

Student Employment Handbook

Dickinson College offers many opportunities for on campus employment through both institutional and Federal work-study positions. This handbook should act as a guide for the Student Employment Program at Dickinson College. Questions or problems should be directed to the [Student Employment Office](#).

The student employment program financially assists students with educational costs, while providing work-related tools that will be essential for a future career. It will also support the College and potential supervisors in obtaining an educated work force.

Dickinson College reserves the right to revise procedures and/or forms contained within this handbook.

Student Employment Eligibility

Full-time matriculated Dickinson College students are eligible for the federal work-study student employment program. The following students are eligible for the institutional student employment program:

- Students attending Dickinson College full-time.
- Students enrolled part-time and completing Dickinson College degree requirements.

Student Employment Programs

The Student Employment Office coordinates two student employment programs:

- Institutionally funded on-campus employment: Provides part-time job opportunities for currently enrolled students, regardless of financial need.
- Federally subsidized (Federal Work Study) on-campus employment: Federal Work Study provides job opportunities for students demonstrating financial need to help pay for educational expenses. Federal work study eligibility is reviewed each year and is determined by the FAFSA (Free Application for Federal Student Aid). Work study awards will be included in the financial aid package, for federal work study eligible students.

The federal work study program encourages colleges to designate a certain number of work study jobs to community service. The definition of ‘community service’ according to the Department of Education guidelines is as follows: ‘...services that are designed to improve the quality of life for community residents, particularly low-income individuals, or to solve particular problems related to their needs.’

To be eligible for the federal work study/community service program, a student must be eligible for federal work-study. Federal community service positions are available through campus-based programs coordinated through the Center for Civic Learning & Action. Federal work study community service positions are only available during the academic year.

Employment Agreement

Acceptance of on-campus employment signifies that the student and supervisor agree to the terms and conditions set forth. Failure to meet employment expectations may be grounds for dismissal.

The student, in accepting employment, agrees to:

1. Participate in the employment program as outlined in the Student Employment Handbook.
2. Fulfill the employment assignment as agreed upon with the Student Employment Office and the employment Supervisor.
3. Work the hours contracted with the supervisor.
4. Strive to meet the duties, responsibilities, and standards required by the employment position as defined by the Supervisor.
5. Notify the supervisor in advance of any expected and/or unexpected absence/tardiness in accordance with individual departmental policies.
6. Maintain the security and confidentiality of information as required by federal law and college policy.
7. As a condition of employment, and to be paid, all student employees are required to enroll in direct deposit.

Dickinson College agrees to:

1. Provide opportunities for student employment which foster the goals of the employment program.
2. Maintain employment records in the interest of effective administration and documentation of the student work experience, and in accordance with general policies and relevant legislation such as the Federal Educational Rights and Privacy Act of 1974 (Buckley Amendment).
3. Promote equal opportunity to comply with related laws.
4. Make available any changes in procedures for the implementation of conditions of this agreement.

Dickinson College reserves the right to revise guidelines, procedures and/or forms for the implementation of the above agreement.

On-campus employment for First Year students

The College employs students in various capacities campus wide. Priority is given to Federal Work Study (FWS) eligible students. It is the policy of Dickinson College that all First-Year students desiring employment will work their primary job in the Dining Services Department. The starting wage of \$13.00 per hour for Dining Services student employees is the highest starting wage on campus and provides for regular retention increases according to the [Dining Services Student Wage Rate Structure](#). First year students may choose to work a second job on campus, however, they must work a minimum of two regularly scheduled shifts or 6 hours per week in Dining Services as their primary job. Any student choosing to work a second job, will be paid according to the Student Employment [Wage Rate Structure](#) based on the job they obtain. Hours will be monitored throughout the year and a minimum of two regularly scheduled shifts or 6 hours per week must be maintained in Dining Services to continue employment with another department.

Students may be permitted to work outside of Dining Services with prior approval. In most cases, a student will be required to work two regularly scheduled shifts or 6 hours per week in Dining Services as their primary job.

- The supervisor of the hiring department must request the approval prior to hiring a student.
- No First-Year student may be hired by a department until an approval has been received.
- Approved exemptions must be renewed each semester on a per semester basis.

