

STUDENT WORKER HANDBOOK

BLINN COLLEGE HUMAN RESOURCES

Welcome to the Federal Work Study Program!

This is an excellent opportunity for you to earn money and obtain job skills while attending Blinn College. Please review this handbook and keep it for future reference.

THIS HANDBOOK INCLUDES IMPORTANT INFORMATION ABOUT:

- Student Employment Policy
- Pay Checks
- Mandatory Trainings
- Professionalism in the Workplace
- Mother-Friendly Workplace
- Telephone Etiquette
- Campus Mail Guidelines
- MyBlinn Time Entry

CONTACT **HUMAN RESOURCES** at (979) 830-4008

If you have a question about time entry or your pay check

CONTACT **FINANCIAL AID** at 979-209-7478

If you have a question about student worker eligibility or award amount

STUDENT EMPLOYMENT POLICY

The entire Student Employment Policy is included at the back of this handbook.

Here are some Frequently Asked Questions:

Can I work as a student worker?

Yes, you can work as a student worker if you are a Blinn College student. Half-time status is one or more classes and at least 6 credit hours per semester term. You must be enrolled in a cumulative minimum of 6 CR hours in Session II.

- How many hours can I work as a student worker?
➤ Student workers are limited to 10 hours per week when classes are in session.
- How much will I be paid?
➤ Minimum wage is established by the Texas Minimum Wage Act (TWMA). The current minimum wage rate is \$7.25 per hour. Blinn College pays \$7.25 per hour.
- Will taxes be taken out of my Blinn paycheck?
Social Security and Medicare taxes are not deducted from student worker paychecks.
- Are there any job restrictions?
➤ Student workers may not type, reproduce, collate, or grade tests. Student workers are not to perform personal tasks for any college personnel.

PAY CHECKS

- Pay day is the 15th and last day of every month.
- All checks are directly deposited to your bank account

Pay stubs can be accessed through MyBlinn, Banner Self-Service, Employee tab, Pay Information, Pay Stub

Banner Self-Service

- Banner Self-Service
- Personal Information
- Student
- Financial Aid
- Faculty and Advisors
- Employee

Banner Self-Service

- Banner Self-Service
 - Personal Information
 - Student
 - Financial Aid
 - Faculty and Advisors
 - Employee
 - Time Sheet
 - Leave Report
 - Pay Information
 - Tax Forms
 - Jobs Summary
 - Leave Balances

BE SURE TO COMPLETE THE MANDATORY ONLINE TRAINING WITHIN 30 DAYS:

- Unlawful Harassment & Prevention for Higher Education Student Employees
- An email with a link to access the trainings will be sent from Safe Colleges to the email address you provided on your Data Form.

Professionalism in the Workplace

Be mindful of the importance of student worker positions. Consider this an opportunity to develop professionally, as well as gain useful knowledge, skills, and abilities to be used throughout your career. Your supervisor can potentially be relied upon as a great reference or for writing letters of recommendation.

Useful Workplace Tips:

Attendance:

Student worker jobs are real jobs. Take them seriously. Good attendance and punctuality are important and necessary to the success of the department. If you are habitually absent or tardy, you are not fulfilling the responsibilities for the job in which you were hired.

While academic studies are most important and the need to work around exams and projects is understood, attempt to provide your supervisor at least two days notice for any scheduled time off, if at all possible.

If you must be absent from work due to unforeseen circumstances, provide at least 30 minutes notice to your Supervisor, if possible.

Try to adhere to the work schedule you and your Supervisor have created and do not attempt to change your schedule, unless absolutely necessary and with prior Supervisor approval. Again, your department depends on your presence and your assistance during these times.

When you are no longer enrolled as a student, you become ineligible to work as a student worker. Notify your Supervisor of your current status and submit a two weeks notice of resignation to be placed in your personnel file for future reference and/or recommendations.

Dress

Student workers are expected to dress appropriately for the department and/ or environment for which you are assigned and follow generally accepted community standards of neatness, cleanliness, modesty and good taste. Ask your supervisor if your assigned work area has any specific guidelines concerning dress code. If you are unsure of a particular style of dress or fashion trend, you are advised to check with your supervisor for guidance and/ or feedback. Remember you are not only representing the department, but also the College.

