

2019-2020 Student Employment Handbook

Student Employee Guide



WARNER PACIFIC
UNIVERSITY

OFFICE OF STUDENT FINANCIAL SERVICES

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Introduction

The Student Employment Program at Warner Pacific University (WPU) serves three purposes:

1. It provides employment for eligible students enabling them to earn a portion of their expenses while pursuing a college education.
2. It is a part of the educational process whereby students acquire marketable work place skills.
3. It provides academically related work experience, which may be of value vocationally in post-college years.

Job Listings Web Site

Job descriptions for open positions are posted on the Work Study web page at <https://www.warnerpacific.edu/work-study>. Students may search for positions for which they feel best suited. Students then submit an application to the contact person listed at the bottom of each job listing.

Federal Work Study (FWS) Eligibility

The Federal Work Study (FWS) Program provides student employment to eligible students as part of a financial aid award provided by Warner Pacific University and the Federal Government. This federally funded program is the primary means by which students are employed on-campus. Because it is federally funded, it is governed by federal regulations. As such, employment is based on financial need as determined from the Free Application for Federal Student Aid (FAFSA).

To be eligible for the FWS Program a student must be one of the following:

- U.S. Citizen or National
- U.S. permanent resident with an Alien Registration Receipt Card (I-151 or I-551)
- Permanent resident of the Trust Territories of the Pacific Islands
- Otherwise eligible non-citizen with a Departure Record (I-94) from the U.S. Bureau of Citizenship and Immigration Services showing one of the following designations:
 - Refugee
 - Asylum Granted Indefinite
 - Parole and/or Humanitarian Parole
 - Cuban-Haitian Entrant

Each student applying for financial aid through the University is reviewed for eligibility in the FWS Program. *If students do not meet any of the preceding criteria, or do not qualify for FWS Funds due to limited need as determined by the federal need analysis, students may be eligible for employment in the Institutional Student Employment program.*

International Student Eligibility

Students must:

1. Be in legal F-1 full-time student status and currently enrolled in a course of study.
2. Receive authorization for on-campus employment by completing and returning to SFS all Student Employment paperwork listed in the handbook.
3. **Limit employment to a maximum of 20 hours per week.** INS allows eligible students to work up to full-time during vacations and school breaks if they intend to register for the term following the vacation or break. Warner Pacific University limits all students to a maximum of 20 hours per week during fall and spring semesters.
4. Show the **Designated School Official (DSO)** a current Passport, Visa, I-20, and I-94 along with a copy of the completed International Student Employment Offer (to receive a Request Letter for SS#).
5. Notify the **DSO** in the Office of Enrollment and SFS if/when resigning or changing jobs.
6. Employment Hours are not guaranteed. Hours worked are based on department need and budget.

Steps for Hiring

To be eligible for Student Employment, a student must complete the following steps:

1. Verify FWS eligibility by reviewing the award letter online through the MyWP portal or in person with an Office of Student Financial Services (SFS) staff member.
2. Check with SFS for position availability and/or access a comprehensive job list online.
3. Obtain and submit completed paperwork listed below. See Paperwork Section for details about specific forms.

Returning Student Employees (prior WPU employment experience)

- a. Student Employment Offer/International Student Employment Offer
- b. IRS W-4 Form
- c. Oregon W-4 Form (optional)
- d. Direct Deposit form with voided check (optional)

New Student Employees (no prior WPU employment experience)

- a. Student Employment Offer/International Student Employment Offer
- b. Emergency Information Form
- c. Confidentiality Agreement Form
- d. I-9 Employment Eligibility Form (Picture ID and proof of citizenship required)
- e. IRS W-4 Form
- f. Oregon W-4 Form (optional)
- g. Direct Deposit form with voided check (optional)

4. Successfully complete a criminal background check.

NOTE: STUDENTS ARE NOT ELIGIBLE TO START WORKING UNTIL ALL PAPERWORK IS SUBMITTED TO SFS AND THE SUPERVISOR HAS A RELEASE TO WORK FORM IN HAND.

Paperwork

Students are required to submit specific paperwork (please refer to Student Eligibility section on p.3). The majority of the required paperwork is completed by the student. The Student Employment Offer and the Confidentiality Agreement are filled out and signed by both the supervisor and the student. All paperwork is submitted to SFS. Students **must not** begin working until the supervisor has a Release to Work Form in hand each semester.