Exemption Process

To request an exemption, the following must occur:

- The Supervisor of the hiring department must send an email to the [Student Employment Office](#).
- The email must contain the name of the student, the position the student is being considered for, and the reason an exemption is being requested. Please list any special skills which are relevant to the position.
- Upon approval, the Student Employment office will notify the hiring department.
- Departments must receive an official written approval from the Student Employment office prior to the student being hired.

Unconditional and Conditional Exemptions

Exemptions to work outside of Dining Services are not guaranteed and will be reviewed on a case-by-case basis.

- In some cases, a student may be granted a Conditional Exemption.
 - The student may be permitted to work at another department on-campus if the student works a minimum of two regularly scheduled shifts or 6 hours per week in Dining Services.
 - The student is required to maintain at least two regularly scheduled shifts or 6 hours per week for the duration of the semester.
 - If the student does not maintain at least two regularly scheduled shifts or 6 hours per week in Dining Services, the student may be terminated, and the exemption may be considered invalid.
- In some instances, an Unconditional Exemption may be granted.
 - The request may be approved, and the student may be permitted to work outside of Dining Services.

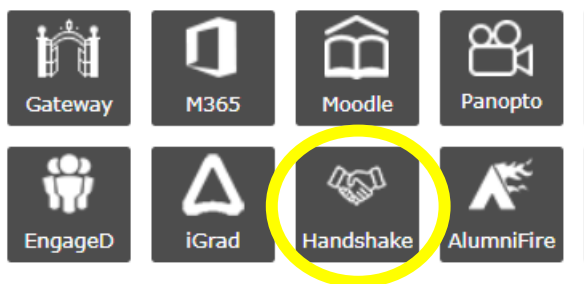
Finding a Job

The College employs students in various capacities campus wide. Priority is given to students who are Federal Work Study (FWS) eligible. It is the [policy](#) of Dickinson College that all First-Year students will work in the Dining Services department. Students are responsible for finding and applying for campus jobs. A work-study award does not guarantee employment. The Student Employment office advertises campus jobs online in Handshake system. This system is available 24 hours a day, seven days a week.

Student access to Handshake is available through the Gateway.

- Sign into Gateway.
- Click on the Handshake tile from the 'Application Launch Pad'

APPLICATION LAUNCH PAD



- You will be logged into your Handshake account.

All positions have job descriptions and application instructions. Jobs are competitive, and students will have to demonstrate to the supervisor that they are the best candidate for the job.

Follow the steps below to find a job on campus:

1. Click on 'Jobs' from the menu bar on the left side of the page; this should take you directly to the job search page.
2. Click on the 'All Filters' button at the top of the page.
3. Select the button for 'On-Campus' under Job Type.
4. Click the button for 'Show Results'.
5. Available on-campus jobs will appear.
6. Click on the Job Title to view the Job Description.
7. **To apply for a job, follow the instructions contained within the Job Description. Do not use the 'Apply Now' button.**

Wage Rate Structure

Effective August 27, 2023

Category A \$9.00-9.50

Category B \$9.15-9.65

Category C \$9.40-9.90

Category D \$9.65-10.15

- Length of service increases and/or merit increases may be given at the supervisor’s discretion. Increases should be given in \$0.05 increments up to \$0.25 per semester, not to exceed the category maximum.
- It is recommended that all new employees within a category will start at the minimum category pay level.

<i>Category A-\$9.00-9.50 per hour</i>			
Job Duties	Required Experience	Skill Level	Supervision
Perform routine tasks as assigned. Work entails well-defined procedures.	No prior work experience is necessary.	No Special skills are required.	Person will be continually supervised and will have no decision making authority.
<i>Category B-\$9.15-9.65 per hour</i>			
Job Duties	Required Experience	Skill Level	Supervision
Performs general tasks with simple to moderate difficulty Work entails well-defined procedures.	Some previous education or work experience is required.	Some special skills or training is required.	Person will be supervised, but has some decision making authority.
<i>Category C-\$9.40-9.90 per hour</i>			
Job Duties	Required Experience	Skill Level	Supervision
Requires special skills, knowledge or abilities. Work entails general guidelines.	Moderate level of work experience or knowledge is required (minimum 6 months).	Possess' the knowledge and skills to perform independently with or without training.	Person will have limited supervision. They will have some decision making authority.
<i>Category D-\$9.65-10.15 per hour</i>			
Job Duties	Required Experience	Skill Level	Supervision
Requires advanced specialized skills, knowledge or abilities. Tasks may be difficult and complex in nature	High level of previous work experience or knowledge is required (minimum 1 year).	Ability to multitask with strong attention to detail. Ability to perform required skills with minimal training.	Person will have minimal supervision. They will make decisions and act independently.

