Student Employment Handbook for Students

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Student Employment Handbook for Students

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 at (717) 254-8949 or stuemp@dickinson.edu.

The student employment program will financially assist students with educational costs, while providing the necessary 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.

Student Employment Office
Dickinson College
PO Box 1773
Carlisle, PA 17013

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

Mission

The Student Employment Office (SEO) assists the Dickinson Community with part-time employment needs while connecting the educational experience with the world of work.

Student Employment Eligibility

Only 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 who are enrolled part-time, and who are 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. The hiring department pays 100% of the student wage. Please note that since institutionally funded positions are limited in number, they can be more difficult to obtain.
- Federally funded (Federal Work Study) on-campus and off-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). If a student is eligible for federal work study, the work study award will be included in the financial aid package.

  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 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 such as America Reads and the Montgomery Service Leaders Program.

Employment Agreement

Acceptance of on-campus employment signifies that the student and supervisor agree to the terms and conditions set forth in this statement. Failure to meet any of these 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 your 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, all student employees are required to enroll in direct deposit or in the M&T Bank College Debit Card account in order to be paid.
8. The student agrees that any banking fees associated with the reissuing of a lost paycheck will be the responsibility of the student. Fees will be automatically deducted from the next student paycheck or added to the student account. Payroll related fees are as follows:
    a. Stop payment fee for a lost paycheck reissue: $35

Dickinson College agrees to:

1. Provide opportunities for student employment which foster the goals of the employment program.
2. Maintain all employment records in the interest of effective administration and documentation of 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 to students any changes in procedures for the implementation of conditions of this agreement.

Dickinson College reserves the right to revise policies, 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 students who are Federal Work Study (FWS) eligible. It is the policy of Dickinson College that all First Year students desiring employment will work within Dining Services.

Exceptions are made for the following positions because of the skills and training which are necessary:

- Lifeguard
- Athletic Trainer
- Climbing Wall Monitor

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

- The supervisor of the hiring department must request the approval.
- No First Year student may be hired by a department until an approval has been received.
- Exemptions are granted and must be renewed each semester on a per semester basis.
- All exemptions must have a signed approval form on file with the Student Employment office.

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 DickinsonConnect. This system is available 24 hours a day, seven days a week.

Student access to DickinsonConnect is available through the Gateway.

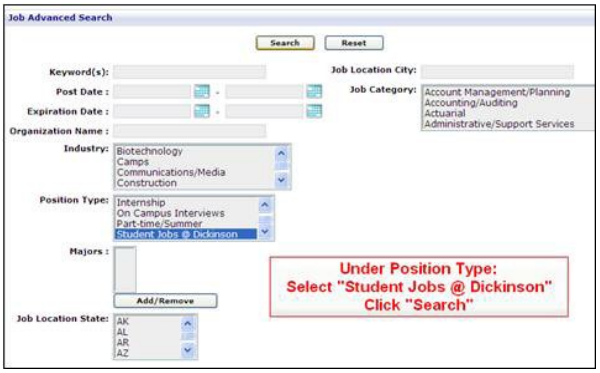
- Log into your Gateway account.
- Click on the **'Student Resources'** tab.
- Click on the **'DickinsonConnect'** link.

All positions have detailed job descriptions and application instructions. Jobs are competitive. Student will have to demonstrate to the supervisor that they are the best candidate for the job. All jobs at Dickinson provide skills and opportunities for students.

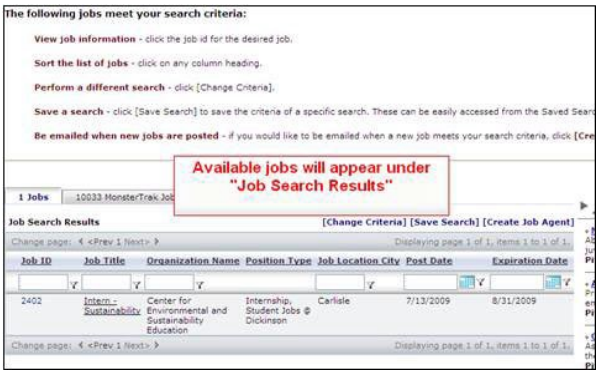
Finding a job is quick and easy, follow the step below:

1. Click on 'Job Search' on the menu bar at the top of the page.

2. Under Position Type select 'Student Jobs @ Dickinson' and click the 'Search' button.



3. Available jobs will appear under 'Job Search Results'



Wage Rate Structure

Effective July 1, 2013

Category A $7.40-$7.90
Category B $7.55-$8.05
Category C $7.80-$8.30
Category D $8.05-$8.55

- Length of service increases for students returning to the same department/position, and or exceptional performance increases may be given. Increases should be given in $0.05 increments up to $0.25 per semester, not to exceed the category maximum, at your discretion.
- It is recommended that all new employees within a category will start at the minimum category pay level.
- Exceptions to this structure must be documented and presented to the Student Employment Coordinator and/or the Student Employment Committee for approval.

