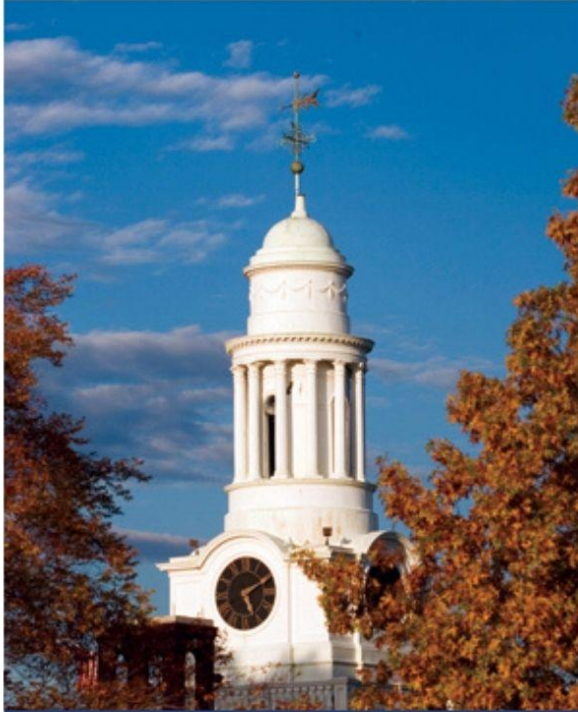


TCNJ Student Employment

Hiring Guide

December 2023



GOAL & COMMITMENT

TCNJ benefits greatly from the dedication of our employees, and we strive to create an atmosphere of understanding, satisfaction, and fulfillment.



WHAT'S NEW IN THIS ISSUE?

- TDX TeamDynamix Launch
- Student Employment Website
- Compliance & Eligibility
- Minimum Wage Updates
- Payroll Schedule & Deadlines
- Hiring Managers Best Practices
- FAQ's for Students
- FAQ's for Hiring Managers



THE HR TEAMDYNAMIX (TDX) PORTAL HAS LAUNCHED!

Do you need help posting a student position, opening a student requisition, or would like a status update on a student hire? Submit tickets to the Student Employment category on TDX

Table of Contents

Welcome	2
Introducing the new Student Employment Coordinator, meet Lea:	2
Looking for more opportunities to connect?	2
Employment Important Dates & Payroll Information:	3
Human Resources Virtual Q&A Sessions	4
Student Employment Compliance & Eligibility	4
Requisition Submissions & Compliance	5
Student Employee Compensation	5
Student Onboarding Compliance	6
Confidentiality for Students & Employers	7
Hiring Manager Best Practices:	7
Fair & Consistent Employment Processes:	7
Hiring Manager Timeline for a Full Hire Cycle	9
Student Taleo FAQ's:	10
Hiring Manager Taleo FAQ's:	11
Coming Soon...	12

Welcome

Introducing the new Student Employment Coordinator, meet Lea:



Q: How long have you been at The College of New Jersey?

A: I have been enjoying the past 4 months with HR! Previously, I worked for 5 and a half years with our amazing colleagues in Residential Education & Housing.

Q: What is your background in?

A: I went to Fairleigh Dickinson University for my undergraduate degree, then attended Monmouth University where I earned a Masters in Student Affairs & College Counseling.

Q: Where can we find you if we have questions?

A: There are several opportunities to connect with me through the TDX ticketing system, via email to stuempl@tcnj.edu, or attending one of our monthly Q&A sessions (see details in this guide!)

Looking for more opportunities to connect?

Invite student employment to attend your events!

<https://hr.tcnj.edu/calendar/>



Lea recently attended the Student Council Campus Job Panel in support of the student employee panelists advocating for jobs on and off campus. Wonderful job to those student panelists and thank you to the Student Council for including Human Resources!

The HR TeamDynamix (TDX) Portal has launched! [HR Client Portal Home](#)

Do you need help posting a student position, opening a student requisition, or would like a status update on a student hire? Submit tickets to the Student Employment category on TDX.

We invite you to visit the student employment website: [TCNJ Student Employment](#). We continue to update our guides/check back frequently!

Have feedback? Let us know on TDX!

Employment Important Dates & Payroll Information:

Below you will find the most frequently used start dates and end dates for academic year positions, as well as summer/winter breaks.

