche of other items. Do not overextend your reach or try to lift heavy objects over others — move yourself or the obstacles first.

**Copiers/Printers/Office Equipment** - Be very careful of all moving parts of this equipment, such as rollers, drums, and wheels. Watch that loose clothing, long hair, jewelry and ties do not get trapped in the equipment. Be familiar with the location of the "off" switch. Do not place your hands in the mechanism while it is operating. Turn off machines before you attempt to clear a paper jam. Be careful of hot drums inside copying machines.

**If you incur an injury during working hours**, you are required to first notify your supervisor immediately and then notify the Human Resources Office and complete a "Notice of First Injury Form." Non-emergency medical treatment must be obtained from either location of The Family Medical Center in Aiken. If emergency medical service is deemed appropriate, notify the USCA Public Safety Office immediately.

## Scheduling Work Hours

Be sure to coordinate your work hours with your supervisor in your hiring department. You are contracting with your hiring department to work these scheduled hours.

## Student Athletes & On-Campus Employment

Any student athlete who is hired for on-campus employment after the first day of classes for the Fall semester must check with the NCAA Compliance Coordinator before accepting the job. Before a student athlete can accept a job, the Compliance Coordinator must confirm that the money earned from the job will not cause the student athlete, or the team he/she participates on, to exceed the NCAA equivalency limit. Additionally, the supervisor must provide the NCAA Compliance Coordinator with a letter stating the amount the student athlete will earn during the year and that the student athlete was hired without regard to his/her athletic ability or for an athletic reason. If athletic ability or an athletic reason plays a role in the decision to hire the student athlete, the student athlete cannot accept the position. These rules also apply to student athletes whose aid is increased during the year. *Failure of the student athlete or the supervisor to follow these rules could result in the student athlete being declared ineligible for athletic participation and/or sanctions against the team.*

## Telephone Etiquette

Don't try to answer the telephone(s) in your hiring department until you are properly trained by your department. If you have questions, ask your supervisor for help. However, the following are general telephone rules:

- Try to pick up the telephone by the third ring. Always identify yourself. Give both the department name and your name when you answer and when you place a phone call.
- Each phone call is important. Be courteous and a **good listener**.
- Your voice creates an image. Use a pleasing tone of voice and speak clearly into the receiver.
- Keep pads and pencils near the phone. Take complete messages: name of caller, area code and phone number, date and time, the message, and your name. Get the correct spelling of names.
- Before you put someone "on hold," explain to the caller what you are doing. Check back frequently. If the wait will be long, offer to take a message.
- If you place a phone call — on or off campus — be sure of what you intend to say **before** you place the call.

# Working Your Allotted Federal Work Study Award

Students awarded Federal Work Study (FWS) may not earn more than the dollar amount approved on the financial aid award. Keep a record of the money you earn and the available balance for the semester. If you are close to earning the approved amount before the end of the semester, check with your supervisor immediately. If your FWS award changes, notify your supervisor.

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## Federal Work Study Earnings Record

Department: \_\_\_\_\_

Student's Name: \_\_\_\_\_ SS#: \_\_\_\_\_

Expected Earnings: \$ \_\_\_\_\_

Week of:	Hours Worked	X	Hourly Wage	=	Week's Earnings	Cumulative Earnings

# Names to Know

## Still Have Questions?

For questions on the following ...

*Financial Aid*

**Contact ...**

**Angela McKinney**

Financial Aid Office  
102 Administration Building  
803/641-3476

*NCAA Compliance*

**Tim Hall**

NCAA Compliance Office  
Student Activities Office  
803/641-3331

*Student Employment Job  
Posting and Training*

**Allison Brown-Owens**

Career Services Office  
108-E Administration Building  
803/641-3440

*Timecard and Payroll*

**JoAnn Davis**

Human Resources Office  
116 Administration Building  
803/641-3317