**Dining Services wages are not part of the current Wage Rate Structure.

Dining Service Wage Rate Structure

Effective August 27, 2023

Student Worker \$13.00-14.75
Student Part-Time Supervisor \$14.25-15.25

Wages in Dining Services have a starting rate of \$13.00 per hour for first-time student employees and provide for a retention increase of 25-cents for every subsequent semester worked for non-supervisor roles. The starting rate for a Student-Part-time Supervisor with a minimum of one semester of experience in dining services is \$14.25 and provides for a retention increase of 50-cents for every subsequent year (two semesters).

Student Worker (\$13.00-14.75)							
Starting Wage (New Employee)	Yr. 1 (Spring)	Yr. 2 (Fall)	Yr. 2 (Spring)	Yr. 3 (Fall)	Yr. 3 (Spring)	Yr. 4 (Fall)	Yr. 4 (Spring)
\$13.00	\$13.25	\$13.50	\$13.75	\$14.00	\$14.25	\$14.50	\$14.75
Returning students would start at the wage that coincides with their level of previous Dickinson experience and semesters/years of service.							

Student-Part-time Supervisor (\$14.25-15.25)		
Starting Wage (New Supervisor)	Yr. 2 (Returning Supervisor)	Yr. 3 (Returning Supervisor)
\$14.25	\$14.75	\$15.25
Student Supervisors are only eligible to be hired after a minimum of one semester of service withing Dining Services.		

Employment Paperwork

Before a student may begin to work on campus in either the Federal Work Study or the institutionally funded employment program the student must complete all necessary paperwork and become familiar with payroll procedures.

New Hires: A new hire is any student who has never worked on campus before in any department or office. This is a student who has never been paid through the payroll system and therefore they are required to complete all necessary payroll forms prior to starting employment and being paid.

- All new hire forms will be completed online using the Dickinson College Employee Onboarding Portal.
- [New Employees Onboarding Portal Information and Instructions](#)
 - **THE STUDENT MUST COMPLETE ALL FORMS PRIOR TO STARTING EMPLOYMENT.**
 - This is only for students who have never worked at any department on campus before.
 - All necessary forms will be completed using the online system and will be managed by the student employment office.
- Supervisors must complete and submit the Payroll Contract in Cliq. [Click here for instructions.](#)
- To have a student set up in the Onboarding Portal, supervisors may:
 - **Preferred Method:** Email the Student's name, Banner ID and Dickinson Email address to [Student Employment](#)

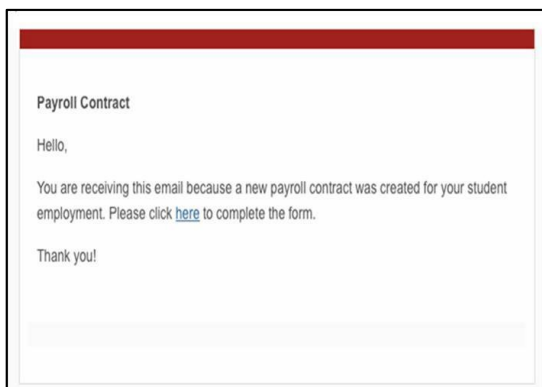
OR

- Please complete and submit the Payroll Contract in Cliq. [Click here for instructions.](#)

Payroll Contract (completed in Cliq)

The hiring department and the student will complete a Payroll Contract using Cliq. The Payroll Contract will be initiated by the department and sent to the student.

