



RIDER
UNIVERSITY

Student Employment
Program

On-Campus Student Employment Handbook

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Introduction and Employee Types

Human Resources at Rider University — under the skilled leadership of Anne Pepper, director of Talent Management & Employee Relations, and her experienced team — is committed to impacting and transforming the “student experience” by engaging, guiding and empowering students for the world of work. One of the programs that supports this charge is Rider’s Student Employment Program — managed and administered by its Coordinator, Alyssa Larrosa.

Rider University’s Student Employment Program is subject to both the administration and enforcement of any and all applicable federal and state laws and guidelines governing employment and hiring practices.

This information — along with a list of existing policies and procedures — are detailed within this, our Student Employment Handbook. Additional detailed supportive information can be found on our Student Employment webpage, which can be easily accessed online and contains a variety of information explaining and clarifying the procedures, rules and legal hiring practices associated with student employment at Rider University.

The focus of the Student Employment Program is to provide equal access to employment opportunities for all Rider students, along with details about any and all available job openings, including responsibilities, learning outcomes and salary. As of the start of 2019–2020 academic year, Rider University employs more than 1,550 students across academic and administrative departments where each student is tasked with serving in a unique position opposite Rider faculty and staff. Students employed in jobs within Rider’s departments are provided with a variety of opportunities to successfully acquire and develop professional and practical skills that will serve them well both now - while attending Rider - and later on, as graduates seeking advancement in the professional world.

It is our firm belief that employment at Rider University should appropriately complement a student’s academic experience and record, and not be a supplement or distraction from those achievements. It is therefore the policy of Rider and its Office of Human Resources to only employ students for a maximum of 20 hours per week during a given school year in order to prioritize, maintain and bolster our students overall academic performance. Additionally, we are equally committed to bolstering Federal Work Study Program opportunities. Students interested in all on and off-campus job openings can do so easily online via Rider University’s career and employment portal, Handshake: (<https://rider.joinhandshake.com>).

Rider University Student Employment Mission Statement

Rider University’s long-term mission for the Student Employment Program is rooted in the belief that working at a campus-based job not only leads to increased knowledge and socio-economic opportunity relevant to a student’s professional development, but bolsters both overall educational awareness and standing. In short, the added responsibility of a job leads to academic success and future career goals.

As we welcome a veritable roster of new students from all around our state, nation and world, we understand the importance of challenging every student equally by providing them with such opportunities, and that these experiences not only encourage each individual student to cultivate contacts on their respective fledgling career paths, but will also serve as an invaluable personal guide on how to function effectively as top-flight professionals in a fast-paced, ever-changing 21st century world.

As such, every Rider student is given the chance to choose from a wide variety of on and off-campus positions that align with

their academic needs and career interests to develop skills applicable to the future professions of their choice. We prepare all Rider students to prosper professionally in this regard, and not just by giving them access to jobs. We also increase their focus on the 12 Outcomes of Student Employment Learning:

- Work Ethic/Professionalism
- Adaptability/Flexibility
- Time Management/Organization
- Verbal & Written Communication
- Problem Solving/Critical Thinking
- Innovation/ Creativity
- Customer Service
- Team Work/Collaboration
- Leadership/Community Building
- Research Skills
- Lab Skills
- Technology Skills

By striving toward these outcomes, which were built-upon and borrowed from the National Association of Colleges and Employers (NACE) eight Career Readiness Competencies, Rider University students will learn to develop skillsets that help them engage in their professional environment with confidence and in the knowledge that making meaningful professional changes in their own lives benefit the greater good.

Human Resources, through its Student Employment Program, supports the **Rider Promise**.



The **Rider Promise** is offered as a representation of our aforementioned mission, and is inspired by the theme of our university's 150th anniversary, "Fulfilling the Promise," a motif is based on a quote from its esteemed founder Andrew J. Rider, who in 1883 proudly declared the university's future "full of promise." Likewise, Rider's promise of on-the-job training and experience can provide an unmatched leverage to students seeking to land full-time jobs or acceptance to graduate programs before, upon, or after graduation. Thus, we at Human Resources emphasize to students the importance of making professional connections and building networks in work environments — both on and off campus — given the practical advantages they offer. We pride ourselves in the knowledge that our commitment to helping students professionally develop prepares them in this capacity, and that their training and experiences will help foster their future promise as they transition into the real world.

Rider University Student Employment Program — Equal Opportunity Operation

Rider University is committed to maintaining an environment of nondiscrimination in compliance with the provisions of state and federal **Equal Employment Opportunity (EEO)** laws as they apply to employees and students. Rider University seeks to create an environment that understands, fosters and embraces the values of diversity among students, faculty and staff. To that end, the University regularly sponsors various diversity- related programs, in which employees and students are encouraged to participate.

Rider University is committed to both Equal Employment Opportunity (EEO) and **Affirmative Action (AA)**. Equal Employment Opportunity refers to the right of individuals to be judged on the basis of relevant training, skills, experience, and previous performance, and not on criteria irrelevant to the performance of their jobs. Affirmative Action requires that special efforts be used to search for qualified female, minority, persons with disabilities, and Vietnam-era veteran candidates and to ensure that they are considered for available positions along with other qualified candidates. Affirmative Action does not require that “quotas” or “set asides” be established for minorities or women; however, where minorities or women are underutilized in a particular job group, hiring/promotional objectives will be established, per the requirements of Executive Order 11246.

This policy shall apply to all employment actions, including but not limited to recruitment, hiring, upgrading, promotion, transfer, demotion, layoff, recall, termination, rates of pay or other forms of compensation and selection for training.

Rider University does not discriminate on the basis of race, color, religion, national origin, age, sex, sexual orientation, handicap/disability, Vietnam-era/disabled veteran status, or gender identity or expression in employment, or in the application, admission, participation, access and treatment of persons in instructional programs and activities. This policy statement covers all aspects of the employment relationship and admission to, access to, and treatment of employees and students in Rider University’s programs and activities. Additionally, it is the policy of Rider University to provide an environment for each Rider University job applicant and employee that is free from sexual harassment, as well as harassment and intimidation on account of an individual’s race, color, religion, national origin, age, sex, sexual orientation, handicap/disability, Vietnam-era/disabled veteran status, or gender identity or expression.

Human Resources prepares an annual written Affirmative Action Plan that contains specific and result-oriented procedures to which Rider University has committed a good-faith effort. Any individual may review a written copy of Rider University’s Affirmative Action Plan. Copies are placed in the Human Resources Department.

***Under this policy, all supervisors MUST post all campus jobs on Rider University’s Career/Hiring Platform, Handshake. If you do not know how to post a position, please contact Alyssa Larrosa, Student Employment Coordinator at alarrosa@rider.edu or 609-896-5000 x7546. As a note, we no longer permit job flyers to be hung on campus bulletin boards.**

FERPA (Family Educational Rights and Privacy Act) is a federal law designed to protect the privacy of educational records, to establish the right of students to inspect and review their education records, and to provide guidelines for the protection of inaccurate and misleading data through informal and formal hearings. Student employees are protected by FERPA guidelines. Keep issues regarding a student employee private, just as you would for a permanent employee. For further clarification of FERPA guidelines, please see [Rider University’s FERPA website](#).

Rider University's Twelve Student Employment Learning Outcomes (SLOs)

It is required that a student employment position feature at least 5 of the 12 SLOs although, supervisors should strive to integrate 8-12. Every department should plan on evaluating each one of their student employees once a semester based on the SLOs aligned with their jobs.

Student Learning Outcome	Description of Outcome
Work Ethic/Professionalism	<ul style="list-style-type: none"> » Comprehends job responsibilities and tasks and demonstrates frequent improvement » Completes appropriate level of work that is thorough and accurate » Recognizes departmental and Rider University policies, processes and practices » Distinguishes own mistakes without blaming others » Displays a positive and enthusiastic attitude
Adaptability/Flexibility	<ul style="list-style-type: none"> » Demonstrates a willingness to learn new methods, processes and/or procedures » Complies to changing priorities and workloads » Plans and takes on new tasks or responsibilities on short notice » Displays professionalism in the face of challenges
Time Management/Organizational Skills	<ul style="list-style-type: none"> » Demonstrates personal accountability and reliability (punctuality) » Produces work effectively and efficiently » Illustrates an ability to prioritize tasks and assignments » Employs strategies to meet commitments and deadlines
Verbal & Written Communication	<ul style="list-style-type: none"> » Writes professional emails accurately and clearly » Articulates thoughts and ideas cogently and professionally » Relates relevant information to supervisor and colleagues » Values both positive and negative feedback
Problem Solving/Critical Thinking	<ul style="list-style-type: none"> » Interprets and utilizes appropriate knowledge and facts to find solutions and/or formulate decisions » Displays sound reasoning to analyze issues, challenges and problems » Evaluates all options and makes effective decisions » Identifies challenges or problems before they occur
Innovation/Creativity	<ul style="list-style-type: none"> » Shows initiative in resolving problems or improving a situation » Considers alternate options in completing tasks to achieve objectives » Conveys an interest in work and formulates new and creative ideas
Customer Service	<ul style="list-style-type: none"> » Infers customer's (student, faculty, employer, parent, etc.) needs and responds quickly » Practices effective listening skills » Demonstrates professional and courteous behavior
Team Work/Collaboration	<ul style="list-style-type: none"> » Operates effectively in a group or team to complete tasks or goals » Illustrates cooperation and productivity with individuals and groups including peers and supervisor » Displays strong interpersonal skills » Supports other student workers and shares knowledge and best practices
Leadership/Community Building	<ul style="list-style-type: none"> » Displays a value and respect for diverse cultures, races, ages, genders, sexual orientations and religions » Demonstrates a respect for those with different opinions and ideas » Operates with a self-awareness and maturity (ability to manage emotions)
Technology	<ul style="list-style-type: none"> » Applies basic computer skills (Microsoft Suite) to complete work task and assignments » Utilizes internet (email and search engines) » Demonstrates adaptability to new technologies
Lab Skills	<ul style="list-style-type: none"> » Practices safe lab etiquette using appropriate protective and emergency procedures » Identifies the ethical issues and responsibilities of working in a lab » Displays growth over the course of the semester/year
Research Skills	<ul style="list-style-type: none"> » Identifies and utilizes a variety of appropriate sources for locating various forms of information » Synthesizes, documents, and reports research findings

Employee Types

There are four Employee Types that a student may fall under:

1. **University Funded Student Employees**
2. **Federal Work-Study Program (FWS) Funded Student Employees**
3. **Grant Funded Student Employees**
4. **Rider University Student Intern Employees**

University Funded Student Employees

Employing departmental budgets are charged 100% of the wages for all University Funded student employees.

Federal Work-Study Program (FWS) Funded Student Employees

Students who are employed under the FWS program are awarded FWS funds by Rider's Financial Aid Office as part of their total financial aid package. Determination of qualification for this program is based on the student's Free Application for Federal Student Aid (FAFSA) application. This federal program pays 75% of the student's wages, while the employing department pays 25%. Students earning FWS funds may ONLY be paid on an hourly basis and can be employed on-campus or off-campus through approved community service programs. Please contact Alyssa Larrosa, Rider's Student Employment Coordinator, for additional information in regard to off-campus FWS agencies and eligibility.

Grant Funded Student Employees

All supervisors should review the policies and procedures for [Grant Proposals that Include Funding for Student Employees \(Appendix A\)](#) and submit a completed [Handshake Job Posting Request](#) to Alyssa Larrosa in Human Resources. Supervisors should also be aware that students must 1) meet enrollment eligibility requirements and 2) complete required employment documents.

Rider University Student Intern Employees

Any student given approval to receive and/or work in an internship at Rider University must comply with all policies and procedures established by the university for the required standards of Student Employment. Both the standards of pay/wages and number of work hours reflected by each position also apply. Students accepted in internship positions are required to have a Faculty Supervisor oversee their professional progress and to ensure they continue to meet the academic requirements set forth by the student's Faculty Academic Advisor in order to receive a grade. **It is important to note: while not all of Rider's on-campus internships are paid, all internships must be completed for students to receive full academic credit and/or engagement points.**

Supervisor Guide

Supervisor Expectations/General Overview of Supervisory Responsibilities

Supervisors play an important role in the success of their student employees. This means supervisors should understand the policies and procedures for hiring and supervising student workers and make sure their student workers have the resources they need to develop as a professional in the workplace. Below are the expectations and responsibilities all supervisors will be held to ensure student workers are well informed on the hiring and onboarding processes and workplace policies.