Dates to Guide your Requisition Submissions by Term

Semester / Term	Start Date	End Date
Fall	8/26/2023	12/16/2023
Winter	12/16/2023	1/27/2024
Spring	1/27/2024	5/18/2024
Summer	5/18/2024	8/24/2024
2024-25 Academic Year	8/24/2024	5/24/2025

Click [Payroll Schedules | Office of the Treasurer](#) for full payment schedule dates & deadlines.

Please note that pay dates are associated with hire dates. Due to the new payroll processing timeline, all documentation must be fully completed and submitted to Student Employment in accordance with the dates listed on the payroll schedule. Students will be paid **only if the hiring process is completed and hours are submitted prior to the payroll processing deadline.**

TCNJ Pay Period (PP) Outline:

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			Oct. 18	Oct. 19	Oct. 20	Oct. 21
			No Hiring Until 10/23	End of PP22 Submit Timecard		
Oct. 22	Oct. 23	Oct. 24	Oct. 25	Oct. 26	Oct. 27	Oct. 28
	PP22 Timecard must be approved by 10 AM				PP22 Pay Date	
Oct. 29	Oct. 30	Oct. 31	Nov. 1	Nov. 2	Nov. 3	Nov. 4
			No Hiring Until 11/6	End of PP23 Submit Timecard		
Nov. 5	Nov. 6	Nov. 7	Nov. 8	Nov. 9	Nov. 10	Nov. 11
	PP23 Timecard must be approved by 10 AM				PP23 Pay Date	Start of PP24

Human Resources Virtual Q&A Sessions

Human resources is hosting a series of virtual Q&A sessions for Student Worker hiring on the first Friday of each month from 12:00 pm-1:00 pm. The dates are as follows:

- Jan. 5, 2023, 12-1pm
- Feb. 2, 2024, 12-1pm
- Mar. 8, 2024, 12-1pm
- April 5, 2024, 12-1pm

To register for one of these sessions, [click here.](#)

Some topics you may consider asking about:

- Taleo Tutorials
- Hiring Process Education
- Notify students with Taleo Templates
- Employment Compliance & Eligibility

Student Employment Compliance & Eligibility

In this section, you will read about your duties as a hiring manager to ensure that students are following the correct steps for being hired. The hiring process for student employees is initiated at the department level, but also includes the Office of Human Resources (HR)

TCNJ Student Employee; [noun]

1. A person enrolled as a part-time or full time student at The College of New Jersey who is also employed by a department program.
2. A student who maintains their academic goals in either graduate or undergraduate programs while taking steps to build their career experience.

See also: Student Leader

[Policies | Student Employment](#)

Visit the policy section of the student employment website for full details related to employment eligibility.

1 | Pre-Employment Screening

Student employees are permitted to begin working in your department only after all hiring steps are complete.

New employees at The College must complete Sections 1 of the I-9 process & bring their original documentation to the Office of Human Resources prior to their start date.

Positions that require background checks must also be completed prior to employment.

2 | Terms & Conditions of Employment

Hiring Managers and students will receive a new hire confirmation email once eligible to begin work.

Students are paid an hourly rate on a timely bi-weekly schedule

Stipend payments for student employment are reserved for positions that receive additional compensatory benefits (reduced housing costs, academic accreditation, etc.). Res Ed, Research, and Teaching Assistants may qualify for salary payments.

Requisition Submissions & Compliance

Our goal is to ensure that hiring managers are able to submit and post job opportunities on Taleo for a smooth recruitment and hiring process. Students searching for positions should be fully informed on the jobs they are applying for, and have a clear way to contact the department for more information.

Before submitting your requisition, confirm compliance with the following:

- Taleo integrations no longer support the “Duplicate” function for requisitions. A new requisition must be made with each new position to be filled. **Do not duplicate previous requisitions.**
- List the amount of hours expected to be worked, and plan within the limits of your employment budget. Hourly expectations cannot exceed the 15 hour limit per week.
- Illustrate the full Job Responsibilities and Qualifications for the position on the job requisition. **Best Practices Tip: to enrich your student employees work experience, add 3 Learning Outcomes to your requisition as a tangible take away**
- Enter an hourly rate unless approved by Student Employment for a stipend position.
- Submit your requisition for approval to your supervisor and/or department head.

The full step-by-step guide for submitting requisitions is posted on our website.