- Supervisors must complete and submit the Payroll Contract in Cliq. [Click here for instructions.](#)
- Students must complete and sign the Payroll Contract after it is received.
 - The student will receive an email from noreply@dickinson.edu. In the email there is a link that will take the student to the Payroll Contract. The student must click the link in the email, the Payroll Contract cannot be accessed directly from Cliq. The email looks like the one below. After the student completes the Payroll Contract, it is sent directly to the Student Employment office for processing.



Re-Hires: A returning employee is any student who has worked on campus before in any department or office. This is a student who has been paid through the payroll system and whose payroll forms are complete and on file.

The forms required for a student employee who has worked on campus before are:

- Payroll Contract-Please complete and submit the Payroll Contract in Cliq. [Click here for instructions.](#)
- [LST Form](#)
 - **The LST form must be completed each calendar year.** By completing and submitting this form, the student will be exempt from paying the annual \$52 Local Services Tax.
 - Students must be logged into the Gateway to complete this form.
 - Students should complete this form using their home/permanent address, not their Dickinson address. (Non-resident alien students may use this Dickinson address.)
 - Only one form per student is required regardless of the number of positions.

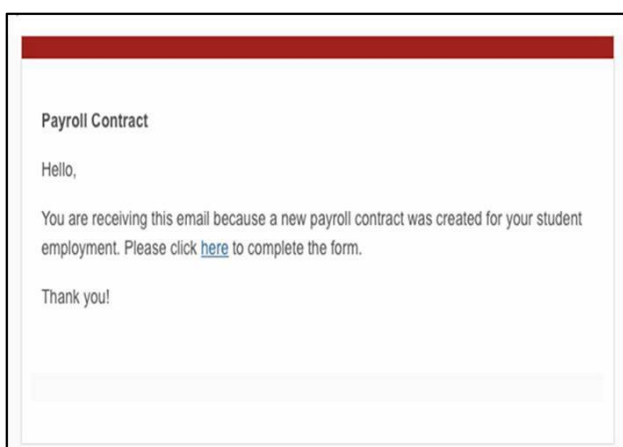
The Payroll Forms listed below are only to be completed if the student needs to update their tax information and/or bank information from what was originally provided. Current tax forms and Direct Deposit information remains on file for each student.

- [W4](#)
- [Direct Deposit](#)
 - **Please note:** Changes in Direct Deposit information must be dropped off to the Payroll Office. No Direct Deposit information will be changed until Payroll can verify that the change is being requested by the individual on the form.

Payroll Contract (completed in Cliq)

The hiring department and the student will complete a Payroll Contract using Cliq. The Payroll Contract will be initiated by the department and sent to the student.

- Supervisors must complete and submit the Payroll Contract in Cliq. [Click here for instructions.](#)
- Students must complete and sign the Payroll Contract after it is received.
 - The student will receive an email from noreply@dickinson.edu. In the email there is a link that will take the student to the Payroll Contract. The student must click the link in the email, the Payroll Contract cannot be accessed directly from Cliq. The email looks like the one below. After the student completes the Payroll Contract, it is sent directly to the Student Employment office for processing.



List of Forms:

1. Payroll Contract is required. It is an agreement between the student and hiring department. The contract states the length of time the student will be employed, and the hourly rate the student will be paid.
2. I-9 form is required by the US Citizenship and Immigration Services Department as proof of work eligibility in the United States. (This is a Federal Requirement, and the student must present original, unexpired documents.)
 - a. For the employer to complete Section 2 of the Form I-9, students must provide proof of identify and employment eligibility. The document(s) presented must by physically examined for Section 2 to be completed. A [list of acceptable identification documents](#) that may be presented for Section 2 is contained within the I-9 form.
 - b. The student may present either (1) document from List A or if a List A document is not available, the student may present (1) document from List B AND (1) document form List C.
 - c. **Please Note:** For Non-Resident Alien Students the following documents must be presented for verification of your identity and employment eligibility:
 - 1.Foreign Passport
 - 2.DS-2019 or Form I20
 - 3.Form I94. (The Form I-94 can be printed from the US Customs and Border Protection after arrival. <https://i94.cbp.dhs.gov/I94/#/home>)

The documents presented must be original, unexpired documents (no copies/scans/faxes) and must be presented within the first (3) days of employment.