1. Follow the hiring process laid out by HR and outlined in this chapter
2. Monitor your department's student employment budget to ensure you are not over spending and track students' hours to make sure they are taking required breaks and not working over 20 hours per week. Additionally, no student employee may work more than 8 hours in one day.
3. Keep track of student employee wages throughout the years to ensure they receive a yearly 5 cent raise as indicated on the [Student Employment Wage Chart](#). It is the responsibility of the supervisor and student worker to ensure the 5 cent raise is noted on the student worker contract. Back pay will not be granted to students if it is not noted at the time of submission. A new contract will need to be submitted with the new rate, and it will be effective in the next pay period
4. **Ensure all new employees complete the Student Employment contract and sections I & II of the I-9 form BEFORE their first day of work** (as outlined in the Post-Hire Checklist). Students who begin work before these forms are completed are at risk of suspension, delay of payment, and/or termination of their student employment. If you are unsure if these documents were complete, check with the Office of Disbursements.
5. Ensure all employees complete the required onboarding tasks as outlined on the [Student Employee Post Hire Checklist](#)
6. Set clear expectations with your student employees for work schedules, responsibilities, and performance
7. Give feedback throughout the year and complete and submit bi-yearly [Performance Evaluations](#) form to the Student Employment Coordinator
8. Make sure your students are correctly completing and submitting their timesheets. Approve and submit timesheets to Disbursements in a timely manner
9. Model good work habits such as punctuality, dependability, efficiency, and professionalism
10. Supervisors are expected to know and understand Student Worker and Graduate Assistant work policies outlined in this guidebook

Student Employment Budget

Supervisors and Budget Heads are responsible for managing their Student Employment Budget each year. Supervisors must make sure they are working within the budget constraints and check their semester spending before allowing student employees to work additional hours or over breaks. If you have any questions about increasing your budget needs, please contact the Student Employment Coordinator in early Spring semester to ensure your needs are accounted for when the budgets are planned for the next fiscal year. If you have any questions about checking your budget throughout the year, please reach out to the Student Employment Coordinator for information.

Handshake

Human Resources not only utilizes a variety of premier technological platforms and resources to help focus, guide and support the professional development of the many students we assist on a daily basis, we also actively boost recruitment efforts by encouraging employers interact online with our students through a modern career management platform known as [Handshake](#).

Founded in 2014, Handshake functions not unlike the more professionally attuned LinkedIn, only instead of connecting individuals through common employment threads or working relationships, it allows Rider students to build personal profiles and resumes, market themselves to potential employers and job recruiters, categorize their employment interests by major and extracurriculars, easily schedule appointments with career advisors and do everything from research career fairs and job listings to getting the scoop on campus recruitment efforts.

Whether students are looking for internships, full time jobs or on-campus employment, to develop professional skills before graduating or to gain practical job experience that will allow them to put those same skills and expertise to the test in the world of work, Handshake is a highly-beneficial professional development and talent recruitment tool and we wholeheartedly encourage all Rider students to take advantage of it.

- **Students:** To log into Handshake, follow the [Handshake interface instructions \(Appendix C\)](#) located on the [Student Employment Program webpage](#) on the official Rider website. If you are a newly accepted student and starting at Rider University in the upcoming semester, please know you will not have access to Handshake until the beginning of the semester in which you are enrolled to start in.
- **Supervisors:** If you are looking to post a position on Handshake, please fill out an [Handshake Job Posting Request](#). Once completed, please email both the form and a full job description to Human Resources. A confirmation email will be sent once the job is appropriately reviewed and the position is posted live and available to students on the website.

For additional information, please contact Alyssa Larrosa, Student Employment Coordinator in Human Resources, at alarrosa@rider.edu or 609-896-5000 x7546.

Hiring Procedures for Departments and Responsibilities of Student Workers

POSTING AVAILABLE POSITIONS VIA [HANDSHAKE](#):

- Every department is required to post all open student employment positions on Handshake to ensure that all students have equal access/opportunity. This includes undergraduate and graduate student positions, Graduate Assistant positions, Internships, and Grant-Funded positions. Some Graduate Assistantships within Westminster Choir College are only available to students in specific degree programs and are not subject to this policy. WCC will send information to accepted students regarding the application process for these positions upon acceptance into their programs.
- Supervisors must contact the Student Employment Coordinator with a detailed job description including required components ([Appendix D](#)) and fill out the [Handshake Job Posting Request](#). Once completed, please email both the form and a full job description to Alyssa Larrosa at alarrosa@rider.edu. A confirmation email will be sent once the job is appropriately reviewed and the position is posted live and available to students on Handshake.
- At the beginning of a new semester, departments that choose to re-employ a student in the same job do not need to

post the position until/unless the student resigns, graduates or is terminated.

ON CAMPUS INTERNSHIPS:

- **All students in on-campus internship positions must either be paid and/or earn course credit.** Any administrative or academic departments hiring an on-campus intern through the Student Employment Program are strongly recommended to pay student interns to ensure compliance with the Fair Labor Standards Act. If a student serving in an on campus internship role is registered for academic credit, all supervisors must provide both feedback and guidance in accordance with the expectations of the student's academic program.

ACCEPTANCE OF APPLICATIONS, INTERVIEWING CANDIDATES, HIRING DECISIONS:

- As applications are submitted on Handshake, the supervisor/administrator indicated on the job posting will receive an emails from Handshake containing a "Bulk Download" of the professional documents uploaded by students applying for the position. This download of documents allows supervisors ease in reviewing resume/applications, scheduling interviews and keeping track of interested candidates.
- HR does not administer assessments to determine a student's level of a professional skill or proficiency.
- HR does not offer placement services or schedule interviews for administrative or academic departments hiring student workers.
- It is strongly recommended that Hiring Managers administer a formal interview process for their applicants to determine the best candidate for the position. Student Worker recruitment should be met with the same level of professionalism as full-time professional positions at Rider and are held to the same standards by the FLSA. If you are interested in discussing interview best practices, please reach out to the Student Employment Coordinator for resources.
- All eligible candidates must submit an application via Handshake in order to be considered. Once a hiring decision is made, departments should let all applicants know that the position has been filled (See [Decision Templates in Appendix E](#)). Hiring Managers must notify the Student Employment Coordinator when hiring is complete and to remove the job posting from Handshake.
- Hiring supervisors should share feedback with students that were not hired in an effort to aid in their professional development and are encouraged to refer students to the Career Coach in their colleges for assistance.

HIRING FIRST-TIME RIDER EMPLOYEES:

- The hiring department's supervisor should:
 - » Submit the initial employment offer to a new student employee via email so a hard copy can be filed.
 - » Have a discussion with each student employee regarding set work days/times that align with the student's academic schedule.
 - **NOTE: During the academic year student employee's weekly work hours cannot exceed 20 hours, and must take an unpaid 30-minute break after working more than 6 hours in one day.**
 - » Contact the Student Employment Coordinator when the position is filled to ensure the posting is taken down from Handshake and the new employee completes all of their onboarding requirements
 - » After you hire a student, the supervisor completes the [intent to hire Qualtrics form](#). This survey will

automatically generate and email the offer letter to the student employee and outline any additional onboarding requirements for the position. This also allows student employment to check I-9 status and any relevant budget information before the contract is submitted to payroll. This must be completed for every new and returning student worker. If you have additional onboarding requirements for your employees, please let us know. We can discuss ways to include important dates or additional training in this offer letter.

- **I-9 Process (if applicable):**

- If the student needs to complete an I-9, a “Not Approved to Work” email will be sent to both the student and the supervisor.
- Once the student completes the I-9, you will receive an “I-9 Completed (XX/XX/20XX) — Next Steps for Student Employment” email. This email will include the I-9 completion date and the position number (FWS or Non-FWS). Use this position number and I-9 date when completing the student contract via EPAF.

- **For Returning Students:**

- If the student has previously worked on campus, both the student and supervisor will receive an “Action Required: Employment Ready for Processing” email.
- This email will confirm the I-9 was already completed and provide the correct position number (FWS or Non-FWS). Use the position number provided in this email when submitting the student contract via Electronic Personnel Action Form (EPAF). An EPAF Submission Guide is available online.
- Submit EPAF: Using the information provided in either step 3 or 4, please submit the EPAF (“contract”) for your student employee. This is immediately sent to payroll and student employment for processing and approval. If any changes are required, you will be notified.
- Approval to Work: Students are not allowed to begin working until the contract is submitted via EPAF and both the student and supervisor receive the “Approved to Work — On Campus Student Employment” email.
- Please remember that students cannot start working until the students' information is submitted via the [intent to hire](#) and the EPAF form. Please wait for the “Approved to Work” email before you allow your student employee to begin work.

- **Please note:** Summer contracts are always separate from fall/spring. This means a new student start to work form. You cannot check off summer, along with fall/spring in the same form.

- **IMPORTANT NOTE: Students cannot work until they have submitted the Employment Contract and Section I & II of the I-9 Form. Failure to complete these steps within the allotted time constraint may result in suspension, delay of payment, and/or termination of student employment.**

- **For every student that does not complete the I-9 verification, but is allowed to begin working and getting paid, the University gets fined. Starting Spring 2023, these fines will be taken out of the department's student employment budgets whose student employees do not follow the process. Please make sure you have received an "approved to work" email from your student to avoid paying these fines.**

- » Review the Rider Student Employment Timesheet with all new student workers so they understand how to correctly complete it.
- » Provide or display the Student Payroll Calendar located on the [Payroll/Disbursements ADP webpage](#) and in

[myRider](#) so students are aware of the dates when timesheets are required to be submitted so they will get paid.

- **NOTE: the hiring process is slightly different for international students. Please contact the Student Employment Coordinator to formally go over the hiring process for international students.**

RETURNING STUDENT WORKERS:

- At the beginning of a new semester, departments that choose to re-employ a student in the same job do not need to post the position until/unless the student resigns, graduates or is terminated.
- At the end of the academic year, supervisors will need to resubmit student employment contracts for student workers who are returning to their position for the next academic year. Re-issued contracts should include yearly 5 cent increase for returning student workers as indicated on the [Student Employment Wage Chart](#). It is the responsibility of the supervisor and student worker to ensure the 5 cent raise is noted on the student worker contract. Back pay will not be granted to students if it is not noted at the time of submission. A new contract will need to be submitted with the new rate, and it will be effective in the next pay period

PAY RATES:

- Student workers will be paid on the basis of the position level and the amount of years a student has held the same position. See [Student Employment Wage Chart](#) for full details on each wage level. When a new position is created, Hiring Managers and the Student Employment Coordinator will decide on the appropriate wage for the position based on the criteria of each level.
- New student employees in a position will be paid at the lowest rate of the level and each year they return to the specific position they will receive a five cent raise. Supervisors are responsible for keeping track of the student's wages and semesters in a position. Yearly raises should be indicated on the employee's yearly contract.

ENDING STUDENT EMPLOYMENT CONTRACTS/LAST DAY OF WORK:

- Students' last official day of work in the Fall and Spring semesters is the last day of classes. Students are NOT required to work the week of final exams, however if they choose to work finals week they may do so as long as they adjust their work schedule to not interfere with their final exams.
- Graduating student workers are not permitted to work past their scheduled graduation ceremony date. Supervisors should meet with graduating students to determine their last work day and finalize any projects or duties prior to their last day.
- If it becomes necessary to terminate a student's employment for other reasons — including legal violations, behavioral issues or work-related performance matters — it is *recommended* but not required that department supervisors inform the student employee (both verbally and in writing) of the department's expectations and made aware that the deficiency in meeting these expectations led to termination. While three warnings are enough to warrant termination from a job, supervisors should account for everything with written documentation.

Grounds for termination include:

1. Unreported Absences and tardiness three (3) or more times
2. Unsatisfactory work performance
3. Violation of the Student Code of Conduct
4. Falsification of timesheets

5. Violation of the Confidentiality Agreement
6. Use of alcohol or illegal/illicit drugs in the workplace

Please complete the [Student Employee Termination Form \(Appendix G\)](#) when terminating a student worker for any of the above reasons or if the student worker resigns from the position. Please send this form to studentpayroll@rider.edu and CC studentemployment@rider.edu.