Category A-$740-7.90 per hour			
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.
Category B-$7.55-8.05 per hour			
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.
Category C-$7.80-8.30 per hour			
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 skill to perform independently with or without training.	Person will have limited supervision. They will have some decision making authority.
Category D-$8.05-8.55 per hour			
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.

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 policies and procedures. There are several documents which need to be completed before starting employment at Dickinson. All forms are available from the Student Employment Office, the Student Payroll office, or from the hiring department.

- The student employment form (payroll contract) is required. It is an agreement between the student and the hiring department. The contract states the length of time the student will be employed, and the hourly rate the student will be paid.
- I-9 form is required by the US Citizenship and Immigration Services Department as proof of work eligibility in the United States. Identification is required to complete this form. A list of acceptable identification documents is contained on the back of the I-9 form.
- The Internal Revenue Service requires a W-4 form. The manner in which this form is completed determines the amount of federal tax withheld.
- The Borough of Carlisle requires a Certificate of Residence form to be completed for tax tracking purposes.
- LST Exemption Form is recommended for students who will earn less than $12,000 per year. If a student makes less than $12,000 per year, they will be exempt from paying the $52 Local Services Tax.
- Direct Deposit form or the M&T Bank College Debit Card form.
    - for direct deposit, each student must complete a direct deposit form, which contains bank information. The Student Payroll office will need bank account information and an ABA (routing number) for the direct deposit. Students can arrange for Direct Deposit to a home bank, or to a local account. It is not necessary for students to open a new account in the Carlisle area. NOTE: THE STUDENT'S FIRST PAY MAY BE IN THE FORM OF A CHECK
    - The M&T Bank College Debit Card account. Students can elect to sign up for a free M&T debit card at any M&T location. Pay will be directly deposited onto the debit card on the respective pay date. Available funds can be withdrawn using the ATM machine in the lower level of the HUB or at over 6,000 ATM machines worldwide.
- Additional paperwork may be required for non-resident aliens. Please contact the Student Payroll Office at 717-245-1544 for more information.

Student Payroll Information

- Students are required to submit the hours that have been worked on a bi-weekly basis in order 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.
- A payroll schedule is posted in several areas of campus. The payroll schedule is also available by clicking here: Payroll Dates
- The U.S. Department of Labor requires employees to be paid in a timely manner. **Time entry is submitted bi-weekly.**

Banner Time Entry

(Used for student employees in all departments with the exception of: Dining Services, College Bookstore/Devils Den, Mail Center, Conference and Special Events office.)

Time entry must be completed to indicate the hours the student has worked. Students must submit the hours that have been worked and the supervisor must approve those 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.

- To access Banner web time entry go to: Gateway
- Students should enter '0' for days that they did not work any hours.
- Students can learn how to use Banner web time entry, by accessing the Banner Self Service Training System.

TimeClock Plus

(Used for student employees in Dining Services, College Bookstore/Devils Den, Mail Center, Conference and Special Events office.)

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 student's responsibility to learn the procedure used by the department and to adhere to the department standards.

Time Cards

(Used for student employees working off-campus at an approved Community Service Organization.)

- Time cards are completed to indicate the hours that have been worked. Students and their supervisor must sign the time card. Hours are calculated in 1/4 hour increments. If a student has more than one job, the student will have a time card for each job.
- Time cards are due Monday by noon on weeks when the payroll is generated. Time cards must be delivered to the student payroll office in order to be paid. Late time cards will be paid the following pay period.

Electronic Pay Advice

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

Upon receiving the first pay, it is advisable for students to check the accuracy of the address so that corrections can be made immediately 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 taxes that have been withheld and the year-to-date amounts. Students should expect to have state and local tax withheld and possibly federal tax, depending on the way the W-4 form was completed. Social security taxes (FICA and MEDI) are not normally withheld, since full-time students are exempted from this tax.