Student Employment Offer

The Student Employment Offer is an agreement between the supervisor, the student, and SFS for employment in a specific department, contingent upon the successful completion of a background check. Offers are based on the academic school year (Fall/Spring) and are completed once a year. An additional offer is required if the student will be working during the summer break. Changes in the offer, such as pay rate and employment status, are communicated by submitting an Employment Change Form to SFS. The offer is signed by the supervisor and student, and then submitted to SFS along with all other required paperwork. International Students must also have their offer signed by the DSO.

Emergency Information Form

The Emergency Information Form is completed by the student. This form provides emergency and contact information.

Confidentiality Agreement

(As is written on the Confidentiality Agreement document)

Warner Pacific University employees support a variety of University functions. Employees may, as part of their duties, need to access confidential individual information from various sources including, but not limited to, financial aid, personal health, tax, credit, bank, loan, personnel and academic records, and other information protected by the Family Educational Rights and Privacy Act of 1974 (FERPA), the Health Information Portability and Accountability Act (HIPAA) and the Gramm Leach-Bliley Act (GLB). With respect to these records and information, and all other confidential property, all University employees are required to read and agree to the following.

1. The employee acknowledges the confidentiality of all student, alumni, donor, and employee information of Warner Pacific University and understands that this information will not be revealed to, distributed to, or discussed with anyone other than the appropriate, designated supervisor and other University officials as designated by the supervisor.
2. The employee will not attempt to alter, change, modify, add, or delete record information or University documents unless specifically instructed to do so by the employee's supervisor or other University official.
3. The employee will access only the information specified and authorized by the supervisor. Access should be through normal office procedures for obtaining information in written documents, computer files, records, or other University information.
4. All individually-identifiable information to be discarded will be shredded.
5. All offices containing confidential information will be locked when unattended.

When an employee's employment with the University ends, the employee must return all Warner Pacific University-related information and property (including all student, faculty and

staff information), including documents, files, records, manuals, information stored on a personal computer or on computer discs, supplies, computers, cellular telephones, and all other equipment or office supplies. The employee's duty to maintain strict confidentiality relating to confidential University business and information continues following termination of employment.

The employee understands failure to abide fully by the above agreements is grounds for immediate discipline, up to and including dismissal from the work position and the University, and may further subject the employee to other disciplinary actions.

I-9 & W-4

These forms are required by federal law for employment.

The I-9 is a form distributed by the U.S. Department of Homeland Security and is necessary to verify employment eligibility through the U.S. Government.

The W-4 is a form distributed by the U.S. Department of Treasury and provides information for the employer (WPU) to withhold the correct federal and state income tax from the employee's earnings. A separate W-4 form is available for the state of Oregon if the employee wishes to withhold a different amount for state income tax purposes.

Scheduling

Scheduling is based on student need and job assignment. The recommended average is 7-10 hours per week.

Institutional and Federal regulations do not allow for payment of overtime or holiday pay. **Students may not work more than 20 hours a week during the school year.** During periods of non-enrollment (summer and Christmas breaks), students may work up to 40 hours per week. The hour limit is per student, not per position. If a student has more than one position, hours per week in all positions may not exceed the maximum. Students may not volunteer to work additional hours without pay.

Generally, FWS Students may not work more than their Work Study eligibility as provided on the financial aid award letter. The formula for determining hours a student may work is as follows:

Divide the current semester FWS award by the number of weeks in the semester (usually 16, including finals week). Divide that answer by the rate of pay. This results in the number of hours a week the award allows for compensation.

For example:

$\$1250$ (FWS award) / 16 (number of weeks in the semester) = 78.13 / $\$12.50$ (rate of pay) = ~6 hours a week.

Oregon Sick Time

Warner Pacific University provides Sick Time in accordance with the State of Oregon Sick Time Law. Accrued Sick Time can be used for any of the following purposes:

- Time off for the diagnosis, care or treatment of the employee or employee's family member's mental or physical illness, injury or health condition, including preventative care
- Time off for domestic violence, harassment, sexual assault or stalking as described in the Crime Victims Leave section of the WPU Employee Handbook (available on the WPU website)
- Time off when either the University or the employee's dependent child's school is closed by order of a public official due to a public health emergency, or to care for a family member whose presence in the community threatens the health of others as determined by a public health authority or health care provider, or if the University is legally required to exclude the employee from the workplace for health reasons

Family member, for this purpose, includes the employee's spouse, parent, child, grandparent, grandchild, parent-in-law, and a person with whom the employee was/is in an in loco parentis relationship. Under Oregon's Sick Time Law, "family member" also includes registered same sex domestic partners.