Supervisors of student workers are responsible for determining and enforcing the appropriate dress of student workers within their departments.

Mother-Friendly Workplace

A privacy area has been designated on each campus for nursing/ lactating mothers to express breastmilk. Blinn College allows a reasonable amount of break time to accommodate lactating mothers for a period of up to one (1) calendar year after the birth of the nursing child, pursuant to applicable state and federal laws.

The guidelines for employee use are as follows:

- Employees will provide a proposed schedule to their immediate supervisor, but also are expected to complete their usual work schedule and assignments while taking reasonable time off for expressing milk.
- An employee should be granted reasonable time to use the Privacy Room; however, if an employee's use of the room is unreasonable, the Supervisor should discuss the schedule and the impact on operations with the employee.
- Lactating mothers must have absolute privacy, free of disruption, and no one else shall have access to the room while it is in use.
- Designated rooms will be unlocked Monday-Friday, 8a-5p and are available on a first come, first serve basis.

The designated areas are below:

- Brenham Campus- Bullock, Rm 118 and STEI Building, Rm 218
- Bryan VM Campus- Modular Building B, Rm 110-B
- Tejas Center- Rm 168c
- Post Office Campus-Rm CC-33
- RELLIS Campus- Schwartz Building, Rm 457
- Sealy Campus- faculty office, no room number (please see Lisa Caton)
- Schulenberg Campus- Ladies Restroom for the disabled

TELEPHONE ETIQUETTE & CUSTOMER SERVICE TIPS

Your position as a student worker will involve customer service in some capacity and may require you to monitor telephone calls. It is important to remember that you are a representative of Blinn College. Here are 10 simple tips to ensure that you provide excellent customer service:

- Be sure to speak clearly and smile as you answer the phone; also identify yourself.
- Always use a pleasant, friendly tone of voice.
- Do not answer the phone if you are eating or chewing gum.
- Try to answer the phone by the third ring.
- Never interrupt a person while he/she is talking to you.
- Before placing a caller on hold, ask their permission first and thank them.
- It is better to return a call than to keep someone on hold too long. Don't forget to return the call as you promised.
- Do not make a habit of receiving personal calls at work.
- Never engage in an argument with a caller.
- Return calls promptly that have been left on voicemail.



CAMPUS MAIL

- Blinn College receives the United States Postal Service (USPS) mail on a daily basis and accepts deliveries by FedEx, UPS and other ground carriers. The USPS delivers to each campus once a day to a central location, the Mail Room. The Mail Room then sorts the mail to be delivered to each specific department by an internal mail carrier (a person that works for Blinn and delivers the mail to each department).
- Blinn College also has intercampus mail (mail from one campus can be delivered to another campus). For example, the Brenham Human Resources Department has a letter that needs to go to the Bryan Human Resources office. This letter would be placed in the outgoing mailbox to be picked up by Blinn's internal mail carrier and it will be taken to Bryan. Your department supervisor will let you know where the outgoing mailbox is located for your department and the schedule for pick up and delivery.
- The Brenham Campus is the only campus where students can live in dorms on campus and need to receive personal mail. Student mailboxes are located in the Student Center across from the Conference Center meeting room.
- More information about Mail Room Guidelines can be found in the Student Services Information Section of the Faculty Handbook.

MyBlinn Time Entry

Online Time Sheets

Part-time hourly employees, student workers, and full-time employees working an occasional secondary/hourly position will submit time sheets online. To view time sheet training presentations, deadline calendars, and FAQs

<https://my.blinn.edu/HR/hrtraining/Documents/Time-Sheet-Entry-Training.pdf>

<https://my.blinn.edu/HR/hrtraining/Documents/Time%20Sheet%20Deadlines%202021-2022.pdf>

Pay Information

To view your check stubs, pay history, direct deposit allocation, earnings and deductions history: [Click here](#)

Employees have the option to allocate pay in up to three bank accounts. To access direct deposit information: [Click here](#)

Tax Forms

All Blinn College employees will automatically be consented to receive their W-2 and 1095C tax forms electronically through Banner Self-Service. To view Electronic Consent Announcement and directions for opting out of electronic consent and if you prefer to receive tax forms via US mail, please go to Self Service Banner, Employee, Tax Forms, Electronic Regulatory Consent

Banner Self-Service may be accessed from any computer with an internet connection. From the Blinn College home page log in to the MyBlinn Portal and select the Employee tab. All Banner resources and information may be found on the Human Resources/Training and Development webpage.

