

# 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
- Online Time Sheet Entry
- Professionalism in the Workplace
- Blinn College Website
- Telephone Etiquette
- Mailroom Guidelines

### **HUMAN RESOURCES:**

Phone: (979)830-4128 Fax: (979)830-4014

### **WHEN TO CONTACT HUMAN RESOURCES:**

- If you have a question about a time sheet or pay check
- If you need to change your direct deposit information

### **FINANCIAL AID:**

Phone:979-209-7478

### **WHEN TO CONTACT FINANCIAL AID:**

- 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:

➤ **How many classes am I required to be enrolled in as a student worker?**

Student workers must be full-time Blinn College students. A full-time status student is one who is enrolled in and regularly attending classes with at least 12 credit hours per semester term. Student workers wanting to work during Summer, must be enrolled in a minimum 3 CR for each session they will work.

➤ **How many hours can I work as a student worker?**

➤ Student workers are allowed to work a maximum of 19 hours per week when classes are in session.

➤ **How much will I be paid per hour?**

➤ Minimum wage as regulated by the United States Fair Labor Act.

➤ **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 15<sup>th</sup> and last day of every month.
- All checks are directly deposited to your bank account



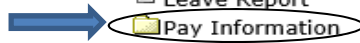
Pay stubs can be accessed through MyBlinn, Banner Self-Service, Employee tab, Pay Information, Pay Stub

### 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 Workplace Answers to the email address you provided on your Data Form.

# 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

<http://www.blinn.edu/personnel/training/banner-training.html>

## **Pay Information**

View your check stubs, pay history, direct deposit allocation, earnings and deductions history. Employees have the option to allocate pay in up to three bank accounts. To access direct deposit information

[http://www.blinn.edu/personnel/Forms/Direct\\_Deposit.pdf](http://www.blinn.edu/personnel/Forms/Direct_Deposit.pdf)

## **Tax Forms**

All Blinn College employees will automatically be consented to receive their W-2 and 1095C tax forms electronically through Banner Self-Service, beginning January 2018. To view Electronic Consent Announcement and directions for opting out of electronic consent if you prefer to receive tax forms via US mail

<http://www.blinn.edu/personnel/training/tax-forms-announcement.html>

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.

# 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 on a weekly basis. 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 work 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.

# A QUICK LOOK AT BLINN COLLEGE WEBSITE

start at [www.blinn.edu](http://www.blinn.edu) and click 'Faculty and Staff' to get to the internal home page

The screenshot shows the 'Faculty & Staff Resource Center' page on the Blinn College website. The page is organized into several sections: Quicklinks, Faculty & Staff Organization, Schedules & Calendars, Personnel Support, Administrative Support, Teaching & Classroom Support, Marketing, Communications, Technology Support, and Campus Support. Callout boxes provide additional context for several links and sections.

**Office 365 | SharePoint**

BROWSE PAGE

Home

Recent

- AE Twitter App
- Dell Social Hub

## Faculty & Staff Resource Center

**Quicklinks**

- [Blinn Home](#)
- [A-Z Index](#)
- [Access Syllabi & CVs](#)
- [AskBlinn](#)
- [Board Agenda](#)
- [Calendar of Events](#)
- [eCampus](#)
- [Fortis](#)
- [Help Desk](#)
- [IFAS on the Web](#)
- [Library](#)
- [myBLINN](#)
- [Strategic Planning Online \(SPOL\)](#)
- [Web Mail](#)
- [Final Exam Schedule](#)

**Faculty & Staff Organization**

- [Academic Affairs](#)
- [Assessment Council](#)
- [Curriculum Committee](#)
- [Division Leadership Council](#)
- [Faculty Senate](#)
- [Professional Association - Brenham](#)
- [Professional Association - Bryan](#)
- [Professional Development Funding Committee](#)
- [Professional Development Requirements Staff Council](#)
- [TCCTA Payroll Deduction Form](#)

**Schedules & Calendars**

- [Academic Calendar](#)
- [Activities Calendar](#)
- [Holiday Schedule](#)
- [O'Donnell Center Theatre Schedule](#)
- [Room and Event request](#)

**Personnel Support**

- [Banner Finance Training Information](#)
- [Banner Timesheet, Leave, Overtime](#)
- [Instructions](#)
- [Campus Phone Listings](#)
- [Employee Online Information](#)
- [Employee Wellness](#)
- [Employment](#)
- [Faculty/Staff Permit Registration](#)
- [Hiring Managers Log-In](#)
- [Human Resources](#)
- [Training and Development](#)
- [Travel Request Form](#)
- [Travel Request - Status / Approva](#)

**Administrative Support**

- [Administrative Procedure Manual](#)
- [Boards and Committees 16-17](#)
- [Board Policy Manual](#)
- [Committee Purpose Statements](#)
- [Office of Institutional Effectiveness & Enrollment Management](#)
- [Organizational Chart](#)
- [SACS Accreditation](#)

**Teaching & Classroom Support**

- [HB2504 Vitae and Syllabus Compliance](#)
- [Concourse Syllabus](#)
- [Faculty Support: Students in Crisis](#)
- [myBLINN Instructions and Training](#)
- [Faculty Handbook](#)

**Marketing**

- [Request for Services](#)
- [Resources](#)

**Communications**

- [Blinn Connection E-Newsletter](#)
- [Blinn News](#)

**Technology Support**

- [Academic Technology](#)
- [Distance Learning](#)
- [Help Desk](#)

**Campus Support**

- [Brenham Campus](#)
- [Bryan Campus](#)
- [Schulenburg Campus](#)
- [Sealy Campus](#)
- [Maintenance Emergency List -Brenham](#)
- [Maintenance Emergency List -Bryan](#)
- [Emergency Management, Safety & Security](#)

**Callout Boxes:**

- Blinn's A-Z link will give you an alphabetical view of department and informational links** (points to A-Z Index)
- This link will take you to Blinn's external homepage** (points to Blinn Home)
- To view trainings for Banner Online Time Entry** (points to Banner Finance Training Information)
- Use the directory to find contact information for all Faculty and Staff** (points to Campus Phone Listings)
- To access Timesheet deadlines and Student Worker Handbook** (points to Banner Timesheet, Leave, Overtime)

## **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.