3. The Internal Revenue Service requires a W-4 form. The way this form is completed determines the amount of federal tax withheld.
4. The Borough of Carlisle requires a Certificate of Residence form to be completed for tax tracking purposes.
5. LST Exemption Form is recommended for students earning less than \$12,000 per year. Any student earning less than \$12,000 per year, will be exempt from paying the \$52 Local Services Tax. **This is an annual form and must be completed each new calendar year.**
6. Direct Deposit form.
 - a. The Student Payroll office will need bank account information and an ABA (routing number) for the direct deposit. The student can arrange for Direct Deposit to a home bank, or to a local account. It is not necessary for a student to open a new account in the Carlisle area.
7. A [student employee checklist](#) has been designed as a guide to acquaint the student employee with the department. This is for new and returning employees. This [checklist](#) may serve as an outline of the minimum information that should be discussed with the employee within the initial days of employment.

Non-Resident Alien New Hire Forms

New hire paperwork and instructions will be sent directly to the student from the Student Employment office. To be paid, non-resident alien students will need to apply for and obtain a Social Security Number. Further instructions and an application to apply for a Social Security Number will be sent directly by the Center for Global Study & Engagement.

Non-resident alien students are not permitted to begin working until all new hire paperwork is complete and the student has provided proof that they have applied for a Social Security Number. The student must submit all required new hire forms and a copy of the receipt from the Social Security office to the student employment office before the student may begin working. Please review specific [Information for Non-Resident Aliens](#).

Student Payroll Information

- Students are required to submit hours worked on a bi-weekly basis to be paid.
- Departments will provide instructions on specific time entry procedures.
- It is the student's responsibility to learn the procedure used by the department and to adhere to department standards.
- Time entry must be completed on Monday by noon on weeks when the payroll is generated.
 - Current [payroll schedule](#)
- The U.S. Department of Labor requires employees to be paid in a timely manner. **Time entry is submitted bi-weekly.**

18 Hour Rule (Allowable Hours per Week)

Dickinson recognizes that many students rely on employment during the academic year to meet financial needs. In recognition of this, the college will continue to facilitate the employment of student workers on campus. However, a student's primary responsibility is to academic studies. Therefore, the college will limit the number of hours a student is permitted to work on campus during the fall and spring semesters. While the college is not able to control the number of hours that students work off campus, students are encouraged to limit off-campus work hours as well to allow appropriate attention to studies.

When the fall and spring semesters are in session (including final exam periods), all students may work a maximum of eighteen (18) hours per week on-campus. The eighteen hours per week maximum rule applies to all student employees including: Federal Work Study eligible students, institutional work study students, and non-resident alien students.

- Please Note: The total of eighteen hours per week maximum is inclusive of all employment and includes hours worked from all on-campus jobs combined. For example, if a student works 12 hours a week in one on-campus job, only 6 hours per week would be permitted in a second on-campus job.

Please note that most students can earn their entire work study award by working an average of ten to twelve hours per week during the academic year. Therefore, the 18-hour limit should not impede a student's ability to obtain the maximum work study award.

Student work hours will be monitored regularly for compliance. Supervisors are expected to communicate and enforce the 18-work hour limit with student employees, including any student working in more than one on-campus job.

Payroll Dates/Schedule

To be paid for a specific pay period, all completed paperwork must be received by the Student Employment office no later than 3:00 p.m. on the Wednesday prior to the end of the scheduled pay period. Please bookmark the [Student Employee Payroll Schedule](#). **Please Note:** Students who fail to submit their hours by the payroll deadline must complete a [Manual Timesheet](#). The timesheet must be signed by both the student employee and the supervisor and submitted to Student Payroll. Late timesheets will most likely be processed with the following pay period and result in a delay in payment.

Banner Time Entry

Used for student employees in all departments except for: Dining Services and the Library.

Time entry must be completed to indicate the hours worked by the student during a pay period. The student must submit the hours that have been worked, and the supervisor must approve the hours. Hours are calculated in 1/4-hour increments. If a student has more than one job, the student will have to submit the hours worked for each job separately.

