



# Eastern Florida State College

## Student Employment GUIDELINES

### Student Employee Information

**Student Employees** are an important part of the staff at Eastern Florida State College. You may be assigned tasks that include: answering the telephone, filing/sorting of paperwork, running errands, assisting in the various labs, and other duties helping students and/or College personnel. Although your duties may vary from office to office, certain responsibilities are common to all areas:

- You may work up to 20 hours per week unless additional hours have prior approval from the Financial Aid Office.
- You are required to report your time in and out during your shift.
- All student employees need to establish a work schedule with their immediate supervisor. You will be expected to adhere to a prearranged schedule. If you are unable to work, please notify your supervisor as soon as possible.

### General Guidelines

- Be on time.
- Respect the privacy of the personal property of all others in your area.
- Safeguard your own personal property (backpacks, purses, phones, etc.) during work hours.
- Do not use the photocopier or fax machine for personal use.
- Remember that the student & staff records, grades, etc. are confidential: Family Educational Rights and Privacy Act of 1974.
- Check with your supervisor about acceptable ways to use "slow" time during work hours. Work breaks – how many and length of time – are determined by you and your supervisor.
- Student employees should **NOT** leave or be asked to leave the campus to run any type of College-related or personal errand while on the clock! Examples: picking up lunch, going to the Post Office or to Walmart.
- **Some departments may request certain attire since you will be assisting the public and since you will be seen as a representative of Eastern Florida State College.**

### Assignment Concerns

We want your work experience with Eastern Florida State College to be both pleasant and educational. If you have difficulty performing your assigned job duties, meeting your work schedule, or have any other concerns, please discuss them with your supervisor or a staff member in either the Provost's Office or the Human Resources Office. Failure to adhere to the guidelines could result in termination of your student employment.

### Student Employee Conduct

Please review Procedure 201 Appendix A – Student Code of Conduct, which should be followed whether in the classroom or in the work-assignment area. The Student Code of Conduct may be found in the College Catalog and in the Student Handbook as well as in the Eastern Florida State College online Procedures Manual.

### Telephone Use

Here are some guidelines if you are assigned to answer the telephone:

- Familiarize yourself with the operation of our telephone system.
- Check with your supervisor regarding the preferred telephone greeting.
- Take accurate messages; include date and time.
- Familiarize yourself with the general information about your office, areas of responsibility, proper spelling of names, etc.
- Do not eat or drink while answering or talking on the telephone or in view of the public.
- Do not use the telephone for extended personal calls during your work time. **THIS INCLUDES YOUR CELL PHONE AND TEXT MESSAGING!**
- Always be courteous even when the caller is not. Do what you can to assist them. **DO NOT GIVE OUT ERRONEOUS INFORMATION FOR THE SAKE OF BEING "HELPFUL."** If in doubt, refer the question to someone else or ask for help.

### Computer Use

Access to Email, Titan Mail, and the Internet by faculty, staff, and students through the College's network is a privilege. Each individual shall be responsible for unauthorized access made through their username and password. Illegal, immoral, or unethical uses of Email or the Internet are prohibited and may result in disciplinary action, up to and including termination. **Please read and obey the handout *Technology and Internet Ethics & Acceptable Use Policy*.**

### The Instructions for Web for Time Entry are as follows:

Click onto EFSC's home page: [www.easternflorida.edu](http://www.easternflorida.edu) and access Titan through a single sign-on **myEFSC Portal log-in** which is also on the dropdown logins list in the upper right corner on each page of the website:

- Enter your nine-digit identification number (User ID or B#).
- Enter your six-digit PIN number.
- Click on **EFSC Titan Web**.
- Click on **Employee tab**.
- Click on **Time Sheet**—this will show you your student position, the current pay period, and the status of your time sheet.
- Click on the **Time Sheet** box in the left-hand side of the page.
- On the Time Sheet – find the appropriate date and click **Enter Hours** on the **Regular Pay** line.
- Enter your time using the proper format of 99.99 and indicate am or pm. Click on the **Save** box at the bottom.
- Click **Sign Out** at the top right hand side of the screen.
- Click on **User Logout** at the top right-hand corner and **Exit**.

When you have completed all of your hours worked within the pay period, you must submit your time sheet to your supervisor for approval. This is done by clicking the **Submit For Approval** box at the bottom of your time sheet. Your supervisor will approve your hours and send your time sheet to Payroll.

**IF YOU CANNOT ACCESS THE WEB OR IF YOU FORGET TO REPORT YOUR TIME, NOTIFY YOUR SUPERVISOR IMMEDIATELY SO THE APPROPRIATE CORRECTIONS CAN BE MADE. REMEMBER, IF YOU DO NOT SUBMIT YOUR TIME SHEET TO YOUR SUPERVISOR FOR APPROVAL, YOU MAY NOT GET PAID IN A TIMELY MANNER FOR THOSE HOURS WORKED.**

The hourly rate of pay is based on minimum wage regulations. Please ask the Provost's Office staff or your supervisor to verify the rate. Paychecks are issued bi-weekly (on Friday). Your paycheck will be direct deposited into your bank account.

**College work study/student assistant positions are not eligible for unemployment compensation benefits.**



[www.easternflorida.edu](http://www.easternflorida.edu)

*Eastern Florida State College is accredited by the Southern Association of Colleges and Schools (SACS) Commission on Colleges to award baccalaureate and associate degrees, as well as specialized certificate programs. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4500 for questions about the accreditation of Eastern Florida State College.*