In general, employees are entitled to accrue one hour of sick time for every 30 hours of work performed within the City. Employees are entitled to accrue up to 40 hours of sick time in a year. Employees may not use sick time that is not yet accrued.

Employees are required to give supervisors as much advance notice as possible prior to using sick time, and should comply with the procedures described in this Handbook. Sick time should be used in increments of at least one hour. Pay is at the base rate at the time the sick time is used. Detailed explanations are not generally required. However, notification, general reasons, and schedule arrangements with supervisors are required.

If an employee is hospitalized, medically restricted or prohibited from work by a doctor, or ill or injured for more than three days, employees may be required to provide a signed statement by a health care provider verifying the necessity of the absence. The supervisor has the right to require an employee to leave work if the supervisor determines that an employee illness could cause an unsafe or unhealthy work environment for co-workers, even if all sick time is expended.

At least once each quarter, the University provides employees with written notification of the amount of accrued and unused sick time available for use, typically on the employee pay stub. Sick time is not vacation time and should not be used as such, nor is it to be used to extend vacation. It is a benefit from the University to support employees in personal, family, medical, illness, legal, and emergency situations.

Deliberate misuse of sick time may be cause for disciplinary action. Employees will not receive any form of payment for unused sick time upon termination of employment. If Warner Pacific University suspects an employee is engaging in improper use or abuse of sick time (such as repeated use of unscheduled time off adjacent to weekends, holidays, vacation or pay day), the University may require documentation from a health care provider of the need for the time off, regardless of whether the absence is more than three consecutive days.

Disciplinary action taken for abuse of sick time is not considered retaliation.

Returning Student Employees

If a returning student employee wishes to continue working a previously contracted position, both the supervisor and student must be in agreement before the student leaves for vacation or scheduled break in enrollment. Prior to resuming work, returning students must obtain and submit completed paperwork to SFS as listed under the Steps for Hiring section on page 3.

Employment during Non-Enrollment Periods

Periods of non-enrollment include Summer and Christmas Breaks. SFS notifies supervisors of updated policies regarding periods of non-enrollment. However, employment during these periods is based on the condition the student plans to return to class during the next semester of enrollment. Students must sign an "Intent to Return" and submit it to SFS in order to be released to work during these periods of non-enrollment. The student must be officially registered for the term following the break before they begin earning FWS funds during the break.

Payroll Procedures

Pay Periods

Generally, each pay period includes hours worked by the student employee from the 19th of the month through the 18th of the following month, or as noted on the timecard schedule. Refer to the attached Timecard Schedule in the appendix.

Pay Rates

Pay rates begin at the current minimum wage and vary by department, depending on the task and experience level of the employee. Pay raises are not guaranteed and are recommended only after the employee has worked in the department for a full semester. All pay levels must fall within approved budget parameters.

Monthly Pay

Monthly pay is direct deposited on the last business day of the month, to the student specified bank account(s) provided on the Direct Deposit Enrollment Form. If a student does not provide bank account information, the paycheck is mailed on the last business day of the month to the permanent address on file in the Records Office.

Timecards

Timecards are legal required documents and should be submitted to SFS on the nineteenth of every month (or as indicated on the attached Timecard Schedule). Incomplete timecards and incomplete personnel files may result in a delay of payment to the employee. Audit regulations require supervisor approval on timecards. It is a federal offense for a student or supervisor to falsify any information on a student payroll timecard.

The supervisor is required to review timecards to ensure accuracy and completeness before approving.

To ensure that a timecard is accurately completed and submitted, both students and supervisors should adhere to the following:

- Record hours worked on a daily basis.
- Submit timecards in accordance with the timecard schedule (see appendix).
- Ensure a 10 minute paid mandatory break was taken during each four consecutive hours of work.
- Ensure a 30 minute unpaid mandatory break was taken during a shift of six consecutive hours of work. This should be noted as time out on the timecard.
- Ensure total hours worked do not include unpaid breaks.
- The supervisor approves all changes.
- Ensure hours on timecard do not exceed FWS eligibility limits as shown on the student's award letter.