- [Banner Web Time Entry for Students](#)
- [Banner Web Time Entry Approvals for Supervisors](#)

TimeClock Plus

Used for student employees in Dining Services and the Library.

TimeClock Plus is a time keeping system that is used in departments that have hourly employees who report hours with little or no access to a computer.

- TimeClock Plus is a time clock swipe card system. Student employees will swipe their student id card at the beginning of the work shift and at the conclusion of the work shift.
- Students will receive instructions on specific time entry procedures from the department. It is the responsibility of the student to learn the procedure used by the department, and to adhere to department standards.

Electronic Pay Advice

Student employees will receive an Electronic Pay Advice sent to their Dickinson College email account. A printable, downloadable file will be available.

Upon receiving the first pay, it is advisable for the student to check the accuracy of the pay advice so that corrections can be made if necessary. A 'gross' amount of earnings will appear and a 'net' amount earnings will appear. The net amount represents the amount that has been deposited into the individual bank account. The pay advice also indicates any taxes that have been withheld. Students should expect to have state and local tax withheld and possibly federal tax, depending on the completion of the W-4 form. Social security taxes (FICA and MEDI) are not normally withheld since full-time students are exempt from this tax during the Academic Year.

Federal, State, and Local Taxes

All wages paid to Federal work study and institutionally funded student employees are subject to withholding of federal, state, and local income taxes unless the student qualifies for an exemption.

FICA (Social Security Taxes)

Full-time students are exempt from FICA taxation. Students will be exempt from FICA taxation for services performed during the winter break providing they were exempt on the last day of the fall semester and that they are eligible to enroll for the spring semester. Students are exempt from FICA taxation for work performed during any period that partially falls within the academic year. If a student is employed during the summer, FICA taxes will be withheld.

Local Services Tax (LST)

People employed in the state of Pennsylvania are required to pay a maximum \$52 Local Services Tax. A person is subject to the LST at the individual's 'place of employment,' which means the actual location where the individual works. The LST amount for Dickinson College is \$52. The Borough of Carlisle's LST ordinance states that a person whose total income from all sources is less than \$12,000 for any calendar year is exempt from the payment of the LST tax and may apply for an exemption. It is the responsibility of the employee to complete the [Local Services Tax Exemption Form](#) each calendar year.

Benefits

Student employees are not eligible for benefits such as sick leave, holiday pay, vacation time or retirement plans. Student employees are eligible for worker's compensation under provisions of Pennsylvania State law. Worker's compensation covers expenses for medical care and certain benefits for loss of pay resulting from injuries or disabilities incurred on the job. In the event of an on-the-job injury, the student should contact their supervisor as soon as possible. If injured on the job, please contact the supervisor immediately.

Legal Policies

The [Family Educational Rights and Privacy Act \(FERPA\)](#) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

The [Fair Labor Standards Act \(FLSA\)](#) establishes minimum wage, overtime pay, recordkeeping, and child labor standards affecting full-time and part-time workers in the private sector and in Federal, State, and local governments. Covered nonexempt workers are entitled to a minimum wage of not less than \$7.25 an hour.

Dickinson College is an intellectual and social community that values justice, free inquiry, diversity, and equal opportunity. It is a fundamental policy of the college to respect pluralism, civility and mutual understanding within its community. The college does not discriminate on the basis of race, color, national origin, sex, disability, religion, age, veteran status, gender identity or expression, sexual orientation or any other protected class. [Non-Discrimination Policy](#)

The [Americans with Disabilities Act \(ADA\)](#) ensures equal opportunity for persons with disabilities in employment, State and local government services, businesses that are public accommodations or commercial facilities, and in transportation. Title I of the ADA prohibits discrimination against persons with disabilities in employment by businesses having 15 or more employees, or by State and local governments. Title I with respect to private supervisors is enforced by the Equal Employment Opportunity Commission (EEOC).

Summer Employment

The summer student employment program begins following graduation (mid-May) and concludes in late August. During the summer, the Student Employment Office coordinates one student employment program.