How to navigate...

Banner Web Time Entry

Web Time Entry What Is It?

- The new method to be used to communicate your time worked to the Human Resources and Payroll office
- It will replace the paper time sheets
- It is the documentation required to create your paycheck

Web Time Entry Logging In

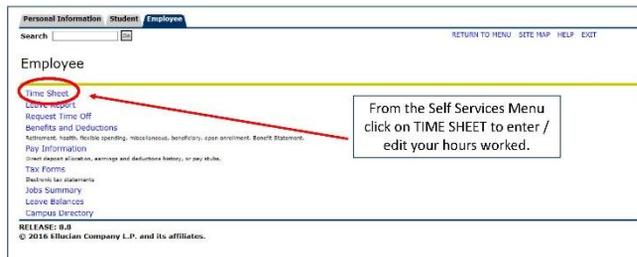


- From Blinn's Homepage click on the MyBlinn link
- Enter your network User Name and Password into the Secure Access Login



- Select the Employee Tab
- Open the Banner Self-Service Folder

WEB TIME ENTRY Services Menu



Web Time Entry

WEB TIME ENTRY Position Selection

- Choose a position by clicking the selection button under 'My Choice'. Some employees may have more than one position.
- By default, the "Pay Period and Status" box will display the current pay period. Select the drop down menu to display other pay periods. The status must be 'not started' or 'in progress' to enter time.
- Once you've made your choices click the TIME SHEET button.

Here you will see your position title and number, and your home department and organization code.

WEB TIME ENTRY Enter Hours

Enter your time in and time out.

- Round your time to the nearest quarter of an hour (.00, .15, .30, .45). Refer to the Banner Resource Links for a helpful chart which translates minutes into quarter hours.
- You do not have to enter the colon when you enter the time. It will populate after you save.
- You must indicate AM or PM
- Do not report zero hours

After you have entered your time for the day click SAVE and the total hours will calculate

WEB TIME ENTRY Time Sheet Dispositions

- The time sheet period will display different dispositions / statuses that are important in starting and completing your web time entry process.
- Not Started** – you have not started your time sheet
- In Progress** – you are in the process of entering your time for the pay period
- Pending** – you submitted your time sheet and it is awaiting approval from your supervisor
- Returned for Correction** – your time sheet is being returned to you for correction; make corrections and resubmit
- Approved** – your time sheet has been approved and is ready for payroll to process
- Completed** – payroll received and processed your time sheet

WEB TIME ENTRY Copy Hours

You may copy hours from one day to others in the pay period if the hours worked are exactly the same.

Click COPY from the time sheet.

Select the days you want to copy the hours to and click COPY

WEB TIME ENTRY Enter Hours

Note: Pay special attention to the Submit By Date. The time sheet must be submitted and approved by that specific date and time, otherwise your paycheck may not be processed on time.

Click ENTER HOURS for the appropriate day

WEB TIME ENTRY Copy Hours

After clicking Copy, you receive this message

Click TIME SHEET to return to view your copied hours

Hours should be entered on a daily or weekly basis. Time should NOT all be entered at the beginning or the end of a pay period.

Web Time Entry

WEB TIME ENTRY Time Sheet

Personal Information: **Markus** **PREVIOUS**

Time and Leave Reporting

Panel Operations - 0700-0300
Human Resource - 00023
Pay Per: 2018-10-01 22:00

Time and Leave Reporting

Shift	Default Hours per Week	Total Hours	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Staff Part Time Regular Pay	2	0	0	0	0	0	0	0	0
Total Hours		0	0	0	0	0	0	0	0

Approved for Approval By: _____
 Submitting for Approval From: _____
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Select NEXT(and/or PREVIOUS) at bottom of screen to navigate to each week within the pay period.