2013 STUDENT PAYROLL SCHEDULE

	Begin Date	End Date	Hours Due (Before Noon)	Check Date
1	12/16/2012	12/29/2012	01/03/2013	01/09/2013
2	12/30/2012	01/12/2013	01/14/2013	01/23/2013
3	01/13/2013	01/26/2013	01/28/2013	02/06/2013
4	01/27/2013	02/09/2013	02/11/2013	02/20/2013
5	02/10/2013	02/23/2013	02/25/2013	03/06/2013
6	02/24/2013	03/09/2013	03/11/2013	03/20/2013
7	03/10/2013	03/23/2013	03/25/2013	04/03/2013
8	03/24/2013	04/06/2013	04/08/2013	04/17/2013
9	04/07/2013	04/20/2013	04/22/2013	05/01/2013
10	04/21/2013	05/04/2013	05/06/2013	05/15/2013
11	05/05/2013	05/18/2013	05/20/2013	05/29/2013
12	05/19/2013	06/01/2013	06/03/2013	06/12/2013
13	06/02/2013	06/15/2013	06/17/2013	06/26/2013
14	06/16/2013	06/29/2013	07/01/2013	07/10/2013
15	06/30/2013	07/13/2013	07/15/2013	07/24/2013
16	07/14/2013	07/27/2013	07/29/2013	08/07/2013
17	07/28/2013	08/10/2013	08/12/2013	08/21/2013
18	08/11/2013	08/24/2013	08/26/2013	09/04/2013
19	08/25/2013	09/07/2013	09/09/2013	09/18/2013
20	09/08/2013	09/21/2013	09/23/2013	10/02/2013
21	09/22/2013	10/05/2013	10/07/2013	10/16/2013
22	10/06/2013	10/19/2013	10/21/2013	10/30/2013
23	10/20/2013	11/02/2013	11/04/2013	11/13/2013
24	11/03/2013	11/16/2013	11/18/2013	11/27/2013
25	11/17/2013	11/30/2013	12/02/2013	12/11/2013
26	12/01/2013	12/14/2013	12/16/2013	12/24/2013

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)

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 his/her 'place of employment,' which means the actual location where the individual works. Dickinson College's LST 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.

Benefits

As a student employee, there are no benefits such as sick leave, holiday pay, vacations 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. Supervisors should be contacted as soon as possible in the event of an on-the-job injury. ***If someone is injured on the job, please contact the supervisor immediately***.

Legal Policies

- Sexual Harassment is defined by unwanted sexual attention, unwelcome sexual advances, or intimidating, unwanted or unwelcome verbal or physical conduct of a sexual nature. Any form of conduct that has the purpose or effect of interfering with a student's performance or access to College programs or facilities or which creates an intimidating or hostile learning or living environment is also sexual harassment. Pamphlets regarding Dickinson's Sexual Harassment Policy are available from HR Services.
- 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 which values justice, free inquiry, diversity, and equal opportunity. It is a fundamental policy of the College to respect pluralism and to promote tolerance, civility, and mutual understanding within its community. The College does not discriminate on such bases as race, color, sex, political and religious beliefs, marital status, age, sexual orientation, national and ethnic origins, veteran's status, or disability. Equal Opportunity and Affirmative Action 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).

Information for International Students

Most international students at Dickinson College come to the U.S. on an F-1 or J-1 visa. The 'F' visa is reserved for a nonimmigrant wishing to pursue academic studies and/or language training programs in the United States. The J-1 visa is issued for educational and cultural exchange, and a J-1 visitor is expected to return to his or her home country when the exchange program is complete. F-1 Student Visa and J-1 Scholars are responsible for complying with US Federal Regulations and laws governing the individual F visa and J visa status. Failure to do so will violate legal status in the US.

SEVIS

Exchange visitor and student information is maintained in the Student and Exchange Visitor Information System (SEVIS). SEVIS is an Internet-based system that maintains information on non-immigrant students (F and M visa) and exchange visitors (J visa). SEVIS enables Dickinson College to transmit mandatory information and event notifications via the Internet, to the Department of Homeland Security and Department of State (DOS) throughout a student or exchange visitor's stay in the United States.

Maintaining Immigration Status

As a student/exchange visitor, students must understand immigration status and the consequences that may occur if status is violated. Visa classifications have requirements that must be followed and maintained, in order to ensure the ability to remain in the United States. Requirements that are not followed violate the legal status of the individual visa holder. Upon violation, the visa holder is considered to be 'out of status.' Failure to maintain legal status according to your visa regulations can result in arrest, and may require violators to leave the United States. Violation of status may also affect a person's readmission to the United States for a period of time.

On-Campus Student Employment

Visa regulations state that international students with an F-1 visa may work a ***maximum of 20 hours per week*** when school is in session. During break periods or when school is not in session, 40 hour per week, full-time work is permitted. International students with an F-1 visa may work on campus, or off-campus under certain conditions. Off-campus employment must be approved and requires the Form I-20 and a valid EAD card issued by the USCIS.

Obtaining a Social Security Number

Students should submit completed paperwork for a Social Security Number to Dickinson's Center for Global Study and Engagement as soon as possible. In order to apply for a Social Security Card, students must first be hired for a job on-campus. Once a student has been hired for a job on-campus, the student will need to obtain an employment verification letter from the Student Employment office. The employment verification letter must accompany the Social Security Card Application. Students may begin working on-campus once all of the necessary Social Security paperwork has been submitted.

Upon receiving a Social Security number, the student must notify both the Student Employment office and Dickinson's Center for Global Study and Engagement. The student must take the Social Security Card to the Student Employment office for employment eligibility verification. A student will not receive a pay check until the Student Employment office receives the Social Security number and completes employment eligibility verification.

