

# Student Employment's Supervisor Scoops

*Supervisor Scoops is a Student Employment newsletter provided by the Career Center's Student Employment Office*

**Spring 2006**

Can you all believe it, spring 2006! It is amazing how time flies. I have been doing this job for 7 years and I continue to enjoy working with all of you. Recently, it came to my attention though that some have not yet read the Employer Handbook that was written to assist with Student Employment issues. Please do so. You will find it very helpful!

## **The Universities Minimum Wage Will Not Change for Student Workers**

After much discussion with HR (compensation), University Counsel and Financial Aid we will not be implementing any changes until the end of this academic year, 2005-2006. All students will continue to be paid the pay rates that you have indicated on the Payroll Authorization Forms or Rehire Lists and will not be bumped up to the \$6.75 an hour rate.

We will keep you up to date as to any changes of the future of Minimum Wage.

## **UR Student Employment -16th Annual Student Employee of the Year Award**

The Career Center's Student Employment Office invites you to honor an outstanding student employee who has made valuable contributions to your department by nominating him/her for the 2005-2006 UR Student Employee of the Year Award.

The award recipient will receive a monetary award, and have the opportunity to compete at state and regional level competitions, sponsored by the National Student Employment Association. Each nominee will be recognized and presented with a certificate for his/her contributions to the University as a student employee.

To be eligible for the Student Employee of the Year Award, the student employee must:

- Have been employed on the student payroll by the nominating employer between May 29, 2005 and the present
- Be a full-time, matriculated undergraduate during 2005-2006
- Be nominated by a faculty or staff supervisor at the University
- Be in good academic standing

To nominate your outstanding student employee, simply submit a nomination to Student Employment on or before January 27, 2006.

Nominations should cite specific examples of the nominee's achievements and/or contributions which influenced his/her supervisor's decision to nominate him/her and should also specifically address the following qualities: reliability, quality of work, initiative, disposition, and contribution to employer. Special emphasis should be placed on the significance and uniqueness of the student's contributions to the department's and/or the University's goals and outcomes. Include descriptions of special projects the nominee has completed. Please limit the nomination to the equivalent of one single typed page.

This is an excellent opportunity to let your student know how much they are recognized by you for their contributions in your department.

## **National Student Employment Week April 2-8, 2005**

National Student Employment Week provides an opportunity to recognize the efforts of thousands of University of Rochester student employees who have proven they are essential to the operation of our institution. Please join us in celebrating and supporting the valuable accomplishments and contributions which student employees make to individual departments and to the University.

During this week, employers are encouraged to acknowledge their student employees' hard work and dedication. Employers can say "Thank You" in a variety of ways. For example, take them to lunch, give them a small gift, send them a thank you note, post flyers of appreciation, and/or nominate outstanding student employees for the University of Rochester's Fifteenth Annual Student Employee of the Year Award. Additional information is found at [www.rochester.edu/careercenter/seo](http://www.rochester.edu/careercenter/seo)

*(They say repetition is the best way to get your message across) --*

### **Encourage Your Student Employees to do Direct Deposit!!!**

Sign up for Direct Deposit using HRMS ([www.rochester.edu/hrms](http://www.rochester.edu/hrms)). This will eliminate many of the issues that we have with students not knowing where their check is going. Have your student employees reference the Student Employment Student Handbook found on the SEO web site located at [www.rochester.edu/careercenter/seo](http://www.rochester.edu/careercenter/seo)

Now Available - Payroll Authorization Forms and Positions Actions Forms are found on the main Student Employment web site