WEB TIME ENTRY Preview

Time Sheet
Title and Number:
Department and Number:
Time Sheet Period:
Submit By User:

Learning Shifts: _____
Staff Part Time Regular Pay: _____
Total Hours: _____

Summary of Reported Time

Panel Operations - 0700-0300
Human Resource - 00023
Pay Per: 2018-10-01 22:00

Summary of Reported Time

Shift	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Staff Part Time Regular Pay	0	0	0	0	0	0	0
Total Hours	0	0	0	0	0	0	0

Approved for Approval By: _____
 Submitting for Approval From: _____
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From your Time Sheet click PREVIEW to review your hours entered before submitting for approval.

Here you will see a summary of the hours you've entered and a total for the entire pay period.

After reviewing your hours, click PREVIOUS MENU to return

WEB TIME ENTRY Comments

Personal Information: **Markus** **PREVIOUS**

Time and Leave Reporting

Panel Operations - 0700-0300
Human Resource - 00023
Pay Per: 2018-10-01 22:00

Time and Leave Reporting

Shift	Default Hours per Week	Total Hours	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Staff Part Time Regular Pay	2	0	0	0	0	0	0	0	0
Total Hours		0	0	0	0	0	0	0	0

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Click the COMMENTS button to include verbiage to communicate to your supervisor regarding your time entry (for example, explanation for extra or less hours worked)

WEB TIME ENTRY Submit for Approval

- IMPORTANT
 - Your hours can only be edited and/or changed within the current pay period and before the approval process has been completed
 - Refer to the Banner Resource Links for the Time Sheet Deadline Calendar
 - Make sure your hours are correct before you submit your time sheet for approval
 - Submission of hours counts as your electronic signature. Fraudulent reporting of hours may be grounds for disciplinary action.
 - If you have no hours to report, do not submit a time sheet

WEB TIME ENTRY Comments

Personal Information: **Markus** **PREVIOUS**

Comments

Panel Operations - 0700-0300
Human Resource - 00023
Pay Per: 2018-10-01 22:00

Comments

Approved for Approval By: _____
 Submitting for Approval From: _____
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Include necessary comments in the Enter or Edit Comment field and click SAVE

WEB TIME ENTRY Submit for Approval

Time Sheet
Title and Number:
Department and Number:
Time Sheet Period:
Submit By User:

Learning Shifts: _____
Staff Part Time Regular Pay: _____
Total Hours: _____

Time and Leave Reporting

Panel Operations - 0700-0300
Human Resource - 00023
Pay Per: 2018-10-01 22:00

Time and Leave Reporting

Shift	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Staff Part Time Regular Pay	0	0	0	0	0	0	0
Total Hours	0	0	0	0	0	0	0

Approved for Approval By: _____
 Submitting for Approval From: _____
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Click SUBMIT FOR APPROVAL when you are finished entering hours for the payroll period.

After you submit your time sheet, you will receive this message.

Your approver's name will appear at the bottom of the screen.

Click POSITION SELECTION to view the disposition of your time sheet.

You may select RETURN TIME to edit your time sheet as long as the disposition is PENDING.

Web Time Entry

WEB TIME ENTRY Time Sheet

The screenshot shows a web application interface for 'WEB TIME ENTRY Time Sheet'. At the top, there is a navigation bar with 'Personal Information', 'My Time Sheet', and 'My Time Sheet' tabs. Below this is a search bar and a 'Go' button. The main section is titled 'Time Sheet Selection' and contains a message: 'If make a selection from My Choice. Choose a Time Sheet period from the pull-down list. Select Time Sheet'. Below this is a 'Title and Department' section with a dropdown menu showing 'My Choice Day Period and Status'. A red box highlights the selected option 'Oct 26, 2018 to Oct 26, 2018 Pending W'. A callout box points to this dropdown with the text: 'Your time sheet will then show a disposition of 'Pending' for the approver to review and approve. Exit the system at the top right corner'. At the bottom of the form, there is a 'Go' button and a footer with the text: 'WELLS FARGO BANK, N.A. © 2018 Citicorp Company LP, and its affiliates.'