STUDENT WORKER CHECKLIST

New and Returning Student Workers must submit the following each year:

Document	Who must submit
Notice of Hire/Offer	All student workers
Student Employment Contract (Must be turned in to Disbursements)	All student workers
Direct Deposit Form (Must be turned in to Disbursements)	Optional/suggested
W-4 (Must be turned in to Disbursements)	All student workers
I-9 (Must be turned in to Disbursements)	All student workers
Social Security Card (Must be turned in to Disbursements)	International students

University policy requires the following:

1. **Student Worker Notice of Hire/Contract.** Edit the statement to say "For each student worker, both new and returning, supervisors must complete the [intent to hire form](#) and the EPAF for student employment. These submissions must be completed before the student's first day of work.
2. **Direct Deposit Form.** The Direct Deposit Form is entirely optional for a student worker, but is strongly suggested in order to guarantee the receipt of payment every other week without delays. This form allows Rider University to send payment directly into the student's bank account. This form can be provided by Disbursements on the ground floor of Moore Library. This form only needs to be filled out and submitted once to Payroll.

Federal law requires the following:

3. **W-4 and I-9 Forms.** Newly appointed student workers must fill out a W-4 and an I-9 form in Disbursements. These forms only need to be filled out once. These forms can be submitted digitally however; the I-9 form requires specific work authorization documents that must be shown in person at the Human Resources office. These must be original forms of ID; photocopies or scanned documents are NOT accepted. You can find a full list of approved documents on page 3 of the [I-9 form](#).
4. **International Students.** International students cannot be paid until they obtain a [Social Security Card](#). In order for them to receive this, they will require an official offer letter from the Hiring Manager. Information on how to obtain a Social Security Card is available by contacting the [Office of International Education](#).

State law requires the following:

5. **Health Insurance.** Full-time students must carry health insurance. For more Information, contact Student Support Services at (609) 895-5614.
6. **Immunization Record.** All new matriculated students must provide a valid record of immunization or evidence of immunity as a condition of admission or enrollment. For more information, contact Health Services at 609-896-5060.

Graduate Assistant Proposal/Hiring Process

PROPOSAL PROCEDURE FOR DEPARTMENTS:

If you or your department is interested in having a Graduate Assistant, you can submit a proposal to the Graduate Assistant Proposal Review (GAP) Committee. The GAP Committee is a group of faculty and administrators that reviews and approves all GA proposals once per year. In order to submit a proposal, please see the [GA Proposal Guidelines \(Appendix F\)](#) and submit your proposal to the Student Employment Coordinator by April 1st in order to be included on the committee agenda. As part of the proposal, all proposers must gain Division Head approval prior to submission of the final proposal. Unresolved differences of opinion between Student Supervisors/Hiring Managers and Division Heads may result in dismissal of graduate assistant proposals.

If the proposed GA is approved by the committee, the position will be added to your department and necessary cost increases added to your Student Employment Budget for the following fiscal year beginning on July 1st. If your request for a GA has been denied, you are able to appeal the decision. Procedure on how to appeal the decision can be found on the guidelines document. If you have any questions about the proposal process or guidelines, please reach out to the Student Employment Coordinator.

Student Supervisor/Hiring Managers are highly encouraged to **consult with the On-Campus Student Employment Coordinator as early in the process as possible** in order to assure that positions are properly evaluated and budget recommendations are fully developed. The On-Campus Student Employment Coordinator will review proposals prior to the GAP Review Committee evaluation and schedule a meeting with the Student Supervisor/Hiring Manager in order to ensure consideration has been given to all required components.

HIRING PROCEDURES FOR DEPARTMENTS AND RESPONSIBILITIES OF GRADUATE ASSISTANTS:

Rider University is proud to offer a wide variety of graduate assistantships (GA) for accepted graduate students. A GA opportunity at Rider will not only help finance graduate education, it provides an invaluable academic and professional development experience. Being a GA at Rider allows graduate students the chance to be an essential team member of a Rider department while gaining practical experience, expanding academic understanding, and networking with leaders and students in their discipline and across the University. A graduate assistantship at Rider is a rewarding experience that offers collaboration with faculty and staff, mentorship, new knowledge and skills and community. HR requires all GA positions to be robust experiences for graduate students.

All current Graduate Assistantship (GA) positions **MUST** be formally posted in order to be equally accessible to all interested students. As of 2021, all openings must be posted to both Handshake and the official [Graduate Assistantship website](#). To have a GA position posted contact Alyssa Larrosa, Student Employment Coordinator. Some Graduate Assistantships within Westminster Choir College are only available to students in specific degree programs are not subject this policy. WCC will send information to accepted students regarding the application process for these positions upon acceptance into their program.

GA supervisors who choose to re-employ a GA in the same position for the following year do not need to post the position until/unless the GA resigns, graduates, or is terminated.

All eligible candidates must submit a formal application in order to be considered. After a GA position is posted, Rider seniors and graduate students can apply directly to the job using their Handshake account. Non- Rider Affiliated prospective students can also apply for our GA positions through our external process outlined on our [Graduate Assistant website](#).

An offer of a Graduate Assistantship should be made in writing via email and contain all of the rights and responsibilities of the GA position (see [template in Appendix E](#)). Upon receipt of acceptance from the successful candidate, several mandatory forms must be completed (see chart below). All graduate assistants must complete I-9, W-4 and Personal Data forms. Once the new GA has formally accepted the position, Hiring Managers are responsible for letting all applicants know that the position has been filled. Once the new GA is confirmed, let the Student Employment Coordinator know so the position can be removed from our job posting sites.

All GAs are paid at the same GA rate (See wage chart) and are offered tuition remission for 3-6 credits per Fall and Spring semester. The amount of credits an assistantship offers is decided during the formal approval process of the Graduate Assistantship.

As part of their acceptance to Rider University's Westminster Choir College (WCC), select students are offered financial awards in the form of scholarships and grants. These awards are determined by Rider's Office of Admissions. Separately, students who express an interest in a WCC graduate assistantship (GA) and are placed in a GA position are provided the opportunity to work with a professor in their area of study and are paid an hourly wage for the work that they complete. Typically, the WCC GA positions require a commitment of 20 hours a week for 28 weeks (two semesters). WCC GA positions do not offer any additional scholarships, grants, or tuition remission.

GRADUATE ASSISTANT CHECKLIST

New and Returning GAs must submit the following each academic year:

Document	Who must submit
Notice of Hire/Offer	All GAs
Student Employment Contract (Must be turned in to Disbursements)	All GAs
Graduate Assistantship Form (Must be turned in to One Stop)	All GAs, before each semester
Direct Deposit Form (Must be turned in to Disbursements)	Optional/suggested
W-4 (Must be turned in to Disbursements)	New GAs only upon hire
I-9 (Must be turned in to Disbursements)	New GAs only upon hire
Social Security Card (Must be turned in to Disbursements)	International students

University policy requires the following:

- 1. Graduate Program Acceptance.** All GAs must be accepted to a Graduate program and enrolled in at least one Graduate level course per Fall and Spring semester in order to maintain a GA position.
- 2. GA Notice of Hire/Contract.** For each GA, both new and returning, the GA's supervisor must complete and send a Student Employment Contract to Student Employment. Contracts need to be completed before the start of each academic year and before J-term and Summer sessions.
- 3. Graduate Assistantship Form.** For each GA, both new and returning, the student must complete a Graduate Assistantship Form. This form must be filled out in order for the GA to receive academic credit remission for the

academic semester. The form will be forwarded to One Stop Services/Financial Aid after the supervisor signs off on it. This form needs to be completed prior to each semester.

4. **Direct Deposit Form.** The Direct Deposit Form is optional but strongly suggested in order to guarantee the receipt of payment every other week without delays. This form allows Rider University to send payment directly into the student's bank account. This form is provided by Disbursements, located on the ground floor of Moore Library, and only needs to be filled out and submitted once to Payroll/ Disbursements.

Federal law requires the following:

5. **W-4 and I-9 Forms:** Only newly appointed GAs must fill out a W-4 and an I-9 form for Disbursements. Again, these forms only need to be filled out once prior to the student's first day of work. These forms can be submitted digitally however; the I-9 form requires specific work authorization documents that must be shown in person at the Human Resources office. These must be original forms of ID; photocopies or scanned documents are NOT accepted. You can find a full list of approved documents on page 3 of the [I-9 form](#).
6. **International Students.** International students cannot be paid until they obtain a [Social Security Card](#). In order for them to receive this, they will require an official offer letter from the Hiring Manager. Information on how to obtain a Social Security Card is available by contacting the [Office of International Education](#).

State law requires the following:

7. **Health Insurance.** Full-time students must carry health insurance. For more Information, contact Student Support Services at 609-895-5614.
8. **Immunization Record.** All new matriculated students must provide a valid record of immunization or evidence of immunity as a condition of admission or enrollment. For more information, contact Health Services at 609-896-5060.

Performance Expectations

Supervisors should identify the responsibilities and skills required for each student employment job that they supervise. Supervisors can support the professional development of their student employees by clearly communicating these responsibilities and skills as well as their expectations related to the job. Additionally, supervisors should work with each student employee to establish a set schedule for the semester. As a note, class schedules take precedence over on campus work schedules.

Appreciation and Recognition

STUDENT EMPLOYEE MONTHLY SPOTLIGHT AWARD

The Student Employee Spotlight Award acknowledges student workers and graduate assistants on a monthly basis who exemplify the values that Rider University's On-Campus Student Employment Program embraces. Students acknowledged and showcased via the "spotlight" must demonstrate a positive attitude and a willingness to learn and grow within the student learning outcome competency areas that are recognized within the Student Employment Program.

Every other month, beginning in October, one student worker or graduate assistant will be honored the privilege of receiving the Student Employee Spotlight Award.

Who is eligible for the Student Employee Spotlight Award?

Any student who is employed by Rider University is eligible to receive the Spotlight Award.

What are the criteria for receiving the award?

Spotlight Awards are intended to acknowledge the contributions of individuals who go above and beyond the everyday scope of their responsibilities, or those who have particularly excelled in the execution of a job duty. These contributions might include, but are not limited to:

- Providing excellent customer service to students, faculty, or staff on a daily basis
- Producing high quality work under a tight deadline
- Keeping operations running smoothly during a time of transition
- Implementing a new system or procedure that saves time and/or money
- Fostering camaraderie and collaboration within a department
- Boosting morale or creating a positive, inclusive work environment
- Accomplishing a noteworthy achievement

What awards will the student employee receive?

The employee will receive the following award:

- Gift card

How is a student employee nominated for the Student Employee Spotlight Award?

If you are interested in nominating any of your Student Workers or Graduate Assistants for the March Student Spotlight Award, please do so by submitting this [nomination form](#). Nominations are accepted throughout the year.

Student Worker/Graduate Assistant Guide

Eligibility to Work as a Student Worker

Student Employment is defined as any job through which a student is enrolled in courses as an undergraduate or graduate student at Rider and is compensated with a paycheck issued by Rider University Payroll Office. This means that any position that is compensated through a third party organization is not considered part of the Student Employment Program at Rider and not privy to these specific policies or guidelines. Any student who is employed through an outside organization may be subject to that organizations' work guidelines. Student who are currently enrolled at Rider are eligible to apply for opportunities via Handshake regardless of Federal Work Study status. Student Workers must be enrolled in classes at Rider University in order to maintain a position. Students must successfully complete 67% of coursework in order to keep their on-campus position. For example, if a student is taking 12 credits at Rider, they must successfully complete 8 of those credits.

All student employees are required to complete any applicable legal requirements for work authorizations. Any student employee who does not do so is ineligible to work. If a student terminates their enrollment at Rider or graduates from their degree program, they may not continue working as a student employee, effective as of the date of graduation or withdrawal from the College.

Federal Work Study Program

OVERVIEW

The Federal Work Study (FWS) is a financial aid program provided by the federal government to provide part-time employment opportunities to students who demonstrate financial need. This program was created to increase the amount of work opportunities for students and to make it easier for students with financial need to earn wages to fund higher education related costs, such as textbooks, meal plans, and housing. Many students are eligible to receive additional financial aid in the form of FWS. Students can earn their award through working in an on-campus position or at a pre-approved off campus partner site.

