

WARTBURG COLLEGE
2024-2025 STUDENT WAGE BUDGET ALLOCATION & HIRE REQUESTS
INSTRUCTIONS

1. GATHER STUDENT INTEREST

Converse with your department's current student employees to determine their interest in retaining their positions during the upcoming summer and/or academic year.

Consider utilizing the optional "SE Interest Form 2024-2025" to gather your student employees' interest and availability to work in your department during the upcoming budget year. Information regarding the students' hours and weeks they anticipate working will help your department calculate reasonable department awards.

If a student is reluctant to give you a definitive answer regarding their interest in retaining their position in your department, inform the student that the department will proceed with advertising the position opening on Handshake and invite the student to reapply for the position if their interest in returning changes.

2. COMPLETE STUDENT HIRE REQUESTS IN "2024-2025 SE ALLOCATION" WORKBOOK

Complete the following three colored tabs at the bottom of the excel workbook provided to request student employees for the 2024-2025 budget year: Summer, Academic Year, and Honorariums. Please complete the highlighted areas on each tab. The "Potential Earnings" column and "Total" cells will calculate automatically; please do not alter these formulas.

- *PREPOPULATED WORKSHEETS; MAY & SUMMER GRADS EXCLUDED:* The Academic Year and Honorarium tabs have been pre-populated with your current student employees; May 2024 and Summer 2024 graduates have been excluded from these lists.
- *NO OBLIGATION FOR RE-HIRE:* Please note that your department is under no obligation to re-hire a student employee in your department if their work habits are unsatisfactory or if there is little or no work to be performed. If a student employee listed under one of the tabs will not be retaining their position in your department in the upcoming academic year, please leave their hours and weeks blank.
- *REASONABLE ESTIMATED AWARDS:* Many of the students have finalized their class schedules for the 2024-2025 academic year to date and can aid you with providing a reasonable estimate of the returning students' hours and weeks they anticipate they will be working in the upcoming budget year.

Supervisors are encouraged to submit changes/updates to the student hire requests documented in the workbook to the Student Employment Office as they learn of them.

- *SUPERVISORS AND START DATES:* With the automated time system in place, please provide the name of each student employee's supervisor in the space provided on the worksheets. The individual noted will be set up as the primary approver for the student employee's time worked in the time system.

Also, please provide an anticipated start date for each of the student employees listed for their positions in the 2024-2025 budget year.

- **NEED FOR ADDITIONAL STUDENT EMPLOYEES:** Please indicate the number of additional students your department will need to hire during the summer and/or academic year on the respective tabs in the space provided. You will also need to indicate the number of hours and weeks these additional students will be working.

Complete and submit the Handshake Job Posting Form for any position openings your department will have available for the 2024 summer and 2024-2025 academic year. Verify with the Student Employment Office that current student job descriptions are on file for the respective position openings.

All student employment job openings are required to be posted on Handshake, Wartburg College's online job board, for a minimum of 5 days before being filled. All on-campus job postings are reviewed and posted by the Student Employment Office to ensure that discriminatory language is not used and there is consistency in the formatting/processing of the job postings. All students have 24-7 access to view and apply for current job postings on Handshake utilizing their Wartburg login credentials.

This policy is in place to uphold Wartburg College's dedication to being an equal opportunity employer, support the College's inclusion and equity initiatives, diminish barriers to employment for students, ensure a more extensive pool of qualified applicants for on-campus employers, and advantageously provide more students with the real-world experience of applying for employment.

2024 summer job openings will be posted on Handshake as soon as they are received by the Student Employment Office. 2024-2025 academic year job openings will be posted on Handshake in July to be accessible to both incoming and returning students.

- **HONORARIUMS:** If you will be requesting students for honorariums, please note that all honorariums must be approved before they will be paid. Per the Department of Labor, only specific jobs/positions with certain duties warrant payment via honorarium.

3. REVIEW THE OVERVIEW TAB

Review the "Overview" tab at the bottom of the workbook to see how your department's approved 2024-2025 student employment budget compared to your department's 2024-2025 student employee hire allocations.

If your department's 2024-2025 student employee hire allocations exceed the department's approved 2024-2025 student wage budget, please review and adjust your student hire requests accordingly.

If you have concerns regarding your department's approved 2024-2025 student wage budget, please contact your respective Senior Leadership Team member directly to discuss.

4. SUBMIT THE COMPLETED WORKBOOK

Return the completed Excel workbook **electronically** to studentemployment@wartburg.edu no later than **Wednesday, May 1, 2024.**

This process is vital to establishing student employee hire requests and advertising upcoming position openings on Handshake. Therefore, your timeliness in completing and submitting this workbook to the Student Employment Office will be greatly appreciated.

Questions?

If you have questions or need assistance in completing this workbook, please feel free to contact Abbie Raum by calling (319) 352-8350 or e-mailing studentemployment@wartburg.edu.