NOTE: Failure to submit completed timecards by the deadline delays processing and receipt of funds.

For more information about how to submit your timecard, see page 15.

Supervisor Responsibilities

It is the responsibility of the supervisor to assign work for each student employee under direct supervision. Student employees are expected to refrain from homework or personal business during scheduled employment hours.

Supervisors are responsible for setting appropriate professional standards for student employees, including but not limited to confidentiality, work expectations, appropriate dress, tardiness, illness, leaves of absence, shortening the shift, phone calls, texting, social media, socialization, and mid-terms/finals/homework.

Student Responsibilities

Students employed through the Student Employment Program are employees of WPU; therefore, student employees are expected to abide by the following policies.

Confidentiality

Please refer to the Confidentiality Agreement section on page 4.

Work Expectations

Students are expected to work through the semester. This includes finals week. If schedule conflicts arise, contact the supervisor. Students may not work during their scheduled class periods.

Appropriate Dress

Employees are expected to dress in a neat, clean, modest, and appropriate manner. Dress codes vary from job to job. Check with the supervisor.

Tardiness

Employees are expected to report to work on time. Please contact the supervisor if an unforeseen problem delays arrival.

Illness

In case of illness, the employee is expected to contact the supervisor and explain the problem prior to scheduled work time. Report the normal work times of that shift on the timecard as sick time. The timecard will limit reported sick time to the amount the employee has earned. Any part of the shift that is above the earned sick time is without pay.

Leaving Early – Shortening the Shift

The employee is paid only for hours worked. If the employee is leaving early because of illness, report the unworked hours on the timecard as sick time. If the student employee is working a shorter shift for other reasons, report only the actual hours worked. Shift changes should be communicated in advance.

Phone Calls

Personal phone calls are discouraged during work hours. If an urgent phone call is necessary, permission from the supervisor prior to the call is expected.

Visitation/Socialization

Employees should discourage friends from prolonged visitation during working hours.

Mid-terms/Finals/Homework

Employees are expected to practice responsible study habits. The University expects student employees to maintain regular working hours; however, the employee is a student first and foremost. If a situation arises in which the employee needs more time for schoolwork, it is expected the supervisor will receive communication regarding the conflict of schedule and a request for change in schedule

Student Rights

Student employees are guaranteed certain rights:

Training

The supervisor provides training, direction, and education necessary to fulfill job responsibilities. Supervisors are also responsible for providing information on job-related health and safety issues.

Job description

The supervisor provides a clear statement of expectations and responsibilities requisite to the assignment before beginning work. Job expectations are described in the official job description.

Fairness

Student Employees have a right to fair treatment as an employee, and to fair consideration of needs and responsibilities as a student at Warner Pacific University.

Payment and Minimum Wage

Federal guidelines require that student employees receive pay for all hours worked. WPU Student Employees are paid at minimum the higher of the current State or Federal Minimum Wage. Accurate timecards must be submitted by the deadlines listed on the Timecard Schedule.

Paid Sick Time

Students who have worked for Warner Pacific University for at least 90 days are eligible to use accrued paid Oregon Sick Time, see page 5.

Overtime

Federal Regulations do not permit overtime or overtime pay. Overtime is defined by the State of Oregon and the Federal Government as more than 40 hours in one week. The workweek at WPU is Sunday through Saturday. Students may not volunteer to work additional hours for a paid position.

Termination

Supervisors are responsible for providing an explanation if a student is terminated.

References

Students also have the right to use WPU's Office of Human Resources for employment verification for housing or future employment.

Terminations

Student Initiated Termination

The student is expected to give proper notice (2 weeks) in writing for resignation of position. This allows time for the supervisor to make other arrangements.

