



STUDENT EMPLOYEE SUPERVISOR'S NEWSLETTER

October/November 2011, Issue XI

Holiday Payroll Schedule

As a reminder, please see the below information for the timesheet approval dates, as distributed by the Payroll department. Please make sure to enter all information by the due date to ensure student employees are paid on time. You will be allowed to project hours for student employees for all holiday payrolls. Please use your best judgment when projecting these hours. Student employees must work the hours that are included on their time sheets.

Timesheet Dates	Timesheet Approval Date/Time
11/13/11-11/26/11	11/21 at 12:00
11/27/11-12/10/11	12/2 at 12:00
12/11/11-12/24/11	12/12 at 12:00

If you have any questions or concerns, please contact Payroll for assistance at x4057.

Updated Student Employment Supervisor Handbook

The Supervisor of Student Employment Handbook has been updated to reflect new policies and procedures. Please make sure to review the new handbook and print a copy for yourself. The handbook can be found on the Student Employment page, www.morainevalley.edu/jrc. As always, if you have any questions please feel free to contact me at extension 5431.

JRC Upcoming Events

Internship Employer Panel
Thursday November 3rd
3:00, Library Lounge

Hear industry experts explain what they look for from their interns, what it takes to have a successful internship, and more.

Work-Study Student Employment

Work-study student employees cannot work during the Holiday break. The last day work-study student employees can work in the fall semester is *Friday December 16th*. Work-study student employees who will be returning to work in your department for the spring semester can resume their employment for the spring semester on *Tuesday January 17th*.

If you would like your work-study student employee to work during the holiday break, they must be placed under your departmental budget. To change your work-study student employee to be paid out of your budget, please contact the Job Resource Center, extension 5737.

Look Forward To

December: Student employee evaluation forms will be distributed in December. This provides supervisors a great opportunity to discuss with their student employees their strengths and areas of improvement.

January: Student Employee of the Year nominations will be distributed after the holiday break. Please consider nominating a student employee in your department who has made outstanding contributions.

Reminder: If your student employment hiring needs are fulfilled, please let us know so that we can remove your posting from College Central Network.