- Institutionally funded on-campus employment.
- There are NO Federal Work Study positions available during the summer.
- **Remote work outside the state of PA, is NOT permitted.**
- Research and grant opportunities are coordinated directly through the Research and Development Office. All Research & Development positions are full-time 40 hour per week positions. Students who accept a summer Research & Development position are not permitted to accept other positions on campus.
Summer Research remote work outside the state of PA, is NOT permitted.
- International work outside of the United States is NOT permitted under any circumstances.

All students are limited to working a maximum of 40 hours per week during the summer, regardless of the number of positions held. Dickinson College does not allow a student to work greater than 40 hours per week and will not allow overtime.

Students who may be hired as part of the Dickinson College student employment program during the summer are:

- Returning Dickinson College Students: A student who was enrolled full-time during the preceding spring semester and who will return as a full-time student the subsequent fall semester.

The following groups of students must be hired as casual employees of the College and will be hired through Human Resources Services.

- Dickinson Alumni, including recently graduated Dickinson students.
- Non-Dickinson College students.
- High School students.

FICA Tax for Summer Student Employees

During the summer, FICA tax will be withheld from the wages of all student employees working at Dickinson College. The only exception is for non-resident alien students who have been in the United States for less than six years. Due to tax withholding, a student can expect that the amount of take-home pay may be reduced by approximately 7.65%.

Room and/or Board

Room and board may be provided to the student if the position requires the student to live on-campus. The job description must clearly specify the essential duties which justify summer residence on-campus. A student performing summer research funded through Research and Development is required to live on-campus. Residency requirements will be stated within the research contract signed by the student and by the department Supervisor.

Performance Evaluation

The Student Employment office recommends that supervisors provide ongoing feedback regarding work performance.

A performance evaluation should take place in the following circumstances:

- For student employee(s) who supervise other student employees within a department.
- Upon request by any student employee(s) within a department.

Evaluation forms will be used to summarize employee performance over a definite period. Forms will not replace daily discussion and informal evaluations which normally occur between a supervisor and an employee.

Supervisors conducting an evaluation, should follow the following steps:

- Complete the student job evaluation form(s).
- Discuss the evaluation(s) with the student(s).
- Give a copy of the evaluation to the student.
- Maintain a copy of the evaluation in your department files to become a part of each student's employment record.
- [Click here](#) to download a copy of the evaluation form or contact the Student Employment office at 717-254-8949.

Benefits of evaluations:

- It encourages feedback for both students and employers. Evaluations provide a structured format for the discussion of performance issues.
- It enhances Career Development plans. Evaluations provide an opportunity for the discussion of career objectives.
- It reviews performance history. Evaluations provide a performance history which can be used regarding personnel decisions, including compensation.
- It aligns with Strategic Goals. Evaluations provide an opportunity to view a student's performance in relation to the strategic goals of the College.
- It outlines Job Standards. Evaluations provide an opportunity for clearer articulation and definition of performance expectations.

Termination Procedures

Dickinson is an at-will employment relationship between the college and its employees. The employment relationship may be terminated by either party for any reason and at any time, with or without cause.

Resignation Procedure

If a student decides to resign, it is recommended that at least a two-week notice be provided to the supervisor. If a student voluntarily resigns or is released from employment, that student is not guaranteed employment elsewhere on campus.

Payroll Notification for Terminated Employees

When employment is terminated, whether for voluntary or involuntary reasons, the supervisor must provide the [Student Employment Office](#) with an email containing the following information:

- Department Name
- Student Name and Banner Id
- Position title
- Last day of work
- Date of termination
- Reason for termination/resignation

Who to Contact?

- For assistance regarding Financial Aid, please contact Financial Aid at x1308 or finaid@dickinson.edu
- For assistance regarding Time Entry, please contact Student Payroll at x1725 or payroll@dickinson.edu
- For assistance with Handshake, please contact the Career Center at x1740 or recruit@dickinson.edu
- For assistance regarding student employment policies and procedures and/or student employment questions, please contact the Student Employment office at 717-254-8949 or stuemp@dickinson.edu

Office Locations:

- Student Employment is in the HR Services building at 55 N. West St.
- Student Payroll is in Old West, 3rd floor, Room #2