DETAILED FWS ELIGIBILITY & EMPLOYMENT REQUIREMENTS

FWS is available to undergraduates who demonstrate financial need. To be considered for FWS, a student must submit the Free Application for Federal Student Aid (FAFSA) and answer "yes" to the question, "Are you interested in being considered for work-study?" The FAFSA is available online at www.fafsa.gov. Since FWS funds are limited, students should complete the FAFSA according to the SFAO (Student Financial Aid Office — One Stop) Financial Aid Timeline.

To determine if a student has been awarded FWS, the student must access their MyRider account and check under their Student Finances section. Under this section, the student should click "accept my Financial Aid" where they can view all of their awards and financial aid information. To determine eligibility, the student should look for "Federal Work Study." The student can click on Award Overview to view if the FWS award exists. A student that cannot view a FWS award and would like to check on the possibility of being awarded FWS should contact the Student Financial Aid Office at 609-896-5360 or by contacting onestop@rider.edu.

As a FWS recipient, a student must meet the course credit hour enrollment requirement and maintain satisfactory academic progress. Federal regulations mandate that no exceptions be made regarding the minimum credit hour enrollment requirement

WAYS TO EARN AWARD

In order to earn the award amount allocated to you in the form of FWS, students must hold a federal work study eligible positions. **FWS Students are responsible for applying, earning, and maintaining a FWS position. Students are paid their award per hour for the amount of hours worked per week.** If for any reason a student does not find or is terminated from a FWS position, they will not earn the full amount of their award and will only be paid for the hours worked.

Students may work in a Federal Work Study AND a University Funded position at the same time. Once a student worker exceeds the FWS allowance that was allocated to them based on FAFSA, the student pay will switch to University Funding. Rider currently offers two ways to earn your Federal Work Study award, through on campus employment and off campus community service programs.

■ On-Campus Employment:

- » All university funded employment positions can count towards Federal Work Study (with respect to a few excluded departments on campus). Students can search for on-campus employment on Handshake, using the “on-campus” filter in the Job Search tab. Once a student worker exceeds the FWS allowance that was allocated to them on their FAFSA, the student can continue to work and will be paid using University Funding. If you have any questions about whether a position on-campus counts towards FWS or how to search and apply, reach out to the Student Employment Coordinator.

■ Off-Campus Community Service Programs:

- » Rider University has partnered with several off-campus non-profit organizations to help increase the amount of Federal Work Study positions and provide more opportunities to you! Below is a list of the non-profits we are partnered with and offer positions to work in:
 - Children and Youth Empowerment Initiatives
 - Learning Academy
 - Every Child Valued
 - Hamilton Area YMCA
 - Sons & Daughters of the United States Middle Passage

These partner non-profit organizations provide you with high quality positions that will help you develop professional skills and build your resume. FWS students can work at any of the approved non-profit site to earn their FWS award. To find a position at one of our community service organizations, search on Handshake using the “on-campus” filter and searching “Federal Work Study”. All positions with the title of “Federal Work Study” are off campus community service positions. Even though these positions are not physically on-campus, you will be paid through the Rider University Payroll System and are required to go through the same onboarding and payment process as on-campus student employees. To learn more about the required onboarding that should be completed before you start in your position view the [Student Employment Check-List](#).

PAYMENT PROCESS

Your FWS reward is an amount you can work towards, which means you don't receive the money upfront all at once. How much you receive is based on the hours you work and your hourly wage. All FWS Student Workers CANNOT work over 20 hours per week during Fall and Spring semesters.

- **For on-campus FWS positions:** you will go through the same onboarding and timesheet process as university funded student workers. All student workers are required to track and submit their hours through a timesheet approved by their supervisor.
- **For off-campus community service positions:** you will go through the same onboarding and timesheet process as on-campus university funded student workers. You will be required to submit a biweekly timesheet to the Student Employment Coordinator. All hours recorded on the timesheet must first be approved by your on-site supervisor and then forwarded to the Student Employment Coordinator to process the hours and submit to payroll.

FWS AWARD MAXIMUM

If you do not earn the entire amount of your FWS award in the fall term you can continue to work during winter, spring semester, and summer. However, awards do not carry forward to the next academic year. If you would like to continue to work as a FWS student next academic year you will need to review your financial aid award to see if you are eligible for the next academic year. FWS awards are renewed starting July 1. Like university funded on-campus positions, you must resubmit your contract to the Student Employment Coordinator (SEC). If you have questions about this policy or procedure, contact SEC.

In some cases, the Office of Financial Aid will increase the award of students who have hit their maximum award. If you are close to hitting your full award and want to increase the amount awarded, contact One Stop to see if you can receive an increase in your award.

- **For on-campus FWS position:** Once a student worker exceeds the FWS allowance that was allocated to them on their FAFSA, the student can continue to work and will be paid using University Funding.
- **For off-campus community service positions:** Once a student worker has exceeded their FWS allowance, they cannot continue to work at their off-campus position. Once you are about to hit your total award allowance, we recommend reaching out to One Stop to see if you can receive an increase to your award. You can also discuss with your site supervisor continuing your work through their payroll system. Students can continue to work at their site however they must be paid by the partner site in order to do so. You are not permitted to continue working at the off campus site as an unpaid volunteer.

The Student Financial Aid Office — One Stop monitors the earnings of each FWS student employee for each employment period to ensure that FWS wages earned are consistent with those permitted under the provisions of Federal regulations. All students, whether receiving FWS or not, are required to record hours worked on a timesheet provided by the employing department. The student's wages will be paid from University funding unless Human Resources is notified by the employing department, in writing, that they wish to terminate the student's employment

Seven Tips for Obtaining an On-Campus Job

1. Access Rider's Career Management Platform, [Handshake](#). For instructions on how to login and use Handshake, please review the Handshake Interface Instructions ([Appendix C](#)). If you are a newly accepted student and starting at Rider University in the upcoming semester, please know you will not have access to Handshake until the beginning of the semester in which you are enrolled to start in.
2. Get your resume approved by your CDS Career Coach. All resumes and cover letters are required to be reviewed and approved by a CDS staff member before it can be submitted to a job application. All documents require 4-5 business days for review and approval. Please plan accordingly and pay close attention to application deadlines. Need examples of what approved resumes should look like? Check out the [Career Planning Guide](#) for major specific and a first-year student resume examples. To get your application materials approved:
 - » Upload your resume and cover letter to the documents page of your Handshake account
 - » Your Career Coach will review your documents, provide feedback, and either approve or require changes
 - » If your documents have the status of "Changes Required", you must review the feedback and re-upload a revised document or schedule an appointment to meet with your Career Coach to discuss. Any job application that has a document with this status attached to it will automatically be withdrawn from consideration if the documents are not approved before the job posting expiration date
3. Search and apply for student employment positions on [Handshake](#). New postings are added daily. Students should note that peak on-campus hiring/recruitment occurs at the start of each semester, so plan accordingly. Use the "on-campus" filter to only see the positions available at Rider.
4. Formally request expert assistance on resumes, cover letters, networking skills and interviewing techniques by contacting and making an appointment with the CDS Career Coach in your college:
 - » **Norm Brodsky College of Business:** Elizabeth Davala — davala@rider.edu
 - » **College of Arts and Sciences:** careers@rider.edu
 - » **College of Education:** Kim Barberich — kbarberich@rider.edu and CDS graduate assistants — cdsga@rider.eduComplete the following steps to schedule an appointment with an advisor:
 - » Login to your Handshake account
 - » Click the "Career Center" tab at the top of the page
 - » Click the "Appointments" button located below the "What can we help you find?" section
 - » Once you click the "Schedule A New Appointment" button, Handshake will prompt you to choose the college that best matches with your major (i.e. College of Business Administration, College of Education and Human Services, School of Fine and Performing Arts, etc.).
 - » After selecting your college, you will be asked to choose/select a reason for meeting (i.e. interview prep, resume review, cover letter assistance, grad school preparation, etc.).
 - » Choose what option fits your needs then pick a date and time that works with your schedule
5. Actively connect and network with fellow students who are employed on campus
6. Speak with academic advisors and faculty/staff familiar with departments that employ Rider students
7. Attend and participate in Rider's annual Student Employment Fair, which brings all departments to one place to market positions, meet students and collect resumes

Graduate Assistant Eligibility and Application Process

In order to apply for a Graduate Assistantship, applicants must either be CURRENTLY ENROLLED OR ACCEPTED into a graduate program at Rider University. Prospective applicants who have not applied for a program yet, must apply first via [Graduate Admissions](#). **Graduate students may only commit to one assistantship, once a student commits to a GA position they should communicate this with any other positions they have applied for.** Graduate Students should view GA positions with the same level of professionalism and commitment as they would a professional position. All Graduate Assistantships that are hiring for the upcoming academic year will be posted throughout the month of March. Unless specified on the job description, most positions are accepting applications on a rolling basis and will be open and posted until an adequate applicant pool has been developed. Prospective students who know they will want to have a GA position should plan ahead and strive to have their resume updated and graduate program application submitted well before March in order to apply for positions as they become available.

FOR ENROLLED RIDER SENIORS OR GRADUATE STUDENTS:

Students who are already enrolled at Rider have access to [Handshake](#), Rider University's premier online job posting platform. All Graduate Assistantships that become available throughout the year will be posted on Handshake. Rider Seniors and Graduate Students interested in applying for a GA position must submit their required application materials via Handshake. Prior to applying, students must get their resume and cover letter approved in the Handshake system. Plan ahead and make sure your resume has been approved prior to March, if you do not have these documents already approved, it will delay your ability to apply for GA positions when they become available.

To get your application materials approved:

- Upload your resume and cover letter to the documents page of your Handshake account
- Your Career Coach will review your documents, provide feedback, and either approve or require changes
- If your documents have the status of "Changes Required", you must review the feedback and re-upload a revised document or schedule an appointment to meet with your Career Coach to discuss.

Please keep in mind that all documents require 3-4 business days for review and approval. Please plan accordingly and pay close attention to application deadlines.

Additionally, to expedite the approval process and to be sure your documents are strong, please utilize the [Career Planning Guide](#). This will ensure that your resume meets the necessary professional standards to be approved.

Additionally, as a current Rider student you have access to all of the resources provided by Career Development & Success to help you be a successful candidate. For help with interviewing and other job searching preparation, visit the CDS [website](#) or schedule an appointment with your [Career Coach](#).

FOR PROSPECTIVE APPLICANTS WHO ARE NOT CURRENTLY ENROLLED AT RIDER UNIVERSITY:

Newly accepted Rider Students will not receive access to Handshake until at least a month before their first semester at Rider. In order to view and apply for the open GA positions, please review our official [Graduate Assistant website](#). This website will feature job descriptions of all the available GA openings at Rider and specific directions on how to submit your application.

Post-Hire Requirements: What Should I Be Doing as a First Time or Returning Student Worker/Graduate Assistant?

All new and returning Student Workers and Graduate Assistant should review the Student Employment Post-Hire Checklist on the following page.

ALL FIRST-TIME STUDENT EMPLOYEES MUST:

All new student employee must complete all items on this check list unless specified. New Student Workers and GAs must have their Student Work Contract and I-9 completed before they start working. Within three days of starting their employment, students must bring acceptable I-9 work authorization documents to the Office of Disbursements. All documents shown must be un-expired and original documents (no-photocopies).

RETURNING STUDENT EMPLOYEES MUST:

- Sign the Student Work Contract provided by your department supervisor or the Disbursements Office

» **Please find the Post-Hire Checklist on the following page.**

Post-Hire Checklist

REQUIRED PAPERWORK FOR NEW STUDENT EMPLOYEES

Congratulations! You're on your way to becoming a new Student Employee at Rider University! **You must complete the steps below to meet all conditions of your employment.**

☐ Student Work Contract

- » Student and supervisor complete the Student Work Contract together via a Qualtrics form. The contract is immediately sent to Student Employment and an email with the next steps is sent to both the student and supervisor.