Student Employee Compensation

Student employment is responsible for ensuring payment rates are fair, consistent, and compliant of the Fair Labor Standards Act (FLSA). **As of January 1, 2024, minimum wage will increase to \$15.13 an hour.** Anyone making below this amount hourly will automatically receive a raise for the Spring semester. A higher wage may be established with a student worker, however must do so while still considering other students in the same position and differentiated in a new requisition.

Student Employment Recommended Pay Scale

Level 1 - Entry Level : NJ Minimum Wage

Training Required, Routine Tasks, Modest degree of responsibility & evaluation; Examples: Office Assistant, Tutor, First Time Student Worker.

Level 2 - Intermediate : NJ Minimum Wage + \$0.25-\$0.50 p/ hour

Some skills required, Performs varied & moderately complex duties, May lead in activities with other student workers; Examples: Photographer, Increased responsibility for returning student, etc.

Level 3 - Advanced : NJ Minimum Wage + \$0.75-\$1.00 per hour

High degree of responsibility & evaluation, performs varied and complex duties, may lead in activities involving other student workers; Examples: Interns, Lifeguard, 3rd year of increased responsibility, etc.

Level 4 : NJ Minimum Wage +\$1.25 or more per hour

Independent work, may lead in activities involving other student workers, high level of skill such as technical research and data analysis; Examples: Research Assistant, 4th year of increased responsibility, etc.

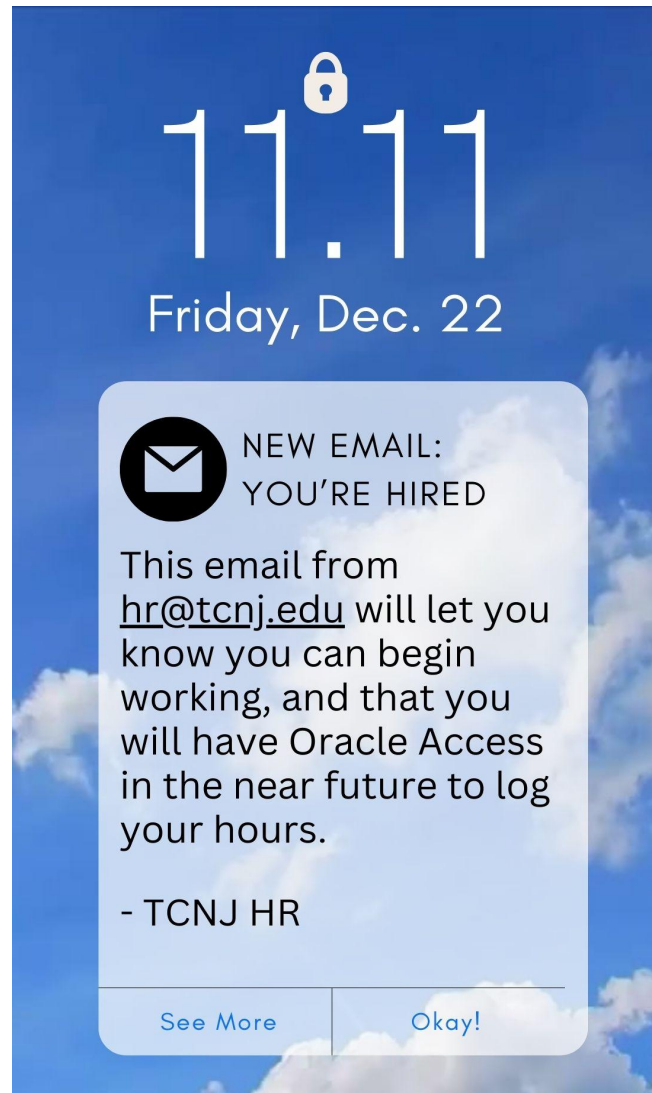
In line with the Department of Labors’ FLSA, stipend payments for student employment are reserved for positions that receive additional compensatory benefits (reduced housing costs, academic accreditation, etc.). Examples of students positions who qualify include:

- Graduate Teaching Assistants
- Research Assistants
- Residential Student Workers

Student Onboarding Compliance

All students must be fully hired in Oracle Cloud before they are eligible to work. **Hiring Managers are responsible for tracking offers sent in Taleo, and ensuring the following steps are completed for working eligibility:**

- 1) Hiring managers (HM) create and send offers to students. Students must accept the position in Taleo.
- 2) HR initiates the I-9 process, which is then completed by the student:
 1. Section 1 of the I-9 is sent to the student via email from “noreply@sterling.app”. The student must complete this online form.
 2. Section 2 of the I-9 is completed after students bring their original I-9 documents to HR for processing.
 3. HR is located in the Administrative Services Building, suite 101, and is open from 8:30 AM to 4:30 PM, Monday through Friday.
 4. [Click here for a full list of acceptable I-9 documents.](#)
- 3) Background Checks & Minor Paperwork:
 - Students who will be working with minors or special populations will need to complete an additional form sent to their email from “noreply@sterling.app”.
 - Students hired to work under the age of 18 years old must complete their working papers by making a profile through myworkingpapers.nj.gov.



