

THE STATE UNIVERSITY OF NEW JERSEY

# Student Employment Guide 2016-2017

RUTGERS



# About This Guide

## A Message From the Dean:

To all new student employees, welcome and congratulations. You should feel proud that you have been chosen to play an important role in our future success. This is an exciting and challenging place to work – which is why we chose *you* to work here. To all of the Bloustein supervisors, remember to hold high standards, express confidence, and celebrate our students' achievements. You are teaching and inspiring our future leaders.

This guide includes tools that will help you along your journey. Specifically, these tools will help you foster a positive, productive, and educational work environment. Remember: you are the face and voice of Bloustein. You reflect who we are and what we stand for. Thank you for all your previous hard work and valuable future contributions.

Best wishes,

## This Guide Will Help ...

<i>Student Employees</i>	<i>Supervisors</i>
<ul style="list-style-type: none"><li>• Adjust to your new job</li><li>• Acclimate to your new work environment</li><li>• Build a strong partnership with your supervisor</li><li>• Understand your work responsibilities</li><li>• Understand and meet your supervisor's expectations</li><li>• Become more successful in your new job</li></ul>	<ul style="list-style-type: none"><li>• Build strong partnerships with your employees</li><li>• Orient employees to their new job</li><li>• Orient employees to their new work environment</li><li>• Clarify your work expectations</li><li>• Clarify employee's job responsibilities</li><li>• Create a positive, productive, and challenging work environment</li></ul>



# Supervisor's Checklist

<b>Before Student Arrives</b>	<b>First Day/First Week</b>
<ul style="list-style-type: none"><li><input type="checkbox"/> Notify your team that the student is starting</li><li><input type="checkbox"/> Gather orientation materials (keys, job description, email/phone information, etc.)</li><li><input type="checkbox"/> Call to welcome student</li><li><input type="checkbox"/> Send letter explaining first-day logistics (parking, office location, directions, work hours, dress code, etc.)</li><li><input type="checkbox"/> Mail student a copy of this guide</li><li><input type="checkbox"/> Ask a colleague to serve as mentor and prepare him/her</li><li><input type="checkbox"/> Plan/prepare interesting tasks for first day</li><li><input type="checkbox"/> Ensure student's work area is neat and organized</li><li><input type="checkbox"/> Develop the student's training plan</li></ul>	<ul style="list-style-type: none"><li><input type="checkbox"/> Strive to make a positive first impression</li><li><input type="checkbox"/> Introduce student to your colleagues and hold a team meeting</li><li><input type="checkbox"/> Show where the student will be working and explain logistics (computer / telephone usage, restrooms, parking, safety, etc.)</li><li><input type="checkbox"/> Ensure paperwork is completed</li><li><input type="checkbox"/> Review job description, key responsibilities, your expectations, and policies/rules</li><li><input type="checkbox"/> Explain how employee's job fits into the "big picture"</li><li><input type="checkbox"/> Discuss student's training plan</li><li><input type="checkbox"/> Invite questions (emphasize availability to answer questions at any time)</li><li><input type="checkbox"/> Link student with designated mentor</li></ul>
<b>First 30-90 Days</b>	<b>On An Ongoing Basis</b>
<ul style="list-style-type: none"><li><input type="checkbox"/> Touch base with student on a regular basis – formally and informally</li><li><input type="checkbox"/> Have one-on-one meetings with the student</li><li><input type="checkbox"/> Revisit job description, performance standards, and expectations</li><li><input type="checkbox"/> Share team/departmental goals</li><li><input type="checkbox"/> Invite questions/address concerns</li><li><input type="checkbox"/> Actively learn more about the student – style, abilities, motivations, interests, and likes/dislikes</li><li><input type="checkbox"/> Give feedback and guidance</li></ul>	<ul style="list-style-type: none"><li><input type="checkbox"/> Touch base with student on a regular basis – formally and informally</li><li><input type="checkbox"/> Give feedback and guidance</li><li><input type="checkbox"/> Revisit job description, performance standards, and expectations</li><li><input type="checkbox"/> Invite questions/address concerns</li><li><input type="checkbox"/> Adapt job to individual's style, abilities, and motivations</li><li><input type="checkbox"/> Provide variety and challenge to student's work in order to make the job meaningful</li></ul>