☐ Federal Form I-9 (Employment Eligibility Verification)

By federal law, students who have accepted an offer to become an employee of Rider University MUST:

- 1. Before your first day of work:** Complete the I-9 by making an appointment via Handshake, to present physical proof of Identification and Work Authorization. All students must show unexpired and original documents (no photocopies or pictures of the documents).
 - » Students will not be able to complete the I-9 until the Student Worker Request to Start form has been submitted by their supervisor.
 - » You CANNOT begin working until you have shown proof of these documents. Review the list of acceptable documents to bring to campus prior to your I-9 appointment (page 3 of the [I-9 form](#)).
 - » The I-9 form only needs to be completed once as a Student Employee at Rider
 - » If you will be working in a fully remote position, please reach out to the Student Employment Coordinator for a link to the I-9 form for remote workers
- 2. For International Students only:** In order to complete your I-9, you will need a Social Security Number (SSN). Information on how to apply for an SSN can be found [here](#). In order for students to apply, Supervisors must provide students with an official employment offer letter

Failure to complete the above steps within the allotted time constraint may result in suspension, delay of payment, and/or termination of student employment

☐ Federal W-4, Direct Deposit, and Graduate Assistantship Form

1. Students employed by Rider University must complete the [W-4 Employee Withholding Allowance Certificate](#) and submit it to the Disbursements Office at studentpayroll@rider.edu
2. Direct Deposit is offered to student employees, if they elect to participate
 - » Students must fill out a [Direct Deposit Form](#) and submit it to the Disbursements Office
 - » Bank does not need to be local
 - » Pay will follow the student break periods and will be dispersed bi-weekly on Friday
 - » Students who opt out of direct deposit will have their checks mailed to their permanent address (PR). Students can review and update their addresses on MyRider

1. **For Graduate Assistants only:** To receive tuition remission, you must submit the GA Assistantship Form for each semester you are receiving tuition remission. Submit signed forms to onestop@rider.edu prior to the Fall/Spring billing due date

□ Student Timesheets Approval and Submission

1. Timesheets must be completed and approved by the student employee and approved by the supervisor before 5 p.m. on the due date indicated on the student payroll calendar. The calendar can be found on the [Disbursements ADP webpage](#).
 - » Students will utilize Banner Web Time Entry via [myRider](#) to track hours worked and manage time off requests.
 - » Remember to clock in when you arrive and clock out when you leave. This is done in [myRider](#). If you forget to clock in/out, this can be edited on the website. Most importantly, remember to click save after every punch!
 - » Students may hold more than one position on campus, but shall not exceed more than 20 hours as all jobs count toward the 20-hour work limit
 - » Student workers who are employed during the Summer or J-Term may work up to 40 hours if they are not enrolled in courses
 - » Under no circumstances should a student work during classes or exams
 - » For students who work more than 6 hours in one day, the student MUST take a 30- minute unpaid break

For any questions about employment policies or onboarding requirements, please contact Alyssa Larrosa at alarrosa@rider.edu.

For any questions regarding timesheets, paychecks or W-4s, please contact studentpayroll@rider.edu.

Employment Policies, Standards, Payroll, and Levels

At-Will Employment

All student employees (graduate assistants, undergraduate workers, and interns) are considered to be at-will employees. This means that your supervisor has the right to terminate as long as they do not violate state or federal laws. In turn, at-will employees have the right to terminate their position at any time without penalty.

Student Worker Rules and Policies to Follow

These procedures comprehensively address student employment issues as they relate to Rider University guiding policies and safety regulations. Both Student Workers and Supervisors should know and understand policies.

1. Student Workers must be enrolled in classes at Rider University in order to maintain a position. Students must successfully complete 67% of coursework in order to keep their on-campus position. For example, if a student is taking 12 credits at Rider, they must successfully complete 8 of those credits.
2. All student workers may not work for more than 20 hours per week during the academic year including international, Federal Work Study, university funded student employees. These 20 hours are comprised of all work positions a student worker may hold on campus. However, during the summer and J-Term, a student worker may work a maximum of 40 hours per week if they are not enrolled in courses. Additionally, no student employee may work more than 8 hours in one day.
3. Under no circumstances should a student work during classes or exams.
4. Student Employees are prohibited from engaging in simultaneous on-campus or federal work-study employment. This policy applies to all student workers and graduate assistants. Student Employees found to be working multiple jobs simultaneously will be terminated from both positions.
5. Student breaks of 20 minutes or more are unpaid (ex: lunch and meal breaks) and must be documented on the student worker timesheet. Breaks fewer than 20 minutes must be paid. Break times must be discussed with the student worker's supervisor. For students who work more than 6 hours in one day, the student **MUST** take a 30-minute unpaid break.
6. If for any reason, you need your student worker or graduate assistant to work overtime during the summer terms, please take the following into consideration:
 - » The student cannot be enrolled in classes.
 - » You must have the budget to support overtime.
 - » Overtime must be approved by the VP of your department **PRIOR** to the hours being worked. Payroll should be notified of the approval, which students will be working overtime and the dates.
 - » Each additional circumstance will require the approval of the VP of your department.

7. It is a violation for any member of the faculty, staff, or student body to jeopardize the operation or interests of Rider University through the use of alcohol or drugs. Sanctions that will be imposed by Rider University for employees who are found to be in violation of this policy may include expulsion and/or termination of employment. Student workers shall not receive alcohol from Graduate Assistants or any other student on campus. All drug and alcohol regulations can be found within the office of Student Life/ Health and Wellness
8. Student Workers must follow Rider's [Anti-Harassment and Non-Discrimination](#) and [FERPA](#) policies.
9. Student Workers must hold themselves accountable and present themselves in a professional manner.
10. One hour of sick time is accrued for every 30 hours a student worker has worked within the University. Sick time may be used at the discretion of the employee. However, when possible, a 24-hour notice is preferred.
 - » If a student has multiple jobs on campus. The student employee should strongly consider evenly distributing their earned sick time based on the hours in which they accrue within that position. (Example: If a student works 15 hours in Student Affairs and 5 hours in Athletics and has accrued 12 hours of sick time, they should consider using 9 hours of sick time for their job in Student Affairs and 3 hours of sick time for their position in Athletics)
11. Timesheets must be turned in every two weeks prior on the specified due date indicated on the [timesheet calendar](#) (unless a holiday requires early action). If a student has more than one job on campus, they will need to complete separate timesheets for each department (equaling no more than 20 hours during the academic school year).
12. Student Workers are expected to arrive to work on time for each and every shift that has been scheduled.
13. All Student Workers must follow the dress code required of Rider University and their given department/supervisor.

On-Call/Overnight Employees

Student employees classified as on-call or working an overnight shift are paid 4 hours per shift, regardless of the length of the shift.

Working Papers for Minors Under 18

All minors working in NJ must have an employment certificate, also known as "working papers," for each job they work. Minors only apply for Working Papers after getting an offer of employment.

You will need the following information for the online application:

- Your email address
- Your caregiver's email address (different from your own email)
- Your Social Security number
- Rider's unique 8-digit code (we will provide it to you after offering employment)
- The business name (Rider University), worksite location (2083 Lawrenceville Rd, Lawrenceville, NJ 08648), and email address for the employer (studentemployment@rider.edu)

Please visit nj.gov to complete an online application. Please also view the NJ working papers process PDF ([Appendix I](#)) for more information.

Graduate Assistant Rules and Policies to Follow

These procedures comprehensively address student employment issues as they relate to Rider University guiding policies and safety regulations. Both Graduate Assistants and Supervisors should know and understand policies.

1. In order to apply for a graduate assistantship, you must either be currently enrolled or accepted into a graduate program at Rider. Prior to applying to an assistantship, you **MUST** have applied and been accepted into a graduate program at Rider.
2. **Graduate Assistants must be enrolled in at least one Graduate level course in order to maintain a Graduate Position. Graduate Students may not hold more than one GA position.**
3. A GA may not work more than 20 hours per week during the academic year including both international and domestic hourly student employees. Additionally, no student employee may work more than 8 hours in one day. Due to the commitment level of assistantships, it is highly encouraged that GAs communicate with their assistantship supervisors before applying for part-time student employment positions outside their assistantship.
4. However, during the summer and J-Term, a graduate student or student worker may work a maximum of 40 hours per week if approved by their supervisor and if the student is not enrolled in coursework.
5. Under no circumstances should a student work during classes or exams.
6. Student Employees are prohibited from engaging in simultaneous on-campus or federal work-study employment. This policy applies to all student workers and graduate assistants. Student Employees found to be working multiple jobs simultaneously will be terminated from both positions.
7. Community Directors working for Residence Life are limited to this position only. This is due to the nature of the responsibilities and the work hours required. Any questions regarding this policy can be directed to the current dean of Residence Life.
8. Student breaks of 20 minutes or more are unpaid (ex: lunch and meal breaks) and must be documented on the student worker timesheet. Breaks fewer than 20 minutes must be paid. Break times must be discussed with the student worker's supervisor. For students who work more than 6 hours in one day, the student **MUST** take a 30-minute unpaid break.
9. It is a violation for any member of the faculty, staff, or student body to jeopardize the operation or interests of Rider University through the use of alcohol or drugs. Sanctions will be imposed by Rider University for employees who are found to be in violation of this policy and may include expulsion and/or termination of employment. All drug and alcohol regulations can be found within the Office of Student Life/Health and Wellness. **Graduate Assistants may not provide alcohol to any students or student workers on campus.**
10. Student Workers must follow Rider's [Anti-Harassment and Non-Discrimination](#) and [FERPA](#) policies.
11. Graduate assistants must hold themselves accountable and present themselves in a professional manner. Graduate Assistants are one step below a full time faculty or staff members and must remind themselves of their responsibilities to Rider University. Students should view GA positions with the same level of professionalism and commitment as they would a full-time professional position.
12. One hour of sick time is accrued for every 30 hours a Graduate Assistant works. Sick time may be used at the discretion of the employee. However, when possible, a 24-hour notice is preferred.
 - » If a student has multiple jobs on campus, the student employee should strongly consider evenly distributing their earned sick time based on the hours in which they accrue within that position. (Example: If a student works 15 hours in Student Affairs and 5 hours in Athletics and has accrued 12 hours of sick time, they should consider using 9 hours of sick time for their job in Student Affairs and 3 hours of sick time for their position in Athletics)

13. Time sheets must be turned in every two weeks prior on the specified due date indicated on the [payroll calendar](#) (unless a holiday requires early action).
14. Graduate Assistants are expected to arrive to work on time for each and every shift that has been scheduled.
15. All Graduate Assistants must follow the dress code required of the University and their given department.

Workplace Interference — Romantic Relationships

Consensual romantic and/or sexual relationships between student employees (Student Workers and Graduate Assistants) and students with whom they also have a supervisory or evaluative relationship is fraught with the potential for exploitation and may compromise the University's ability to enforce its policy against sexual harassment. Student Employees must be mindful that the authority that they exercise in their interactions with students and subordinates may affect the decision of a student or a subordinate to enter into or end a romantic or sexual relationship. Even when both parties initially have consented, the development of a sexual relationship renders both the employee and the institution vulnerable to possible later allegations of sexual harassment in light of the significant power differential that exists between student staff with supervisory or evaluative powers and subordinates. In their relationships with students and subordinates, student workers and graduate assistants are expected to be aware of their professional responsibilities and to avoid apparent or actual conflict of interest, favoritism, or bias. When a sexual or romantic relationship exists, effective steps should be taken to ensure unbiased evaluation or supervision of the student or subordinate.

Specific departments may have stricter policies regarding romantic relationships among student workers due to the nature of the work being performed. All student workers and graduate assistants are subject to rules and policies explicitly outlined by the departments they work in.

Drug and Alcohol Policy

Rider University is committed to providing a healthy environment for all of its employees and students. In order to further this objective and in accordance with the Drug-Free Schools and Communities Act Amendments of 1989 (Public Law, 101-226), the University takes a firm stand of non-tolerance for alcohol misuse and substance abuse. The Drug and Alcohol Policy regulations cover any individual's actions on Rider's campuses, or as part of any University activity or while conducting University business, on or off campus. Those employees who violate the University's Drug and Alcohol Policy, local ordinances and/or state or federal laws will be subject to appropriate sanctions and penalties, including termination. The possession and use of any regulated beverages must be in compliance with state law and University policy. On the Rider campuses, unauthorized consumption, possession, selling or serving of alcoholic beverages or being under the influence of alcohol in the workplace is prohibited. The unlawful manufacture, dispensing, possession, use or distribution of a controlled substance of any kind in any amount on University property, or while conducting University business away from campus is prohibited at all times. Employees must notify the University within five days of any criminal drug statute conviction for a violation occurring at the workplace.