Supervisor Initiated Termination

There are many reasons a supervisor may need to end the employment relationship. For example, if one of the following occurs, it is considered grounds for the supervisor to terminate a student employee:

1. Violation of the WPU Community Agreement
2. Violation of the University Confidentiality Agreement
3. Inappropriate dress
4. Tardiness
5. Failure to report to work
6. Inadequate performance of work responsibilities
7. Violation of Departmental Policies and/or Procedures

Satisfactory Academic Progress Termination

Satisfactory Academic Progress is a procedure performed by SFS reviewing student academic eligibility for financial aid. If a student is not meeting standards, as published in the Warner Pacific catalog, financial aid may be suspended. In cases of suspension a student loses FWS eligibility and cannot continue working in the FWS program. Students and supervisors are notified of the termination by SFS.

Grievance

While it is the intention of Warner Pacific University that all grievance complaints be settled informally, it is sometimes necessary to proceed in a more formal manner. In the event of the need of a formal process, the student should proceed as follows:

1. Attempt to resolve the problem with the immediate supervisor and the person(s) involved.
2. Should Step 1 prove unsuccessful, the student employee consults with the Executive Director of Student Financial Services and Financial Aid to attempt a positive resolution to the grievance.
3. Should Steps 1 & 2 prove unsuccessful, the student may request a hearing by the Financial Aid Advisory Committee (which functions as a financial aid advisory and appeal panel). The FAAC hears all parties and recommends a resolution. The decision of the committee is final.

A SUMMARY OF YOUR RIGHTS UNDER THE FAIR CREDIT REPORTING ACT

Para información en español, visite www.consumerfinance.gov/learnmore o escribe a la Consumer Financial Protection Bureau, 1700 G Street N.W., Washington, DC 20552.

The federal Fair Credit Reporting Act (FCRA) promotes the accuracy, fairness, and privacy of information in the files of consumer reporting agencies. There are many types of consumer reporting agencies, including credit bureaus and specialty agencies (such as agencies that sell information about check writing histories, medical records, and rental history records). Here is a summary of your major rights under the FCRA. **For more information, including information about additional rights, go to www.consumerfinance.gov/learnmore or write to: Consumer Financial Protection Bureau, 1700 G Street N.W., Washington, DC 20552.**

- **You must be told if information in your file has been used against you.** Anyone who uses a credit report or another type of consumer report to deny your application for credit, insurance, or employment – or to take another adverse action against you – must tell you, and must give you the name, address, and phone number of the agency that provided the information.
- **You have the right to know what is in your file.** You may request and obtain all the information about you in the files of a consumer reporting agency (your “file disclosure”). You will be required to provide proper identification, which may include your Social Security number.
- In many cases, the disclosure will be free. You are entitled to a free file disclosure if:
 - a person has taken adverse action against you because of information in your credit report;
 - you are the victim of identity theft and place a fraud alert in your file;
 - your file contains inaccurate information as a result of fraud;
 - you are on public assistance;
 - you are unemployed but expect to apply for employment within 60 days.
- In addition, all consumers are entitled to one free disclosure every 12 months upon request from each nationwide credit bureau and from nationwide specialty consumer reporting agencies. See www.consumerfinance.gov/learnmore for additional information.
- **You have the right to ask for a credit score.** Credit scores are numerical summaries of your credit-worthiness based on information from credit bureaus. You may request a credit score from consumer reporting agencies that create scores or distribute scores used in residential real property loans, but you will have to pay for it. In some mortgage transactions, you will receive credit score information for free from the mortgage lender.
- **You have the right to dispute incomplete or inaccurate information.** If you identify information in your file that is incomplete or inaccurate, and report it to the consumer reporting agency, the agency must investigate unless your dispute is frivolous. See www.consumerfinance.gov/learnmore for an explanation of dispute procedures.
- **Consumer reporting agencies must correct or delete inaccurate, incomplete, or unverifiable information.** Inaccurate, incomplete or unverifiable information must be removed or corrected, usually within 30 days. However, a consumer reporting agency may continue to report information it has verified as accurate.
- **Consumer reporting agencies may not report outdated negative information.** In most cases, a consumer reporting agency may not report negative information that is more than seven years old, or bankruptcies that are more than 10 years old.
- **Access to your file is limited.** A consumer reporting agency may provide information about you only to people with a valid need -- usually to consider an application with a creditor, insurer, employer, landlord, or other business. The FCRA specifies those with a valid need for access.
- **You must give your consent for reports to be provided to employers.** A consumer reporting agency may not give out information about you to your employer, or a potential employer, without your written consent given to the employer. Written consent generally is not required in the trucking industry. For more information, go to www.consumerfinance.gov/learnmore.
- **You may limit “prescreened” offers of credit and insurance you get based on information in your credit report.** Unsolicited “prescreened” offers for credit and insurance must include a toll-free phone number you can call if you choose to remove your name and address from the lists these offers are based on. You may opt-out with the nationwide credit bureaus at 1-888-5-OPTOUT (1-888-567-8688).
- **You may seek damages from violators.** If a consumer reporting agency, or, in some cases, a user of consumer reports or a furnisher of information to a consumer reporting agency violates the FCRA, you may be able to sue in state or federal court.
- **Identity theft victims and active duty military personnel have additional rights.** For more information, visit www.consumerfinance.gov/learnmore.