# Student Employee's Checklist

<b>Before You Arrive</b>	<b>First Day/First Week</b>
<ul style="list-style-type: none"><li><input type="checkbox"/> Learn more about the Bloustein School and your new job at <a href="http://policy.rutgers.edu/">http://policy.rutgers.edu/</a></li><li><input type="checkbox"/> Review this guide</li><li><input type="checkbox"/> List any questions you have about your job that you can ask your supervisor</li><li><input type="checkbox"/> Find out first-day logistics (parking, office location, directions, work hours, dress code, etc.)</li><li><input type="checkbox"/> Set goals of what you want to accomplish for yourself and the organization in your new job</li><li><input type="checkbox"/> Plan your travel route to work – give yourself extra time to get to work</li><li><input type="checkbox"/> Be on time and project a positive attitude</li></ul>	<ul style="list-style-type: none"><li><input type="checkbox"/> Strive to make a positive first impression</li><li><input type="checkbox"/> Introduce yourself to your new colleagues</li><li><input type="checkbox"/> Observe, study, and learn how things are done before making suggestions</li><li><input type="checkbox"/> Ask your supervisor to show you your workspace and explain logistics: work hours, computer / telephone usage, restrooms, parking, email, safety, etc.)</li><li><input type="checkbox"/> Complete necessary paperwork</li><li><input type="checkbox"/> Review job description, responsibilities, expectations, and policies/rules</li><li><input type="checkbox"/> Ask any questions you have about your job</li><li><input type="checkbox"/> Ask how your job fits into the “big picture”</li></ul>
<b>First 30-90 Days</b>	<b>On An Ongoing Basis</b>
<ul style="list-style-type: none"><li><input type="checkbox"/> Touch base with your supervisor on a regular basis – formally and informally</li><li><input type="checkbox"/> Have one-on-one meetings with your supervisor</li><li><input type="checkbox"/> Set realistic, but challenging, goals with your supervisor</li><li><input type="checkbox"/> Revisit job description, performance standards, and your supervisor’s expectations – ask if you’re meeting them</li><li><input type="checkbox"/> Ask about team/departmental goals</li><li><input type="checkbox"/> Actively learn more about your supervisor and colleagues (likes/dislikes and interests)</li><li><input type="checkbox"/> Ask for feedback and guidance</li><li><input type="checkbox"/> Let your supervisor know what your interests are and the skills you would like to build</li></ul>	<ul style="list-style-type: none"><li><input type="checkbox"/> Ask for help and support</li><li><input type="checkbox"/> Demonstrate your seriousness and commitment to high quality work</li><li><input type="checkbox"/> Routinely update your supervisor on your progress</li><li><input type="checkbox"/> Continually inquire about your performance and if its meeting expectations</li><li><input type="checkbox"/> Maintain a positive attitude and open mind</li></ul>



# Expectations

Student Employees	Supervisors
<ul style="list-style-type: none"><li>• <b>Be courteous.</b> Demonstrate a strong sense of congeniality to your supervisor, colleagues and clients/customers.</li><li>• <b>Be ethical.</b> Be honest and demonstrate integrity at all times. Do the right thing even when no one's looking.</li><li>• <b>Be responsible.</b> Always complete assignments on time and to the best of your abilities. Routinely let your supervisor know how you're doing.</li><li>• <b>Be knowledgeable.</b> Become an expert about your job. If you don't know the answer, know where to find it.</li><li>• <b>Be accurate.</b> Always give complete and accurate information. Check with others if you are unsure if something is correct.</li><li>• <b>Be punctual.</b> Report to work on time – every time. Punctuality is a means of expressing commitment and respect to colleagues and those who use your department's services.</li><li>• <b>Be accountable.</b> Perform duties and responsibilities to the best of your abilities. Strive for excellence and take pride in your work.</li><li>• <b>Be proactive.</b> Take the initiative to share observations and insights.</li></ul>	<ul style="list-style-type: none"><li>• <b>Be welcoming.</b> Make students feel part of the team.</li><li>• <b>Be clear.</b> Communicate your standards and expectations explicitly and on a regular basis.</li><li>• <b>Be open.</b> Encourage questions and invite new ideas.</li><li>• <b>Be a coach.</b> Don't assume students know how they're doing. Always check-in and provide feedback.</li><li>• <b>Be appreciative.</b> When you see a student doing a great job, say so. Students want to feel appreciated.</li><li>• <b>Be supportive.</b> Coach, train, and motivate students to do their best.</li><li>• <b>Be flexible.</b> Understand that student employees are students first. Hold high standards, but be flexible in accommodating academic priorities.</li><li>• <b>Be a mentor.</b> Teach your students how to be successful in a work environment. Teach perseverance, goal setting, time management, interpersonal skills, and how to handle difficult situations.</li><li>• <b>Be a role model.</b> Model the behaviors you want to see in your students.</li></ul>