It is a violation for any member of the faculty, staff, or student body to jeopardize the operation or interests of Rider University through the use of alcohol or drugs. Sanctions will be imposed by Rider University for employees who are found to be in violation of this policy and may include expulsion and/or termination of employment. All drug and alcohol regulations can be found within the Office of Student Life/ Health and Wellness.

Micro-Internships

In some cases, micro-internships may be a more appropriate option for your needs. Micro-internships are short term project based internships with faculty or staff members. These are temporary positions and should be robust learning experiences. These internships focus on a specific project for interns to work on and should not exceed 40 hours for their entire work experience. All micro-interns are paid the same wage as student interns at Rider.

Examples of appropriate micro-internships:

- Data analysis and assessment
- Program planning and coordination

Micro-internships must be posted to Handshake like typical on-campus positions. If you are interested in creating a micro-internship, contact the Student Employment Coordinator to discuss options.

Graduate Assistant and Student Worker Dress Code

Given that each college, academic department and administrative area operates distinctly, students employed in jobs at Rider University are not subject to any type of uniform requirements or formal dress code. Nevertheless, all student workers gently reminded — especially given the frequent corporate guests and organizations which visit our community — that they are often a reflection of our campus community's commitment to professionalism and, as such, are being held to a higher standard. All student employees are encouraged and expected to convey (via their personal appearances) an image which reflects positively on the diversity and academic excellence of Rider University, and upon the families of both current students and future applicants who might one day wish to become "Broncs" themselves. Below is a suggested list compiled by Rider's Office of Human Resources on the minimum standards of dress which, in general, provides a subjective template for how the average student employee might wish to present themselves on or off-campus. Any student who is uncertain as to appropriate attire should ask their respective supervisors before beginning your on-campus job to determine what is and isn't appropriate.

Appropriate Attire (for University Offices)

- Dresses, skirts, and jumper dresses of appropriate length
- Business appropriate pants (ankle or mid-calf /capris length are both suitable)
- Solid colored denim jeans (clean and without any excessive rips, fraying, holes, etc.)
- Blouses, shirts and sweater sets (so long as they are not revealing)
- Polo-style shirts or button-down shirts
- Blazers, jackets and ties (if appropriate or requested by supervisors)
- Shoes (heels, flats, etc.), dress sandals, dress boots, clean sneakers
- Rider University gear (polos advertising the Rider mascot/logo or logo for a given office/department)

Inappropriate Attire

- Casual sports logo gear or T-shirts with non-Rider printed messages
- Any overtly revealing clothing or attire bearing inappropriate or racist logos, pictures, memes etc.

- Casual sport shirts or shirts with excessive holes
- Gym shorts
- Stirrup pants, form-fitting leggings, or sweat pants (drawstring or not)
- Crocs, Ugg boots/slippers, plastic or rubber shower shoes or “flip-flops”
- Any type of hoodie (including Rider gear)
- Tank tops (unless fully covered by outer clothing and more than two inches on strap)
- Short crop tops or shirts revealing a bare midriff (unacceptable)
- Pants which fall below the waistline and/or reveal underwear
- Any type of garments with holes
- Workout gear, halter-tops, sports bras (underwear worn as outerwear)
- Backless sundresses
- Hawaiian shirts
- Pajamas/loungewear

NOTE: Exceptions may be made on occasion based on the duties performed or under non-standard daily working conditions. Student workers should ALWAYS consult with their supervisors in these instances. Exceptions may be made during summer months; check with the supervisor for departmental guidelines

FINAL THOUGHTS ON ATTIRE

It is understood by Rider’s administrators that student employees may not necessarily have the funds necessary to purchase new wardrobes of clothing to wear for work on campus. Nevertheless, students are reminded that working at Rider puts them in a position of privilege, one where campus visibility runs higher than average. Hence, it is important for all student employees to make every effort to represent Rider in attire that is simple, modest, clean, appropriate, and which reflects the level of professional respect they might seek out or expect from others. If a student is unsure as to whether a given item of clothing satisfies the appropriate dress standards outlined above, the student should let common sense prevail and not wear it to the workplace.

When in doubt, remember: reflect your respect.

Grievance Procedures

Do you have concerns regarding your on-campus job?

Workplace grievances can be discussed and shared with Rider University’s Student Employment Coordinator, Alyssa Larrosa (alarrosa@rider.edu, 609-896-5000 x7546). A few examples of workplace grievances are as follows: pay, workload, bullying, and work conditions. To discuss your concerns, please email alarrosa@rider.edu requesting a time to meet and complete/attach the [Student Employee Complaint Form \(Appendix H\)](#) to the email.

Rider University — N.J. Sick Policy

As of October 29th, 2018, the New Jersey Paid Sick Leave Act has been put into effect. This Act allows Rider University students, as of February 26th, 2019, the eligibility to accumulate sick time based on the number of hours they work for the University. For every 30 hours a student worker or Graduate assistant accumulates, they are eligible to take one hour of sick time. You can begin taking earned sick leave 120 days after your first day of employment. At this time, no vacation hours can be accrued.

If a student is working for more than one department, the student worker should be respectful of their employing department and use their sick hours according to the number of hours they work within that given department. For example, if a student works 15 hours per week in Career Development and Success and 5 hours a week within One Stop Services and has accumulated 12 hours of sick time, the student worker should be courteous and use 9 hours of sick time in Career Development and Success and three hours of sick time within One Stop Services, if possible. A student should try not to use all of their sick time within one department, if they are employed by multiple departments. Despite this suggestion, a student worker is eligible to use their sick time as they please.

Accrued sick time can be used for the following reasons:

- Diagnosis, care or treatment of — or recovery from — an employee's own mental or physical illness, including preventative medical care.
- Aid or care for a covered family member during diagnosis, care or treatment of — or recovery from — the family member's mental or physical illness, including preventative care.
- Circumstances related to an employee's or their family member's status as a victim of domestic or sexual violence (including the need to obtain related medical treatment, seek counseling, relocate or participate in related legal services.)
- Closure of an employee's workplace or of a school/childcare of an employee's child because of a public official's order relating to a public health emergency.
- Time to attend a meeting requested or required by school staff to discuss a child's health condition or disability.

Family members include:

- Any individual related by blood to an employee
- Spouse, domestic partner or civil union partner or employee or an employee's parent or grandparent
- Child or grandchild or legal ward of employee or employee's spouse, civil union or domestic partner
- Parent or grandparent or person who stood in loco parentis of employee or employee's spouse or civil union or domestic partner
- Sibling of employee or employee's spouse, civil union partner, or domestic partner
- Any other individual whose association with an employee is equivalent to a family relationship

Rider Process:

- Student employees are responsible for notifying their supervisor as soon as possible if they are unable to be present for work and keep their supervisor informed of their expected return. Student Employees can notify a supervisor up to 7 days prior if they will be taking sick leave due to a doctor's appointment.

- If a student submits sick time for 3 days in a row, they must provide a doctor's note to their supervisor.
- **Sick time accruals can be viewed within the student worker's/graduate assistant's Banner Web Time Entry account in myRider.**

How Many Hours of Sick Time Have I Accrued?

- Students can view sick time in their myRider account:
 - » Click on the Student tab at the top of the page
 - » At the bottom of the right column of the page, find the "Banner Self Service" section
 - » Within the "Banner Self Service" Section, click on the word "Employee"
 - » Now, click on "Leave Balances"

Paid Time Off — Student Employees

Rider student employees are part-time employees and do not earn paid time off. If a student requires time off due to circumstances unrelated to mental or physical illness, the student must discuss this with their supervisor and they will not be compensated for work missed.

On-the-Job Accident or Injury Reporting/Workers Compensation

On-the-Job Accident or Injury Reporting University employees are covered by Workers' Compensation Insurance. Under Workers' Compensation laws, employees receive payment for required medical expenses and lost time due to injuries that occur on the job. Any on-the-job accident or injury must be reported promptly to the immediate supervisor first, who in turn should report the accident/injury to Human Resources. Serious accidents/injuries requiring immediate medical attention and/or public safety response should be first reported to the Public Safety, 7777 (emergency number). Off campus callers should dial (609) 896-7777 for both campuses. Failure to submit an accident report promptly may result in loss of payment, or delayed payment of Workers' Compensation benefits. You can begin taking earned sick leave 120 days after your first day of employment.

Emergency First Aid kits for minor injuries are located throughout campus, in the following areas:

Building	Office
Moore Library	Human Resources
General Services	Facilities Management
42 General Services	Public Safety
Bart Luedeke Center	Information Desk
Alumni Gym	Training Room
Science Building	Science Lab

Serious injuries requiring immediate medical attention should be directed to Public Safety, extension 7777 (emergency number). Off campus callers should dial (609) 896-7777 for both campuses.

WORKERS' COMPENSATION INSURANCE

Workers' Compensation Insurance Rider provides all of its employees with a comprehensive Workers' Compensation Insurance program that covers the cost of all medical, surgical or hospital treatment and, in some cases, a portion of lost wages for job-related illnesses, injuries and accidents sustained by employees while engaged in work for Rider. The University pays the full cost of this benefit. Subject to applicable legal requirements, Workers' Compensation Insurance provides benefits commencing on the eighth day of disability or, if the employee is hospitalized, immediately. Employees returning to work after a workers' compensation injury must provide written verification from their physician as to their fitness to return to work. To the extent possible, employees will be returned to their former position or offered the first available comparable position for which they are qualified. Any employee who sustains a work-related injury or illness, even if the injury or illness appears to be minor, must immediately inform their supervisor and Public Safety.

Payroll and Wage Levels

Current Student Wage Levels as of January 1, 2025

Supervisors can expect student wages to go up each year in relation to the State of New Jersey's yearly minimum wage increase. When determining the wage of the position, review the payroll wage chart's general criteria for the level. Review the position and select the level that aligns most with the job responsibilities. New student workers automatically will start at the lowest end of the range. Each year a student returns to a position, they should receive a five cent wage increase. Supervisors are responsible for tracking the student's years in a positions and determining the correct wage on their yearly contract.

It is the responsibility of the supervisor and student worker to ensure the 5 cent raise is noted on the student worker contract. Back pay will not be granted to students if it is not noted at the time of submission. A new contract will need to be submitted with the new rate, and it will be effective in the next pay period

» **View our [website](#) to stay up to date on the wages as they change each calendar year**

Wage Level	Hourly Rate Scale (90% Competitive)	Tier System (90%)	General Criteria
1 (General)	\$13.76-\$13.94	First Year in department: \$13.76	<ul style="list-style-type: none"> » Entry level positions requiring basic skills attained through on the job training. » No previous work experience or coursework required. » Responsibilities may require the application of basic organizational or technical knowledge, operation of simple equipment or performing routine tasks. » Minimal or basic technology skills required (Microsoft Office) » Typically, a freshman occupancy » Multi-tasking skills required are minimal » Low communication networks (Only phone or verbal with limited contacts) » Very little independent decision making with regular supervision » Low levels of problem solving/critical thinking required » Communicates with internal constituents on a regular basis and may have more limited or no contact with external constituents
		Second Year Returning: \$13.82	
		Third Year Returning: \$13.88	
		Fourth Year: \$13.94	
2 (Skilled)	\$14.34-\$14.52	First Year in Department: \$14.34	<ul style="list-style-type: none"> » Requires basic skills acquired through some previous work experience, training and/or completion of related coursework » Responsibilities may require the application of basic organizational and/or more technical knowledge, operation and accountability for more complex equipment or performing routine tasks » Some independent decision making and supervision of other student employees or volunteers with daily on site supervision » Average or intermediate technology skills required (Microsoft and other platforms) » Typically, a sophomore or junior occupancy » Multi-tasking skills required are average or common » Average communication networks (Phone, verbal, written) » Average levels of problem solving/critical thinking required » Communicates with internal constituents and external constituents on a semi-regular basis. The nature of communication is to share and obtain routine information.
		Second Year Returning: \$14.40	
		Third Year Returning: \$14.46	
		Fourth Year: \$14.52	

Wage Level	Hourly Rate Scale (90% Competitive)	Tier System (90%)	General Criteria
3 (Specialist)	\$14.93-\$15.11	First Year in department: \$14.93	<ul style="list-style-type: none"> » Moderate to advanced development of specific skills, significant work experience and/ or completion of related upper-level coursework required » Responsibilities may include data analysis, independent supervision or coordination of programs and/or projects involving complex equipment or analysis of data » Moderate to advanced technology skills required (Microsoft and specialty platforms) » Typically, a junior or Senior occupancy » Multi-tasking skills required daily » Moderate to advanced communication networks and individual is often relied on by professors, faculty, and staff (Phone, verbal, written, large groups, individual meetings) » Moderate to advanced levels of problem solving/critical thinking required » Other responsibilities can include regular supervision of other student employees and limited on site supervision » Communicates with internal and external constituents on a regular basis. The nature of communications is to share and obtain a broad range of information.
		Second Year Returning: \$14.99	
		Third Year Returning: \$15.05	
		Fourth Year: \$15.11	
Graduate Assistant (Aligned closely to faculty)	\$15.52	N/A	<ul style="list-style-type: none"> » Highly developed specific skills » Completion of related graduate level coursework or significant previous work experience and training required » Independent decision making is expected on a daily basis » Responsibilities can include regular independent supervision and/or coordination of programs and/or projects involving highly complex equipment, analysis of data » Other responsibilities could include day to day supervision of students or other student employees » The decisions of students in these positions could affect the total operation and success of a project or program. » Limited, if any, supervision post training » Highly versed technologically » Large network of communication and responsibilities with various faculty and staff members » Communicates with both internal and external constituents on a daily basis. The nature of communication is to share and obtain a broach range of complex and confidential information.
Student Intern	\$15.52	N/A	*Reserved for Rider students who are interning within the University. Students who are interns within Rider University are to receive academic credit in addition to their hourly pay. Internships are to be coordinated through academic advisors and must be approved by department budgetary heads.