- 4) Once all paperwork is processed, the student and the HM will receive an email from hr@tcnj.edu that the student may begin working, along with Oracle Cloud instructions.

NOTE: Oracle Cloud access does not begin until 48 hours after you receive this notification email or until the actual start date of the position.

Confidentiality for Students & Employers

It is in the best interest of the department and the student to reach an understanding of confidentiality, and what it means for the work being performed.

- Be mindful of the information you are talking about in front of students.
- Be clear on what may or may not be shared with others.
- Acquire signatures in a confidentiality agreement.
- Be aware of the student data you are using and sharing with non-officials of TCNJ.
- Educate your staff members on FERPA by visiting <https://recreg.tcnj.edu/ferpa-tutorial/>

Hiring Manager Best Practices:

A hiring manager is the main point of contact for a student employment position within a campus department or program. If you are responsible for hiring students, then you are a hiring manager. This section is meant to guide you through the recommended best practices for a recruitment & hiring process.

TCNJ Apps to be familiar with: *All apps can be found on [TCNJ Today](#). Students must use the TCNJ Student Employment site for Taleo Access.*



Taleo Hiring Management System - Submit Position Requisitions, Track Candidate Lists, & Send Offers

Oracle Cloud - Track & Approve Employee Time Cards

HR Portal - Submit Tickets to Student Employment for questions relating to onboarding steps, manager changes, employment questions, and more.

Payroll Portal - Submit Tickets to Payroll for questions relating to payments.

Taleo is the school's official source of employment and connects employees to Oracle Cloud and the Payroll system. You will need to incorporate the Taleo Application into your recruitment & hiring process, whether it be to recruit & attract applicants, or to have pre-selected staff apply online after an external search process.

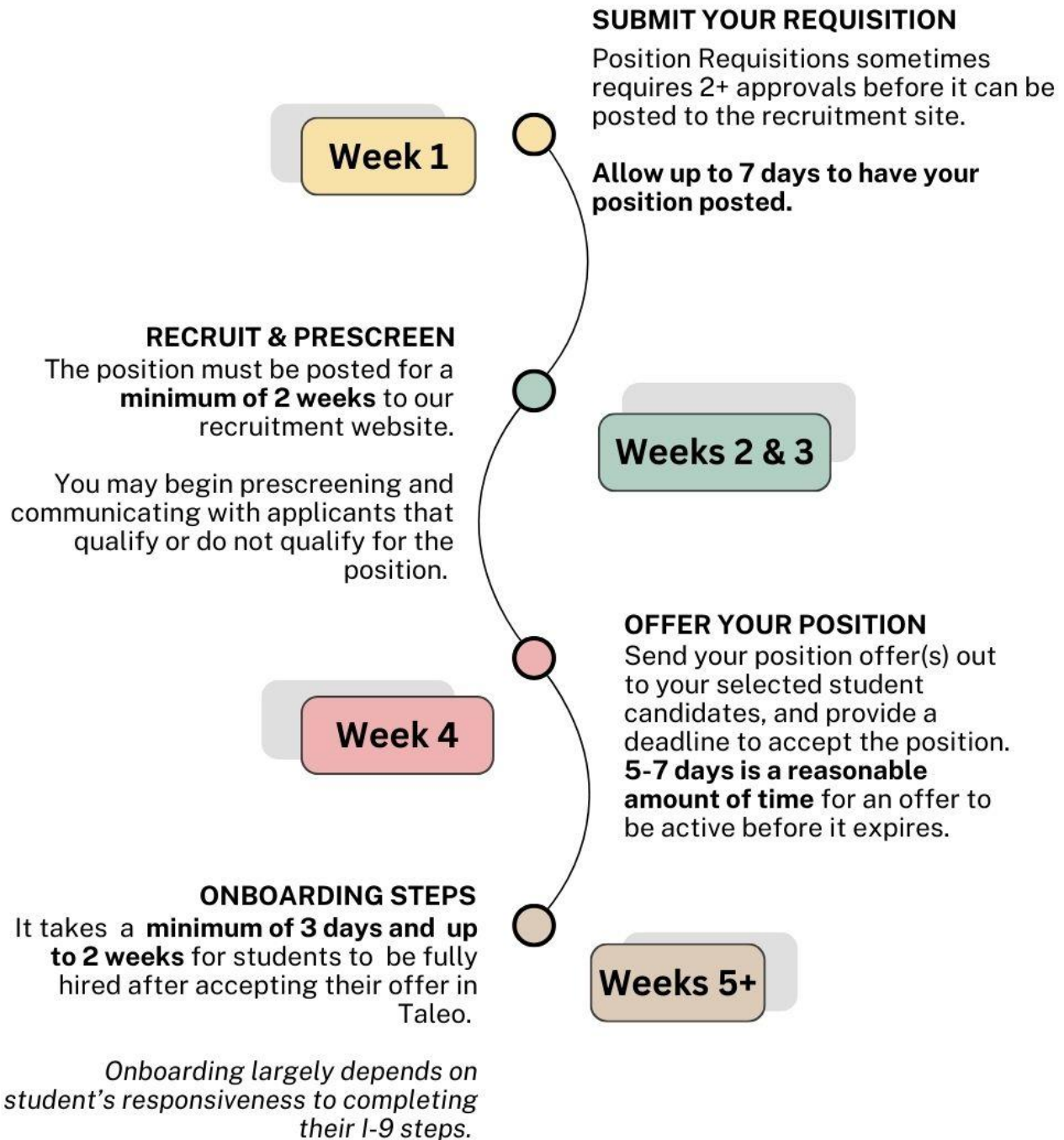
Fair & Consistent Employment Processes:

Departments have the autonomy to manage their own selection process for student employment while remaining compliant with HR policies. With that said, there are a number of ways to make sure you are holding a meaningful recruitment & selection process for students.

1. **Give students a good experience:** This is the first time some of our students are looking for employment, and will need some reassurance or feedback.

- ★ Add a statement to your job posting for when applicants can anticipate hearing back from the department about their application.
 - ★ Put forth a clear method to communicate in your job posting by providing an email where students can reach out to check the status of their application.
 - ★ Be responsive and clear about the recruitment and selection process.
2. **Establish a hiring process for consistency:** A well rounded recruitment process consists of several smaller steps to reach a finalist for employment.
- ★ **Recruit** - Positions are able to be posted for recruitment for a minimum of 2 weeks. 14 days is a fair amount of time to spread the word about the position and collect interested applicants. Check Taleo every day for new applicants
 - ★ **Pre-screen** - Hiring Managers can view applicant's information and resume to see if they have the preferred qualifications.
 - ★ **Interview** - Managers may interview finalist(s) to ensure they are able to meet job expectations and time commitment.
 - NOTE:** You may want to ask if they work other positions on campus. The maximum 15 hours per week working hours is an accumulation of all campus employment. If someone has 3+ jobs, it may be reasonable to give another student the opportunity to experience a campus position.
 - ★ **Evaluate** - Consider all students who interviewed for the position, and their ability to perform job responsibilities and grow from the position academically or in their career goals.
 - ★ **Offer / Decline** - Respond to all applicants, whether it is with an offer for the position, or a notification that the position has been filled, and is no longer available.
 - NOTE:** You may help your future recruitment efforts by providing applicants with the next time the position will be available, or directing them towards other employment opportunities.
 - ★ **Onboarding Check-In** - Send frequent reminders to your staff members to complete their onboarding process.
3. **Keep job details, employment dates, & payment information up to date** - It is only fair to be transparent about the positions students are being employed for.
- ★ Stress deadlines and onboarding steps to ensure students can begin their position as expected.
 - ★ Job Responsibilities, Learning Outcomes, and Preferred Qualifications should be thoughtful, and aid in the students' career experience or academic goals.
 - ★ In order to increase a pay rate for a returning employee, a new requisition that indicates increased experience, responsibility, or job changes must be submitted.

Hiring Manager Timeline for a Full Hire Cycle



A statement of reassurance:

So much of our day to day work is guided by our student employees, especially during those busy times of year! While we understand the urgency, we simply cannot let students work until they are fully hired and guaranteed that they will be compensated.

The best thing to do is to plan ahead; It's never too early to start the hiring process.