# Policies

## PAY

- The Bloustein School has an established school pay scale (see Appendix 1) for hourly students. The TA/GA contract governs pay for TAs and GAs.
- Pay periods are set by the university's payroll office (see Appendix 2).
- Paychecks are electronic and via direct deposit. Using your netID and password, visit <http://my.rutgers.edu/>. Choose the self-service tab and you will find the links to your personnel, payroll and compensation information. Please see Keri Ferreira with any questions (room 176).
- For TAs and GAs: award letters, aid status, tuition remission forms, or benefit information can be obtained from Steve Weston (room 190).

## HOURS AND ATTENDANCE

### TAs/GAs

- TA/GA hours range from 7.5 to 15 per semester depending upon appointment. A standard 15 hour a week TA should average 15 hours per week for 15 weeks during a semester, for a **total of 225 hours**. For a 7.5 hour TA/GA, the totals are half that (**112.5**).
- Student cannot be required by a supervisor to work more than hours established by appointment. However, the student may do so in consultation with the supervisor, provided the total number of hours worked by a student **does not exceed the maximum per semester (ex. 225, 112.5)**.
- Additional work for extra pay should be limited to times between semesters and during the summer. Requests for additional work during a semester need approval by Assistant Dean Steve Weston.

### Hourly Employees (including Hourly Graders)

- Number of hours per week/semester is set by employer and agreed upon in advance.
- Time sheets are obtained from Keri Ferreira and must be signed by student's supervisor.
- Bi-weekly submission of time sheets is according to payroll schedule (see Keri Ferreira, room 176)

## TIME OFF, VACATION, BREAKS

- Planned time off should be discussed and agreed upon in advance between student and supervisor.
- Official breaks include days in which university is closed **and winter and spring breaks**.

## ABSENCES DUE TO ILLNESS OR EMERGENCIES

- Report absences as soon as possible to supervisor or program/center assistant.
- Discuss upon return whether the time or work should be made up.

## WORKSPACE, STUDYING

- Student workspace is school space and is most likely shared with others. Therefore, personal belongings, decorations, etc., should be kept to a minimum.
- The period of time for which students are paid should be for work performed. Studying should be done on one's own time.

## USE OF TELEPHONE, COMPUTER, OTHER EQUIPMENT

- Equipment at a student assigned workspace is dedicated to be used for work either by the student solely or shared with other student employees. It should not be used for personal work or studying.
- Cell phones should be used with consideration given to others in the shared workspace and offices.

## APPROPRIATE WORK ATTIRE

- Appropriate work attire should be discussed between supervisor and student, especially if the work involves field work or contact with external constituents.

## HARRASSMENT AND ETHICS

The university's harassment and ethics policies are available on the university's Web sites:

<http://uhr.rutgers.edu/ee/harassment.htm>

<http://uhr.rutgers.edu/ethics/>



# Job Description

Title:	
Department:	
Supervisor:	

Qualifications:

Purpose:

Expectations:

Responsibilities:

Outcomes:

Compensation:	
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*\*Remember to include tuition remission (fall, winter, spring, and/or summer semesters), benefits, and all other compensation.*



# 30 – 60 Day Performance Evaluation

Name:	
Title:	
Department:	
Supervisor:	

<i>Responsibilities &amp; Expectations:</i>	<i>Below Expectations</i>			<i>Exceeds Expectations</i>	
	1	2	3	4	5
1.	1	2	3	4	5
2.	1	2	3	4	5
3.	1	2	3	4	5
4.	1	2	3	4	5
5.	1	2	3	4	5
6.	1	2	3	4	5
7. OVERALL RATING	1	2	3	4	5

Strengths:
Improvement Areas:

<b>Supervisor:</b> I have discussed this evaluation with the student and allowed him/her to make any additional comments on a separate page.	_____ <i>Supervisor's Signature</i>	_____ <i>Date</i>
<b>Student Employee:</b> I have discussed this evaluation with my supervisor. My signature does not indicate agreement or disagreement with this evaluation.	_____ <i>Student Employee's Signature</i>	_____ <i>Date</i>

**Completed form must be submitted to the Dean's Office to be placed in the student's file.**

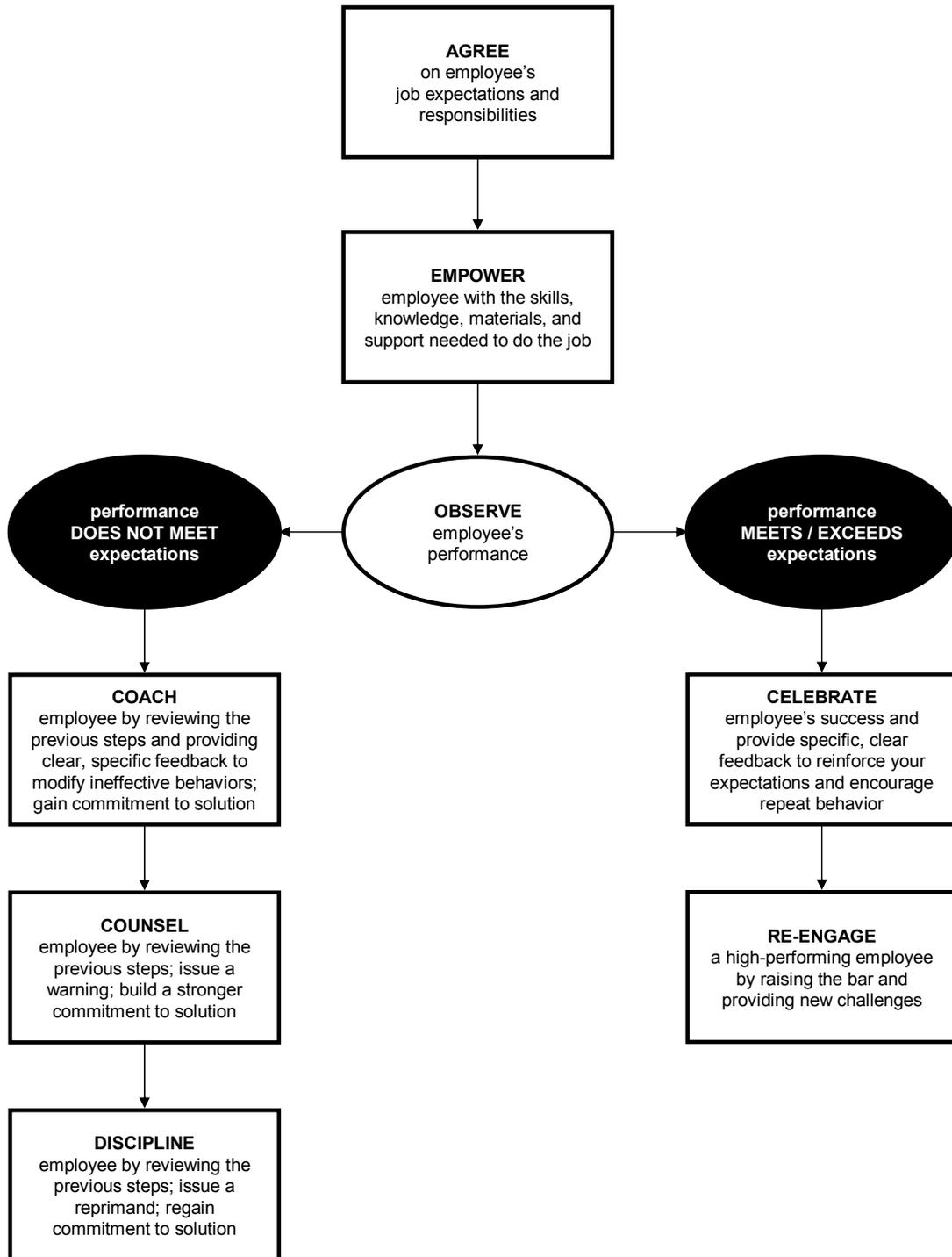


# Office Contact List

<hr/> Name <hr/> Title <hr/> Email / Phone		
<hr/> Name <hr/> Title <hr/> Email / Phone	<hr/> Name <hr/> Title <hr/> Email / Phone	<hr/> Name <hr/> Title <hr/> Email / Phone
<hr/> Name <hr/> Title <hr/> Email / Phone	<hr/> Name <hr/> Title <hr/> Email / Phone	<hr/> Name <hr/> Title <hr/> Email / Phone
<hr/> Name <hr/> Title <hr/> Email / Phone	<hr/> Name <hr/> Title <hr/> Email / Phone	<hr/> Name <hr/> Title <hr/> Email / Phone



# Supervising Model





# Exit Interview

This form should be completed by student employees upon the completion of their employment.

