The roster request form to request continuing student employees for the 2019-2020 academic year has moved to an online process! Below are instructions for accessing and completing your Student Employment Roster Request form via Falcon Link. **Please complete and submit the Student Employment Roster Request Form by April 30, 2019.**

To access your Roster Request Form via Falcon Link, search for ‘Student Employment Roster Request’ and then select your name from the drop down menu. If you need for someone else to be able to access and submit your roster request form, you can set up proxy access for that person to do so. Instructions to set up proxy access are included at the end of this memo. Please note, as we transition this year from our previous spreadsheet process to the online process, there may still be some ‘tweaking’ that needs to be done. If you notice anything that ‘doesn’t look right’ with your roster or if you have any suggestions that you would like to see in the online process next year, please let me know. Also, the data on the roster form is current as of March 28. If you made any changes to your roster (new hires, terminations) after March 28, they will not be reflected in this online system. If you make a hire for the current Spring semester after March 28 and you also want the student to be added to next year’s roster, please send me an email to let me know.

The Student Employment Roster Request Form contains the names of students in two sections:

1. The first section includes students who are currently working for you.
2. The second section includes students who are not actively working for you but who have worked for you during the 2018-2019 academic year. These inactive students are defaulted to NOT be reassigned to you in the upcoming academic year. If you do want them to be assigned to you next year, simply change the ‘No’ to ‘Yes’ and complete the ‘hours/week’ section.

The ‘New Level’ column on the roster request form indicates the pay level the student will be in your department if they return to the same position for the 2019-2020 academic year. Students have been advanced to the next pay level if they have completed at least 12 weeks of work during the current year and remain in the same department. The new job level assignments go into effect at the beginning of summer. If your records do not agree with the level given on the roster request form, please let us know so that we can verify the correct level. New students assigned to your department will start at the entry level for the given position. All students who switch departments will start out at the entry level for the position in the new department. The 2019-2020 pay rate chart is attached. Please note, there have been some slight adjustments to the ‘R’ pay levels for the upcoming year.

Please talk to your current workers to determine if they want to be assigned to your department for the 2019-2020 year before you request them on your roster. To complete and submit your roster, complete the following columns for each student listed:

- ‘Assign?’- Indicate ‘Yes’ if the student will be returning to work in this position next year, or ‘No’ if the student will not be returning next year.
  - If a student is not returning for reasons other than graduation or withdrawal, a [Student Employment Resignation/Termination Form](#) indicating the student’s reason for resignation & signature must also be submitted to the Student Employment Office.
• **‘Hours/Week’** - Indicate the number of hours per week that the student will be working in this position. Keep in mind that students may not exceed 20 hours/week total for all campus jobs combined.

• **‘Start/End Date’** - Complete this column only if the student will be starting prior to the start of the academic year (Sep. 1, 2019) or ending prior to the end of the academic year (May 16, 2020).

  Example: If a student will be working Fall semester only, complete the end date column as 12/21/19
  Example: If a student will be starting prior to Sep. 1, complete the start date column with the appropriate start date

  ➢ **Be sure to SAVE and then FINALIZE to submit your roster request form.**

If you need to make any changes after you have finalized your roster request, please contact me.

The 2019-2020 academic year student pay period begins on September 1, 2019. **If you have students who will begin to work before September 1 (i.e. during Fall Welcome Week), please be sure to indicate the appropriate start date in the ‘Start Date’ column on the roster request form.** In the ‘Comments’ section, please also note how many total hours the student will be working prior to the start of the academic year. Any students starting more than 2 weeks prior to the start of the academic year must be requested through the summer student employment hiring process. Please note that students who have summer on-campus job assignments may be unavailable to begin until the summer employment period ends.

Please note, the following two student employee groups listed below will need to be processed through the jobs.messiah.edu system. Instructions for using this system are available at: [http://www.messiah.edu/info/21147/supervisors/2134/](http://www.messiah.edu/info/21147/supervisors/2134/)

1. New hires will need to be requested by submitting a hiring proposal via the jobs.messiah.edu hiring system.
2. Students returning to a position after more than a year away will need to be processed as a new hire through the jobs.messiah.edu system.

As previously communicated, 2018-2019 academic year postings have been closed. If you are hiring new students for the 2019-2020 academic year, you will need to create a new posting to do so. All new 2019-2020 academic year hires should be processed via a 2019-2020 academic year posting. Attached are directions on how to create a posting. If you need assistance, please contact me. **Departments are expected to complete and submit academic year hiring prior to the end of Spring semester.**

Students who worked for your department in a temporary capacity this year will appear on your roster request form if they were active for more than a week. If the student will be returning in the same capacity next year, simply mark ‘yes’ on the roster request form. If you will be hiring a temporary student employee who has not worked for your department previously, the jobs.messiah.edu process must be followed and a hiring proposal must be received and approved prior to the student performing work for the department due to employment and labor law requirements. Students hired in this capacity will receive and submit hours on timesheets and pay rates will be established based upon duties listed in the position description.

The roster submission deadline is **April 30**. If you need to make any changes to your roster after submitting it to me, or throughout the year, please use the **Student Employment Resignation/Termination Form** for resignations/terminations or the **Student Employment Change Form** for changes. New hires/additions to your roster should be submitted thru the jobs.messiah.edu system by the end of Spring semester. Exceptions for student resignations and withdrawals are allowed. Due to the volume of activity with
incoming students at the start of fall semester, **any updates or new hire requests received after August 10 may result in a delayed start date due to request volume.**

As always, consult the Student Employment Handbook and Supervisor Handbook for important information on student employment, including information about employment/payroll paperwork that new student employees must complete before beginning to work.

If you have any questions regarding student employment, or if you need assistance with hiring students, please feel free to contact me. Thank you in advance for completing and submitting the Annual Roster Request Form and submitting new hire requests to me by **April 30.** Meeting this deadline helps to ensure students have their academic year job prior to leaving for the summer and so that the Financial Aid Office can evaluate Federal Work Study status for the students’ financial aid packages.

**To set-up proxy access for your roster request form:**

- **Falcon Link/Supervisor Functions**
- **Online HR/Payroll Forms and Proxy**
- **Proxy Tab (upper right side of screen)**
- **Add Proxy**
- **Member: Select person’s name from the drop down**
- **Form: Student Supervisee Pay History**
- **Create**