Requesting an Employment Verification Letter for the Social Security Administration

In order to request a verification letter the student must email the following information to the Student Employment Office (stuemp@dickinson.edu):

1. Full Name exactly as it appears on Visa Documentation.
2. The name of the hiring department.
3. The date work will begin. (Start Date)
4. Number of hours per week (approximate).

Upon receiving the information, the Student Employment office will prepare the Employment Verification Letter within 48 hours. The letter will be forwarded directly to Dickinson's Center for Global Study and Engagement.

Work Hours

F-1 visa holders may work a maximum of 20 hours per week when school is in session, and full-time during break periods or when school is not in session. It is the responsibility of the student to monitor their number of hours each week so that they do not exceed 20 hours. F-1 visa holders are considered to be 'out of status' if their work exceeds 20 hours per week while school is in session. Working improperly is a serious violation.

International Students on an F-1 visa, who work greater than 20 hours per week, will be referred to Dickinson's Center for Global Study and Engagement, and are subject to termination from employment and may lose the right to work on-campus.

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.

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.

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 students to work greater than 40 hours per week and will not allow any overtime.

Student employees who work greater than 40 hours per week will be in violation of college policy. The following procedure will be followed for students/supervisors who violate the overtime policy:

- First time offense: The student and the supervisor will be notified regarding the violation.
- Second offense: The student, the supervisor, and the Divisional Vice President/Provost will be notified regarding the violation.
- Third offense: The student, the supervisor, and the Divisional Vice President/Provost will be notified and the student will be terminated immediately.

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

- Returning Dickinson College Students: Students who were enrolled full-time during the preceding spring semester and who have all intentions of returning as full-time students the subsequent fall semester.

The following groups of students must be hired as casual employees of the College, and will be hired and processed 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 students working at Dickinson College. The only exception is for international students who have been in the United States for less than six years. Due to tax withholding, students can expect that the amount of take home pay may be reduced by approximately 6%.

Room and/or Board

Room and board is 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. Students performing summer research funded through Research and Development are required to live on-campus. This requirement is clearly stated within the research contract signed by the student and by the department Supervisor.

Housing during Break Periods

Students must be approved by Campus Life to reside in campus housing when the college is not in session.

- Summer Student Employees: Departments are responsible for college room and/or board expenses for summer student employees who are required to reside and/or dine on campus. Departments must demonstrate the need for having student employees reside and/or dine on campus.
- Students Returning to Campus Early: Departments that require student employees to return to the college prior to the start of the semester will pay board for those students. If a student is to be housed on campus, departments must demonstrate the need for having the student employee return prior to the start of the semester.

Performance Evaluation

The Student Employment office ***strongly recommends*** that department supervisors formally evaluate work performance at least once per year. We encourage supervisors to give student employee(s) ongoing feedback about work performance. Evaluation forms may be used to summarize performance over a definite period of time. Forms will not replace daily discussion and informal evaluations which normally occur between the employee and the supervisor.

A performance evaluation is required in the following circumstances:

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

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.

Click here to see a sample Performance Evaluation Form.

Termination Procedures

As a student employee, failure to meet job responsibilities or to abide by department rules may result in disciplinary action. Infractions include, but are not limited to: the failure to perform job duties adequately and in a professional manner, unexcused absence or tardiness, leaving the job without permission, violating safety practices or failure to record hours worked accurately. In the event that disciplinary action is necessary, the following process may be followed:

1. A verbal warning by the supervisor for the first offense.
2. Documentation of the same offense a second time by the supervisor, in the form of a written warning. The warning should include suggestions and a time period for correcting the unacceptable behavior.
3. A third offense may warrant a decision by the supervisor to suspend or terminate employment.

In some cases, immediate termination of employment may take place. Instances that may warrant immediate dismissal include but are not limited to: repeated unexcused absence or tardiness; time entry that is submitted late by 2 or more pay periods; falsification of your time entry record; provoking or instigating a fight or coercing others; willfully misusing, destroying, or damaging Dickinson College property; deliberate insubordination; falsifying College documents; theft; unauthorized possession of firearms or explosives; immoral conduct or indecency; consuming or being under the influence of intoxicants of any type; and actions which jeopardize the College's public image.

Resignation Procedure

If a student decides to resign, it is recommended that they provide at least a two-week notice to the supervisor.

If a student voluntarily resigns or is released from employment, that student is not guaranteed employment elsewhere on campus.

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 x1544 or payroll@dickinson.edu
- For assistance with DickinsonConnect, please contact Tammy Heberlig 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

Student Employment Office
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PO Box 1773
Carlisle, PA 17013
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Student Payroll Office
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61 N. West St. (HR Annex Building)
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