States may enforce the FCRA, and many states have their own consumer reporting laws. In some cases, you may have more rights under state law. For more information, contact your state or local consumer protection agency or your state Attorney General. For information about your federal rights, contact:

TYPE OF BUSINESS:	CONTACT:
1.a. Banks, savings associations, and credit unions with total assets of over \$10 billion and their affiliates	a. Consumer Financial Protection Bureau 1700 G Street, N.W. Washington, DC 20552
b. Such affiliates that are not banks, savings associations, or credit unions also should list, in addition to the CFPB:	b. Federal Trade Commission Consumer Response Center 600 Pennsylvania Avenue, N.W. Washington, DC 20580 (877) 382-4357
2. To the extent not included in item 1 above:	
a. National banks, federal savings associations, and federal branches and federal agencies of foreign banks	a. Office of the Comptroller of the Currency Customer Assistance Group 1301 McKinney Street, Suite 3450 Houston, TX 77010-9050
b. State member banks, branches and agencies of foreign banks (other than federal branches, federal agencies, and Insured State Branches of Foreign Banks), commercial lending companies owned or controlled by foreign banks, and organizations operating under section 25 or 25A of the Federal Reserve Act	b. Federal Reserve Consumer Help Center P.O. Box. 1200 Minneapolis, MN 55480
c. Nonmember Insured Banks, Insured State Branches of Foreign Banks, and insured state savings associations	c. FDIC Consumer Response Center 1100 Walnut Street, Box #11 Kansas City, MO 64106
d. Federal Credit Unions	d. National Credit Union Administration Office of Consumer Financial Protection (OCFP) Division of Consumer Compliance and Outreach 1775 Duke Street Alexandria, VA 22314
3. Air carriers	Asst. General Counsel for Aviation Enforcement & Proceedings Aviation Consumer Protection Division Department of Transportation 1200 New Jersey Avenue, S.E. Washington, DC 20590
4. Creditors Subject to the Surface Transportation Board	Office of Proceedings, Surface Transportation Board Department of Transportation 395 E Street, S.W. Washington, DC 20423
5. Creditors Subject to the Packers and Stockyards Act, 1921	Nearest Packers and Stockyards Administration area supervisor
6. Small Business Investment Companies	Associate Deputy Administrator for Capital Access United States Small Business Administration 409 Third Street, S.W., Suite 8200 Washington, DC 20416
7. Brokers and Dealers	Securities and Exchange Commission 100 F Street, N.E. Washington, DC 20549
8. Federal Land Banks, Federal Land Bank Associations, Federal Intermediate Credit Banks, and Production Credit Associations	Farm Credit Administration 1501 Farm Credit Drive McLean, VA 22102-5090
9. Retailers, Finance Companies, and All Other Creditors Not Listed Above	Federal Trade Commission: Consumer Response Center – FCRA 600 Pennsylvania Avenue, N.W. Washington, DC 20580 (877) 382-4357

SAFETY TIPS

Keeping Warner Pacific University safe is the responsibility of everyone. If you see, hear, or smell anything unsafe or out of the ordinary, contact WPU Security, day or night, at **503-250-1730** or **503-517-2127**. **In an emergency situation, dial 9-1-1** and, if possible, contact WPU Security.