Work Hours and Timesheets

Your education at Rider University should be your number one priority and employment status should not interfere with your ability to graduate with a degree. Please remember that you, as the student worker, cannot work more than 20 hours per week. If you work multiple jobs on campus, the total amount of hours you work for all positions cannot be more than 20 hours during the Fall and Spring semesters. Your employer/supervisor should be flexible with your schedule from semester to semester and help arrange your work schedule around your classes. **Under no circumstance should you work during classes or exams.** Students eligible for FWS cannot work more than 20 hours per week or 40 hours per week during break periods, per federal regulations. Please note, graduate assistants, off-campus FWS students and on-campus students cannot work 40 hours a week during J-term and summer break if they are enrolled in classes. Student employees earn 1 hour of sick leave for every 30 hours worked. Additionally, no vacation time can be accrued.

LUNCH TIME AND BREAKS:

Student breaks of 20 minutes or more are unpaid (ex: lunch and meal breaks) and must be documented on the student worker timesheet by indicating clocking in and out times. Breaks fewer than 20 minutes must be paid. Break times must be discussed with the student worker's supervisor. For students who work more than 6 hours in one day, the student **MUST** take a 30-minute unpaid break.

An example of how to indicate a lunch break can be viewed below:

	Time in	Time out	Time in	Time out	Total hours
Tuesday, July 1, 2025	10:00 AM	12:00 PM	12:30 PM	2:30 PM	4.00

TIMESHEETS

Timesheets must be completed and approved by the student employee before 5 p.m. on the due date indicated on the student payroll calendar. The calendar can be found on the [Disbursements ADP webpage](#) and in [myRider](#). Your supervisor must approve your time, if you do not approve and submit your time, you will not be paid. The following information will be recorded on your timesheet:

- Daily in/out time (start and stop)
- Total work hours in pay period
- Sick time (if applicable)

Students will utilize Banner Web Time Entry via [myRider](#) to track hours worked and manage time off requests. Supervisors should review their student worker's hours to ensure they are correct and appropriate. If they notice any student working over 6 hours in a day without a break or working over 20 hours in a week, they should notify them immediately of the work hour policies.

- Remember to clock in when you arrive and clock out when you leave. This is done in myRider. If you forget to clock in/out, this can be edited on the website. Most importantly, remember to click save after every punch!
- At the end of the pay period, you must log in to the website and **approve your time**. Once approved, your supervisor can now approve your hours. Deadlines to approve your time are listed in the payroll calendar on the website. You must adhere to the deadline or you will not be paid on time. This means no later than Monday at 5 p.m.
- A 30-minute unpaid lunch break is automatically taken out when you work 6 or more hours in the day.

If you have any questions about the timesheet system, please contact your supervisor.

Banner Web Time Entry (WTE) Quick Guide for Student Workers

- Access Employee Self Service through your myRider portal. Select Employee Self Service in the Employment Information box.
- Choose “Enter Time” from the My Activities box
- Click Start Timesheet for the appropriate pay period and job position
- Select the day you are entering time for
 - » When entering your Start Time and End Time, be sure to click the clock in the appropriate box, and scroll to choose the hours (hh), and minutes (mm) and AM/PM that matches the schedule you worked for that day.
 - » If you work a split shift on the same day, click “Add More Time” to enter your additional shift
- Once all time has been entered for the pay period:
 - » Click “Preview”
 - » Scroll to bottom of Preview window
 - » (Optional) Add comments you want your supervisor to read
 - » Review your hours being submitted
 - » Click “Submit”

LAST DAY OF WORK

Students’ last official day of work in the Fall and Spring semesters is the last day of classes. Students are not required to work the week of final exams, however if they choose to work finals week they may do so as long as they adjust their work schedule to not interfere with their final exams. For graduating students, they may not work past their graduation day. This means seniors who graduated in May, cannot work during the summer.

View the [student employment calendar](#) online for start and end dates for student employees.

Grant Proposals that Include Funding for Student Employees

Prior to beginning the student employment hiring process, a Supervisor must FIRST complete the Handshake Job Posting Request so that job details can be documented and recorded for future use. Once the form is reviewed and approval for employment has been established by Human Resources, the hiring process can begin and the position can be posted on Handshake.

ADDITIONAL STUDENT EMPLOYMENT/UNIVERSITY POLICIES TO CONSIDER:

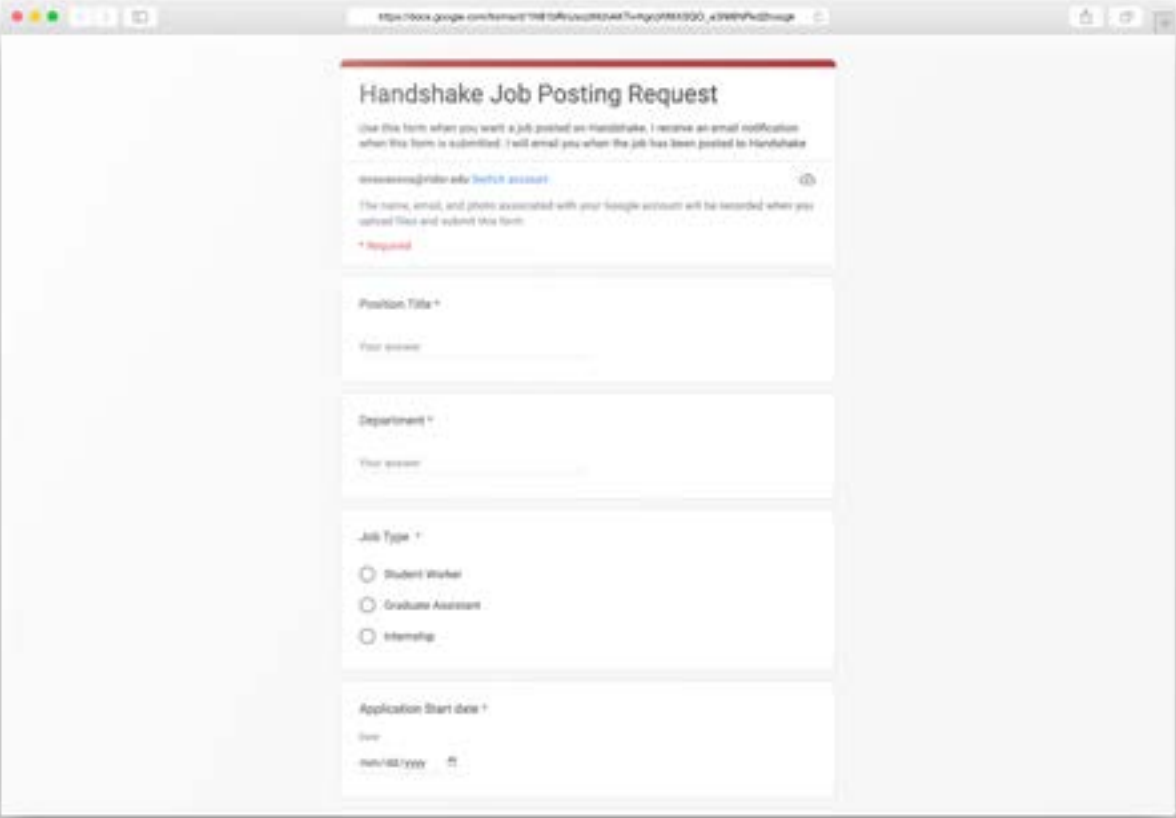
1. **Employment Documents:** All student employees must complete the required state and federal employment paperwork prior to beginning work. A detailed checklist can be found on the Student Employment Program webpage within Rider University's official website.
2. **Credit Hour Enrollment Requirement:** To work on campus during Fall and Spring semesters, students must be enrolled and maintain at least half-time enrollment. Summer employment requires enrollment in the following Fall semester unless the student is enrolled (half-time) for summer.
3. **Maximum 20 Work Hour Limit:** Students may not work more than 20 hours per week in all jobs combined.
4. **Recording Hours Worked:** Student employees must be paid for ALL hours worked. Supervisors are not permitted to accept voluntary services from their paid student employees. Students are responsible for filling out and completing timesheets based on the Payroll Calendar found on the Student Employment website.
5. **Rate of Pay:** Student employees' hourly rate must align with the Wage Rate Levels set by Rider University. Classification level and hourly rate are based upon the nature of the job and left up to the discretion of the hiring department and the student employment coordinator. Stipend pay is not available because hours per week must be recorded and tracked for compliance purposes. This is particularly critical for students who have more than one job on campus.
6. **Tuition and Credit Remission for Graduate Assistants:** Supervisors must consider tuition remission for graduate assistant positions and be certain there is enough room within the departmental budget to support a students' graduate level credits (typically 6–9 credits).
7. **Workplace Safety and Security:** It is critical that student employees have an acceptable worksite that includes appropriate supervision. Human Resources must approve work stations and workplace environments on a case to case basis.

For additional information regarding:

- **Grant approvals and procedures**, contact Debbie Butler, Associate Controller, at dbutler@rider.edu.
- **Student employment policies and procedures**, contact Alyssa Larrosa, Rider University's Student Employment Coordinator, at 609-896-5000 x7546 or alarrosa@rider.edu.

Handshake Job Posting Request

Complete the [Handshake Job Posting Request](#) form using the Google Doc (pictured below).



The image shows a screenshot of a Google Doc titled "Handshake Job Posting Request". The doc is open in a web browser window. The form is titled "Handshake Job Posting Request" and includes instructions: "Use this form when you want a job posted on Handshake. I receive an email notification when this form is submitted. I will email you when the job has been posted to Handshake." Below the instructions, there is a section for the user's name and email, with a "Switch account" link. The form then asks for the "Position Title", "Department", and "Job Type" (with radio buttons for Student Worker, Graduate Assistant, and Internship). Finally, it asks for the "Application Start date" with a date picker.

Handshake Job Posting Request

Use this form when you want a job posted on Handshake. I receive an email notification when this form is submitted. I will email you when the job has been posted to Handshake.

[Switch account](#)

The name, email, and photo associated with your Google account will be recorded when you upload files and submit this form.

*** Required**

Position Title *

Your answer

Department *

Your answer

Job Type *

☐ Student Worker

☐ Graduate Assistant

☐ Internship

Application Start date *

Date

mm/dd/yyyy

Looking for student employment on campus?

The office of One Stop Services and Human Resources now offers students the opportunity to find campus employment online using **Handshake**. Students accessing Handshake have the ability to view and apply for undergraduate jobs and graduate assistantship positions.