What did you like about your job?
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What did you dislike about your job?
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What can we do to improve this job for future student employees?
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Other comments:
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Supervisor:	
Department:	
Student (optional):	

**Please submit completed form to the Dean's Office.**



## Training Resources

**New Brunswick Computing Services**  
<http://www.nbcs.rutgers.edu>

Offers free hands-on computer training workshops for all faculty, staff and students.

**Center for Management Development**  
<http://www.cmd.rutgers.edu>

Offers fee-based workshops to the general public focused on developing and strengthening managerial skills.

**Teaching Excellence Center**  
<http://teachx.rutgers.edu>

Offers free workshops and seminars (primarily focused on computer skills) throughout the year for all faculty and staff.

**University Human Resources  
Professional Development Program**  
<http://uhr.rutgers.edu/profdev>

Offers free workshops on supervisory skills, communication improvement, and leadership development for all faculty, staff, and students.

**Edward J. Bloustein School of Planning and Public Policy****Academic Year 2016-17****Salary Scale for Students****Undergraduate Students:**

New or limited experience in area	\$11.00 to \$12.25 per hour
Significant experience/skills	\$12.50 to \$13.75 per hour

**Master's Students:**

New or no experience in area	\$14.00 to \$16.00 per hour
One semester or limited experience/skills	\$16.25 to \$18.00 per hour
Second Year or significant experience/skills	\$18.25 to \$19.50 per hour

**Ph.D. Students:**

New or no experience in area	\$17.25 to \$19.00 per hour
One semester or limited experience/skills	\$19.25 to \$21.50 per hour
Second Year or significant experience/skills	\$21.75 to \$23.00 per hour

\* Note: Payment of a student at a rate above scale must be approved by The Dean's Office. See Steve Weston [sdweston@rutgers.edu](mailto:sdweston@rutgers.edu) for details.

## Payroll Submission Procedures

Time Records should be turned in to Keri Ferreira according to the attached schedule. Please follow week ending dates listed on the schedule when filling in your time record. Weeks begin on Saturday and end on Friday.

If you are a full time student (class 5) or casual hourly (class 4) employee you will follow the HOURLY schedule. If you are a TA or GA submitting extra hours you will follow the SALARY schedule.

All time sheets must be signed by your supervisor and submitted to Keri Ferreira by noon on Thursdays unless otherwise noted on the schedule. (there are occasional early cutoffs due to holidays). Electronic time sheets are available from Keri Ferreira. Please email her at [keri.ferreira@rutgers.edu](mailto:keri.ferreira@rutgers.edu).

Time sheets turned in after the cutoff will not be processed until the following pay period. Time sheets should not be held for more than one pay period!

Please be sure to include the following information on all time sheets:

- fill in cell E7 with the first Saturday of the pay period to populate the rest of the dates
- daily in/out times must be entered as 9:00 am
- total hours worked will calculate automatically
- description of work
- account/project to be charged
- supervisors original signature in the certification area

Paychecks are electronic and via direct deposit. Using your netID and password, log on to <http://my.rutgers.edu/>. From the left top, choose self-service and you will find the links to your personnel, payroll and compensation information. Please see Keri Ferreira with any questions (room 176) or email [keri.ferreira@rutgers.edu](mailto:keri.ferreira@rutgers.edu).

See schedule attached for pay dates. There is a separate pay period for Hourly Employees than there is for Salary Employees (extra pay).