WEB TIME ENTRY Employee's Responsibilities

Quick Reference of Employee Responsibilities

1. Log in and open your time sheet at the beginning of the pay period.
2. Enter your hours on a daily basis and save the time sheet.
3. Add comments for your supervisor if necessary.
4. Preview your time sheet at the end of the pay period before you submit for approval. Be sure that your entries are correct. If you prefer, print a copy for your records.
5. Submit for approval before your deadline.
6. Monitor the status of the time sheet until completed.

Please contact your approver or Human Resources with any questions about your Time Sheet.

Timesheet Deadlines

2021-2022 Time Sheet Deadlines

Payroll Period Dates	Deadline to Submit to Approver	Approver Deadline	PayDate
08/29/2021 thru 09/11/2021	09/14/2021 by 12:00 p.m.	09/16/2021 by 5:00 p.m.	9/30/2021
09/12/2021 thru 09/25/2021	09/28/2021 by 12:00 p.m.	09/30/2021 by 5:00 p.m.	10/15/2021
09/26/2021 thru 10/09/2021	10/12/2021 by 12:00 p.m.	10/14/2021 by 5:00 p.m.	10/29/2021
10/10/2021 thru 10/23/2021	10/26/2021 by 12:00 p.m.	10/28/2021 by 5:00 p.m.	11/15/2021
10/24/2021 thru 11/06/2021	11/09/2021 by 12:00 p.m.	11/11/2021 by 5:00 p.m.	11/30/2021
11/07/2021 thru 11/20/2021	11/23/2021 by 12:00 p.m.	11/29/2021 by 5:00 p.m.	12/15/2021
11/21/2021 thru 12/04/2021	12/07/2021 by 12:00 p.m.	12/09/2021 by 5:00 p.m.	12/30/2021
12/05/2021 thru 12/25/2021	01/05/2022 by 12:00 p.m.	01/07/2022 by 5:00 p.m.	1/14/2022
12/26/2021 thru 01/15/2022	01/18/2022 by 12:00 p.m.	01/20/2022 by 5:00 p.m.	1/31/2022
01/16/2022 thru 01/29/2022	02/01/2022 by 12:00 p.m.	02/03/2022 by 5:00 p.m.	2/15/2022
01/30/2022 thru 02/12/2022	02/15/2022 by 12:00 p.m.	02/17/2022 by 5:00 p.m.	2/28/2022
02/13/2022 thru 02/26/2022	03/01/2022 by 12:00 p.m.	03/03/2022 by 5:00 p.m.	3/15/2022
02/27/2022 thru 03/19/2022	03/22/2022 by 12:00 p.m.	03/24/2022 by 5:00 p.m.	3/31/2022
03/20/2022 thru 04/02/2022	04/05/2022 by 12:00 p.m.	04/07/2022 by 5:00 p.m.	4/15/2022
04/03/2022 thru 04/16/2022	04/19/2022 by 12:00 p.m.	04/21/2022 by 5:00 p.m.	4/29/2022
04/17/2022 thru 04/30/2022	05/03/2022 by 12:00 p.m.	05/05/2022 by 5:00 p.m.	5/13/2022
05/01/2022 thru 05/14/2022	05/17/2022 by 12:00 p.m.	05/19/2022 by 5:00 p.m.	5/31/2022
05/15/2022 thru 05/28/2022	05/31/2022 by 12:00 p.m.	06/02/2022 by 5:00 p.m.	6/15/2022
05/29/2022 thru 06/11/2022	06/14/2022 by 12:00 p.m.	06/16/2022 by 5:00 p.m.	6/30/2022
06/12/2022 thru 07/02/2022	07/05/2022 by 12:00 p.m.	07/07/2022 by 5:00 p.m.	7/15/2022