Be aware of general and work related safety risks. Possible risks include, but are not limited to:

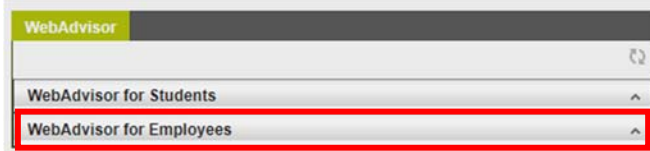
- Handling or cleaning up blood or other bodily fluid without wearing protective gear.
- Turned up carpets that could cause a person to trip.
- Unlit or poorly lit stockrooms, work areas, or outdoor areas.
- Spills or slick spots on the floor or ground that could cause someone to fall.
- Sharp items left in an area where they could cause an injury (i.e. needles, nails, broken glass).
- Improper lifting of items.
- Placing items close to a radiator or other heat source.
- Carrying items on stairways.
- Reaching for items on top and bottom shelves.
- Working on ladders or step stools.
- Using sharp instruments to open boxes or containers.
- Lack of proper clothing or protection (i.e. not wearing shoes while unpacking boxes, wearing high heels that may catch on stairs or grated flooring, and not wearing protective gloves when handling chemicals).
- Not using handrails when ascending or descending stairs.
- Uneven areas on a sidewalk or path.
- Animal bites resulting from feeding squirrels and other wildlife.
- Downed power lines, standing water near an electrical source, and/or exposed wires.

Report injuries to your supervisor, even the small ones.

When participating in activities on campus, be careful around walkways, landscaped areas, near parking lots, and streets. Report any outage of security lights, street lights, or walkway lights.

Work situations may have unique risks associated with the duties of the job. It is important to discuss possible risks with the supervisor. The supervisor is trained to provide safety information and advice.

Online Timecards through MyWP

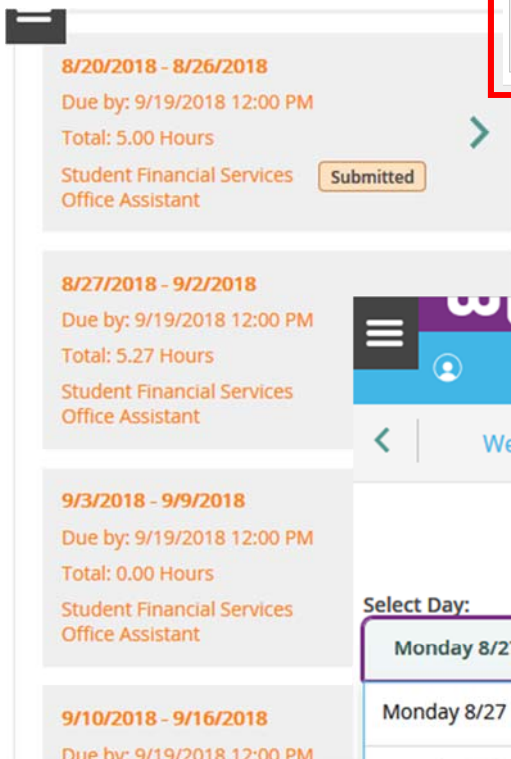
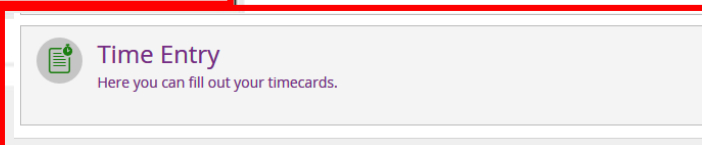


Login to MyWP.warnerpacific.edu
In the upper right hand corner click on WebAdvisor for Employees