Search available jobs using Handshake by following these directions:

1. Visit [Handshake](#).
2. New users:
 - » Enter your Rider email address
 - » Click on the "forgot your password" link and follow the prompts
3. You will need to submit a resume and cover letter in order to apply for all on-campus positions.
4. To upload your resume and cover letter:
 - » Click on the "View Your Profile" link
 - » Scroll down and click on "Public Documents"
 - » Click on the "Upload" button and submit your documents
5. You will be notified within 24 hours when your documents are approved by a Career Advisor. Once approved you can apply to any jobs that are listed on Handshake including on campus student employment.
6. To view current openings for on-campus employment:
 - » Click on the "Jobs" link
 - » Under "Job Type" check the box that reads "On Campus Student Employment"
 - This will display only jobs that are on campus — Student Worker or Graduate Assistantship.
7. If you are interested in applying for one of these positions:
 - » Click on the job title
 - » Use the "Apply now" link and follow the prompts

If you have any questions please contact our On-Campus Student Employment Coordinator, Alyssa Larrosa, at alarrosa@rider.edu.

Job Description Required Components

1. Employer/ College Name and Address
2. Department Name
3. Position Location
4. Name of Supervisor
5. Position Name/Classification
6. Purpose/Role
7. Duties and Responsibilities
8. Qualifications
9. Wage Rate/Range
10. Additional Compensation (if applicable)

Sample Hiring Decision Letters

Notice for Successful Applicants

Dear **[Student Name]**,

Thank you very much for applying for the **[Position Name]** within the **[Department Name]** at Rider University. I am pleased to extend an offer of employment for this position. If you accept our offer, we can discuss your work schedule to make sure it aligns well with your class schedule and any other commitments you may have.

Please feel free to contact me with any questions or concerns you may have regarding this position. To officially acknowledge your acceptance of this offer, please email me back with your decision by **[Insert Date]**. We are thrilled to have you join our department as a part time student employee!

Should you accept this offer, please start the onboarding process by completing all items on the attached Student Employment Checklist prior to your first day of work. All items on this check list is mandatory for first time student workers. If you have worked on campus before in another position, follow the directions for which items you do not need to complete again. If you have any questions about this checklist, feel free to reach out to me.

Sincerely,

[Supervisor Name]

[Supervisor Signature]

Notice for Successful Applicants (Graduate Assistant)

Dear **[Student Name]**,

Congratulations! On behalf of the **[Department Name]**, it is my pleasure to notify you that you have been selected to receive a Graduate Assistantship for the **[year range]** academic year for **[amount of credits offered]** per Fall and Spring semester and **[current GA hourly rate]** per hour for 20 hours per week for **[weeks per academic year]**. Your graduate assistantship is paid biweekly for hours worked and is contingent upon your academic success and workplace performance. Our graduate assistants work as an extension of our professional faculty and staff and must maintain the same level of professionalism and commitment as professional team members.

To secure your assistantship, please email us on your decision to accept or decline this offer by [set deadline] along with the attached contract. Should you accept this offer, please begin the onboarding process by completing all items on the attached Student Employment Checklist prior to your first day of work.

Congratulations, once again, on your appointment as a graduate assistant. I look forward to your achievements at Rider University. As always, if you have any questions about this assistantship, please contact me at **[email]**.

All best,

[Supervisor Name]

[Supervisor Signature]

Notice for Unsuccessful Applicants (Without Interview)

Dear **[Student Name]**,

Thank you very much for applying for the **[Position Name]** within the **[Department Name]** at Rider University. As you can imagine, we interviewed a number of candidates. Unfortunately, this letter is to inform you that you have not been selected for this opportunity.

My team and I appreciate you taking the time to apply for this opportunity. Although you were not successful in securing this job opportunity, please continue to apply for other on-campus opportunities at Rider University. I'm sure you will find a fit that will be rewarding for you and for the department in which you will serve.

We wish you success with your ongoing job search at Rider University. Thank you for your interest once again.

Best wishes,

[Supervisor Name]

[Supervisor Signature]

Notice for Unsuccessful Applicants (After Interview)

Dear **[Student Name]**,

Thank you very much for applying for the **[Position Name]** within the **[Department Name]** at Rider University. As you can imagine, we interviewed a number of candidates. Unfortunately, this letter is to inform you that you have not been selected for this opportunity.

My team and I appreciate you taking the time to apply for this opportunity and enjoyed getting to know you during the interview process. Although you were not successful in securing this job opportunity, please continue to apply for other on-campus opportunities at Rider University. I'm sure you will find a fit that will be rewarding for you and for the department in which you will serve.

We wish you success with your ongoing job search at Rider University. Thank you for your interest once again.

Best wishes,

[Supervisor Name]

[Supervisor Signature]

Graduate Assistant (GA) Review Committee Submittal Guidelines and Proposal Components

The Graduate Assistant Proposal Review Committee is the group of faculty and administrators that review and approve new GA position proposals.

Time Frame

The Graduate Assistant Proposal Review Committee (GAP Review Committee) reviews graduate assistant proposals once per year. Student supervisors must submit proposals to the On-Campus Student Employment Coordinator, Alyssa Larrosa, **by the first day of April** in order to be included on the GAP Review Committee agenda. If the proposed Graduate Assistantship is approved by the committee, the position will be added to your department, and the necessary cost increase added to your Student Employment budget for the following fiscal year beginning on the first of July.

Proposal

The proposal must include all relevant items below:

- Introduction and background information;
- The reason(s) for the addition of a graduate assistant;
- Rationale for the necessary change;
- Semesters needed (Fall, Spring, Summer, J term)
- What individuals/departments will this position be benefitting;
- All new/updated job descriptions;
- Basic organization chart(s) (including if GA will oversee student workers);
- Effective date of the proposed position (ASAP is not an appropriate date);
- Endorsement by the Division Head

Position Title	Student Wage per hour	Number of Weeks Needed per year	Increase in Student Employment Budget per year	Tuition Cost per year (Estimate)	Total Monetary Increase (Increase in S.E. Budget plus Tuition remission)
	\$15.52 per hour — fixed				
Total					

When a Student Supervisor/Hiring Manager requests a **new** Graduate Assistant position, s/he submits a position description suitable for [Handshake](#). Once the position description is complete, it should be saved, printed, and submitted to Alyssa Larrosa for the GAP Review Committee to evaluate (in proper time frame).

When a department reorganization results in **position description changes**, the revisions are made to the position description in **Handshake**. The system is managed by Alyssa Larrosa for Student Employment purposes and therefore should be submitted to her with changes easily identified. The position description should be saved, printed and submitted to Alyssa Larrosa for GAP Review Committee evaluation. The On-Campus Student Employment Coordinator will schedule a meeting to discuss the position description(s) and resulting implications on the department and institution as appropriate.

Student Supervisor/Hiring Managers are highly encouraged to **consult with the On-Campus Student Employment Coordinator as early in the process as possible** in order to assure that positions are properly evaluated and budget recommendations are fully developed. The On-Campus Student Employment Coordinator will review proposals prior to the GAP Review Committee evaluation of the proposal and schedule a meeting with the Student Supervisor/Hiring Manager in order to ensure consideration has been given to all required components.

Again, Student Supervisors/Hiring Managers must also gain Division Head approval prior to submission of the final proposal for the GAPRC agenda. Unresolved differences of opinion between Student Supervisors/ Hiring Managers and Division Heads may result in dismissal of a graduate assistant proposals.

Rights of Appeal

A Student Supervisor/Hiring Manager or Division Head may appeal a proposal decision by the GAP Review Committee to not support a notion of a new Graduate Assistant request by providing the On-Campus Student Employment Coordinator and the review committee with **new and compelling** information supporting the case for a second review.

After reviewing the information presented, assessing the level of new information, a secondary GAP review can be called **prior to the new fiscal year on July 1st of each year**. If the proposal is declined a second time, the Student Supervisor/ Hiring Manager or Division Head must wait until the next proposal cycle before resubmitting a new proposal.

Additional Notes

If your proposal is approved by the committee, the graduate assistant must stay within your department. If it is determined by you and your division head that a graduate assistant is no longer needed for your department, the funds will be removed from the budget. The graduate assistant cannot be moved to another department within your division and they must follow the same proposal guidelines. However, if you and your division head determine that you no longer need a graduate assistant, but your colleague in the same department can benefit from one, the graduate assistant can be moved. Please notify [Alyssa Larrosa](#), [Anne Pepper](#) and [Amanda Young](#) of this change.

Student Termination Form

(Please send the completed form to disbursements@rider.edu and studentemployment@rider.edu)

Termination Date / Last Date Worked:

Student Bronc ID Number:

Student Name:

Student Rider Email:

Reason for Termination (Check all that apply):

- ☐ Resigned this position or department
- ☐ Other:

Supervisor:

Supervisor Bronc ID:

Department:

Today's Date:

Grounds for termination include:

- 1) Unreported Absences and tardiness three (3) or more times
- 2) Unsatisfactory work performance
- 3) Violation of the Student Code of Conduct
- 4) Falsification of timesheets
- 6) Violation of Confidentiality Agreement
- 7) Use of alcohol or illegal/illicit drugs in the workplace

STUDENT EMPLOYEE COMPLAINT FORM

The Student Employment Program at Rider University takes all student employee complaints—including those of discrimination, harassment, unethical conduct, or safety violations, as serious matters. So that we may properly investigate your concern, you are requested to fill out this form completely and return it as soon as possible. Please use additional sheets of paper where needed.

Employee Name:

Title:

Department:

Supervisor Name:

1. Please describe in as much detail as possible the nature of your complaint
2. Please attach or identify all known persons, documents and witnesses to your concerns.
3. Are there any other employees you know of with a similar complaint?

STUDENT EMPLOYEE COMPLAINT FORM

4. Please describe how the actions you complain about have affected your ability to perform your job.

5. Please describe any solutions you believe can help resolve your complaint.

6. Please provide any additional comments you wish us to consider when investigating your complaint (please use additional paper if needed).

I declare that the facts set forth in this complaint form are true and accurate.

Employee signature:

Date:

NJ WORKING PAPERS PROCESS

FOR EMPLOYERS

Here's how to get started:

- 1. Create an account.** Enter your business details and email address at myworkingpapers.nj.gov. We'll send you a link to confirm your email address.
- 2. Complete your employer profile.** Once we have this information, we'll assign your business a unique 8-digit code. Give this code to every minor you hire so we can link their Working Papers application to your business.
- 3. Check your email.** We'll notify you every time a minor submits a Working Papers application for a job with your business. After you verify their information and approve their application, the minor's caregiver will be prompted to do the same from their own account. You'll get an email to let you know when the application is approved or rejected. If the application is rejected, the email will tell you the reason why and offer next steps for you to take.
- 4. Schedule their first day!** Once an application is approved, employers, minors and caregivers will receive an email, and the minor can begin working.

FOR MINORS

CONGRATULATIONS on your job offer!
Here's what to do next:

- 1. Create an account.** Enter your name and email address at myworkingpapers.nj.gov. We'll send you a link to confirm your email address.
- 2. Complete the application.** You'll need your employer's unique 8-digit code and your caregiver's name and email address to submit your part of the application. **Helpful hint:** If your employer is not registered, give us their email address and we'll send them a link to create an account.
- 3. Track your progress.** You may need to follow up with your caregiver and employer, who need to submit their parts of the application before you can start working. If your application is rejected for any reason, you can't work until you submit a new application that is approved.
- 4. Get to work!** You can start working after your application is approved.
Don't forget: If you add or change jobs, you need to submit a new Working Papers application.

FOR CAREGIVERS

- 1. Check your email.** A minor applying for working papers provides their caregiver's information on their application. Our automated system will send the caregiver an email with a link to complete their registration. Once the employer approves, the caregiver will receive another email prompting them to take action.
- 2. Review the application.** If everything looks good, upload the minor's proof of age, check the authorization box, and approve the application.
Acceptable proof-of-age documents:
 - Birth certificate or certified transcript
 - Minor's driver's license or learner's permit
 - Baptismal certificate
 - Bona fide contemporary record of the date and place of the minor's birth
 - Passport
 - Certificate of arrival to the United States issued by the United States Citizenship and Immigration Services (USCIS) showing age of minor
 - Life insurance policy (provided the policy is at least one year old at the time it is offered as evidence)
- 3. Not sure about this job?** If you are concerned about an aspect of the job – hours, description of duties, etc. – you can reject the application and the minor will not be able to start the job.

Note: If you do not take action on the application within 14 days, the application will be provisionally approved and the minor can begin working. However, if you later reject the working papers application, the minor must stop working at that time.



MYWORKINGPAPERS.NJ.GOV



MW-575 (9/24)



RIDER
UNIVERSITY

Student Employment
Program

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