Student Taleo FAQ's:

- **I can't log into Taleo, what do I do?**
 - Create a profile using your TCNJ email through the [Student Employment Recruitment Site](#).
 - If you have created a profile in the past, submit a ticket to the HR portal and we will help you reset your password.

- **I keep applying to positions, but I'm not hearing back. What should I do?**
 - Job postings are managed directly by the department of employment.
 - At the bottom of each job posting, you will see a contact email listed. Reach out to this email for status updates and future employment opportunities.
 - Connect with departments on campus to get your name out there, and continue to visit the student employment career site to view our job openings.

- **I can't log into Oracle Cloud, what do I do?**
 - Check with your hiring manager to make sure that you are fully hired.
 - Access to Oracle Cloud will not be available until 48 hours after receiving the fully hired acknowledgement email, or upon their start date.
 - The recommended browsers that are most compatible are Google-chrome or Firefox, and you may need to clear your search history or browser cache.
 - Submit a ticket to HR student employment if you are still unable to login.

- **What do I need to do to be fully hired?**
 - Accept your position offer in Taleo. If you have worked for a student employment position in the past, you will be hired in the near future. Any additional action items will be sent to you via email.
 - Complete section 1 of the I-9 process via email, and bring your original I-9 documents to the Office of Human Resources.

- **What documents do I need for the I-9?**
 - A passport or a combination of a photo ID and Social Security card or Birth Certificate. [Click here for a full list of acceptable I-9 documents](#).

- **I am unable to access my first timecard in Oracle Cloud. Can I still submit my hours?**
 - This is true only if you worked before your start date and are not within student employment compliance.*
 - All hours that are worked must be compensated for. You will be able to log additional hours on your current time card with a required note in the comments section of the timecard.

Hiring Manager Taleo FAQ's:

- **How early can I submit a requisition for student positions?**
 - Start submitting requisitions for 2024 today! As long as you have the position payment details, and the start and end date details, we are able to post the job.

- **How am I supposed to title my requisition?**
 - Job Titles should be alphanumeric, no more than 64 characters, and cannot contain special characters such as: !?&*(). [Student _Job Title_ Academic Year (EX: Student Office Assistant_23-24)]

- **Will my additional budget info be recognized when I submit my requisition?**
 - You must select "Yes" for the following question when adding additional budget information: *Is the costing different from the previous incumbent and/or different from the default position costing?*

- **A student applied to my position, but I do not see them in my candidate list.**
 - It normally takes 24-48 hours for candidates to show in the hiring manager's view, but you can always check with HR Student Employment.

- **I am unable to extend my offer in Taleo.**
 - It is likely you will need to add openings to your position requisition, or you need to rescind an offer that was never accepted. Reach out to HR to add openings.

- **I am unable to find the Student Employment offer letter in the templates library.**
 - When moving students from the interview stage to the offer stage, remember that you must use the More Actions drop down menu to "Change step/status". In the pop-out menu, you will select "Proceed to offer", click save and continue, and then select "Offer to be Made", and click save and close.

- **I set up my offer and sent it for approval, now what?**
 - Once it is approved, you will need to revisit the applicant profile, and "extend offer" in the More Actions drop down menu.

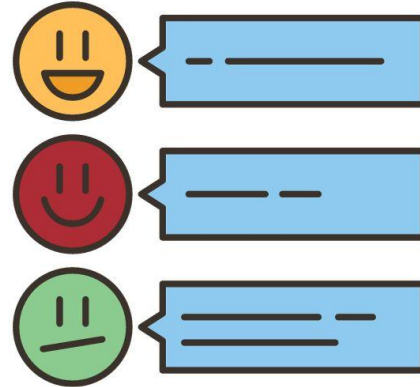
- **I sent out all of the position offers. Why haven't my student employees received emails for onboarding yet?**
 - The biggest hiccup that holds students back from getting notifications is in the offer step. They must accept their offer in Taleo to be put into the onboarding process.
 - If you ever see a student with "offer extended" still listed, it is likely they are having trouble accepting their offer.

Coming Soon...

Student Employment Survey

The best way to improve our efforts is to ensure we hear from you!

Student Employment will be releasing a survey for all students employed on campus. This survey will focus on your experience and feedback for finding positions on campus, and navigating the onboarding process.



Student Employment Appreciation Week

Find time to celebrate your staff this year during Student Employee Appreciation! This takes place annually during the second full week of April.