Rutgers, The State University  
 Division of Payroll Services  
 Time and Labor Schedule  
 Calendar Year 2016

Hourly: hourly employees (graders, hourly research assistants)  
 Salary: TA, GA, Fellow PTL, Coadjutant employees

**Payroll**

<b>Cycle</b>	<b>Time and Labor Cutoff</b>	<b>Pay Date</b>
Hourly	Monday, January 4, 2016	Friday, January 8, 2016
Salary	Monday, January 11, 2016	Friday, January 15, 2016
Hourly	Friday, January 15, 2016	Friday, January 22, 2016
Salary	Monday, January 25, 2016	Friday, January 29, 2016
Hourly	Monday, February 1, 2016	Friday, February 5, 2016
Salary	Monday, February 8, 2016	Friday, February 12, 2016
Hourly	Monday, February 15, 2016	Friday, February 19, 2016
Salary	Monday, February 22, 2016	Friday, February 26, 2016
Hourly	Monday, February 29, 2016	Friday, March 4, 2016
Salary	Monday, March 7, 2016	Friday, March 11, 2016
Hourly	Monday, March 14, 2016	Friday, March 18, 2016
Salary	Monday, March 21, 2016	Friday, March 25, 2016
Hourly	Monday, March 28, 2016	Friday, April 1, 2016
Salary	Monday, April 4, 2016	Friday, April 8, 2016
Hourly	Monday, April 11, 2016	Friday, April 15, 2016
Salary	Monday, April 18, 2016	Friday, April 22, 2016
Hourly	Monday, April 25, 2016	Friday, April 29, 2016
Salary	Monday, May 2, 2016	Friday, May 6, 2016
Hourly	Monday, May 9, 2016	Friday, May 13, 2016
Salary	Monday, May 16, 2016	Friday, May 20, 2016
Hourly	Monday, May 23, 2016	Friday, May 27, 2016
Salary	Friday, May 27, 2016	Friday, June 3, 2016
Hourly	Monday, June 6, 2016	Friday, June 10, 2016
Salary	Monday, June 13, 2016	Friday, June 17, 2016
Hourly	Monday, June 20, 2016	Friday, June 24, 2016
Salary	Monday, June 27, 2016	Friday, July 1, 2016
Hourly	Friday, July 1, 2016	Friday, July 8, 2016
Salary	Monday, July 11, 2016	Friday, July 15, 2016
Hourly	Monday, July 18, 2016	Friday, July 22, 2016
Salary	Monday, July 25, 2016	Friday, July 29, 2016
Hourly	Monday, August 1, 2016	Friday, August 5, 2016
Salary	Monday, August 8, 2016	Friday, August 12, 2016
Hourly	Monday, August 15, 2016	Friday, August 19, 2016
Salary	Monday, August 22, 2016	Friday, August 26, 2016
Hourly	Monday, August 29, 2016	Friday, September 2, 2016
Salary	Friday, September 2, 2016	Friday, September 9, 2016
Hourly	Monday, September 12, 2016	Friday, September 16, 2016
Salary	Monday, September 19, 2016	Friday, September 23, 2016
Hourly	Monday, September 26, 2016	Friday, September 30, 2016
Salary	Monday, October 3, 2016	Friday, October 7, 2016
Hourly	Monday, October 10, 2016	Friday, October 14, 2016
Salary	Monday, October 17, 2016	Friday, October 21, 2016
Hourly	Monday, October 24, 2016	Friday, October 28, 2016
Salary	Monday, October 31, 2016	Friday, November 4, 2016
Hourly	Monday,, November 7, 2016	Friday, November 11, 2016
Salary	Monday, November 14, 2016	Friday, November 18, 2016
Hourly	Thursday, November 17, 2016	Friday, November 23, 2016
Salary	Monday, November 28, 2016	Friday, December 2, 2016
Hourly	Thursday, December 1, 2016	Friday, December 9, 2016
Salary	Wednesday, December 7, 2016	Friday, December 16, 2016
Hourly	Monday, December 12, 2016	Friday, December 23, 2016
Salary	Monday, Dec 19, 2016	Friday, December 30, 2016

Time Admin is scheduled to run at 12:00pm and 11:00pm daily  
 There will be an extra Time Admin run at 2:30pm on the cutoff Monday  
 The cutoff Monday schedule will be as follows:  
 12:00 Time Entry should be completed  
 12:00 - 1:00 Time Admin will convert reported time into payable time  
 1:00 - 2:30 Approve payable time and correct exceptions  
 2:30 - 3:30 Additional Time Admin to convert corrected exceptions into payable time  
 3:30 - 4:30 Approve any remaining payable time  
 We ask you to not be entering or approving time when Time Admin is running