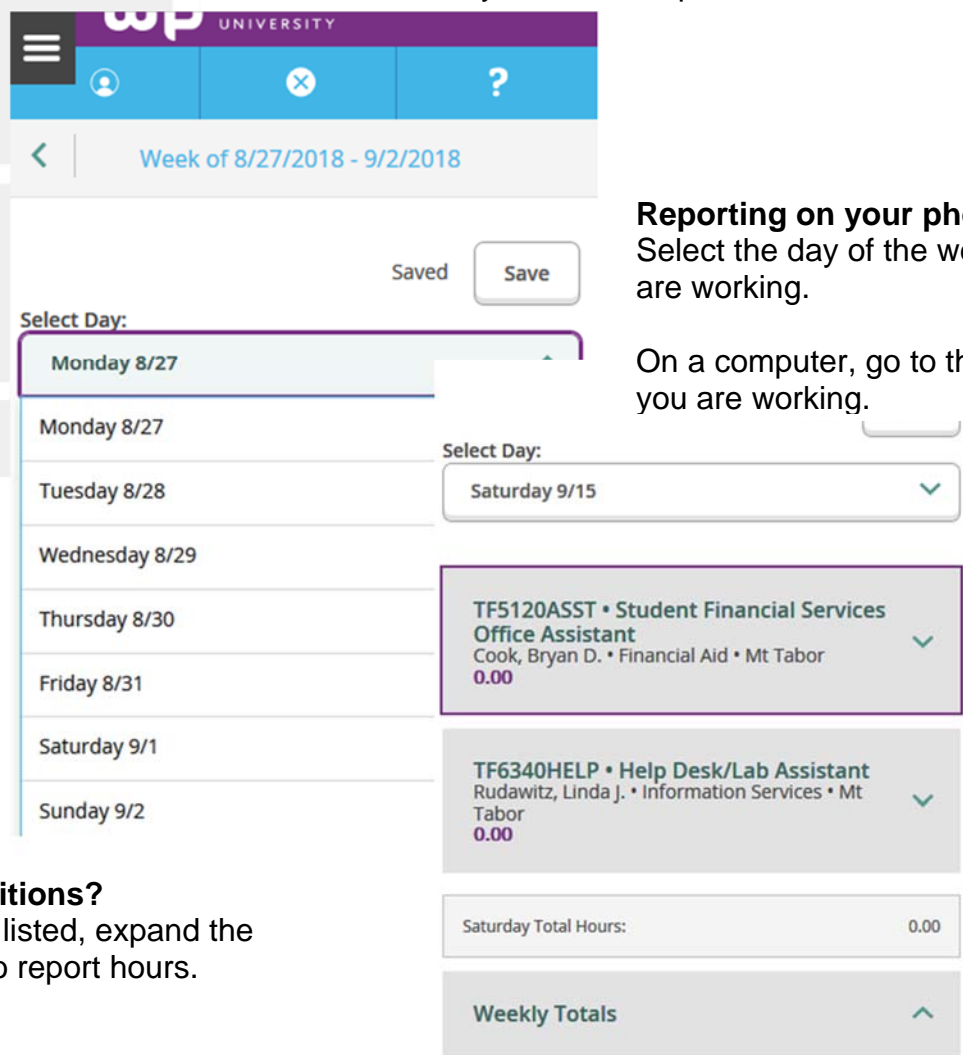


Then click on Employee Self Service, a new window may open

Click on Time Entry to begin entering your time



A list of the weeks in the open pay periods will open. Typically a pay period runs from the 19th to the 18th of the next month. There are some exceptions, be sure to refer to your employment handbook for the timecard schedule. Click on the week you wish to report hours.



Reporting on your phone?
Select the day of the week you are working.

On a computer, go to the day you are working.

Have multiple positions?
All positions will be listed, expand the position you want to report hours.

Enter your start and end time for the shift.

Have multiple shifts for the same position on the same day?
Click the “+” to add another shift.

TF5120ASST • Student Financial Services
Office Assistant
Cook, Bryan D. • Financial Aid • Mt Tabor
0.82

Federal Workstudy

Start Time: 1:15 PM End Time: 2:04 PM

+ Additional Time

Federal Workstudy

Start Time: 1:15 PM End Time: 2:04 PM

Start Time: 3:03 PM End Time: 4:15 PM

- +

Sick during your regular shift?

Click the + Additional Time button to add sick time to your timecard and report the number of hours your shift was scheduled.

Sick

Enter hours worked

3.25

- Remove Sick

Don't Forget!
Time must be entered for all weeks of the current pay period no later than Midnight of the day after the last date available to report on the timecard. So in most months, they must be submitted by the 19th!

00:00 AM	3:15 PM	00:00 AM	8:15 AM	00:00 AM
00:00 AM	4:15 PM	00:00 AM	9:15 AM	00:00 AM
	10:00 AM			
	11:00 AM			

- +

All done for the week?

Click Submit for Approval.

Your supervisor will get an email that you have submitted your hours for that week. You will see “Submitted” next to that week on your list of available weeks to report.

0.00	2.00	0.00	1.00	0.00
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Comments **Submit for Approval**

8/20/2018 - 8/26/2018
Due by: 9/19/2018 12:00 PM
Total: 5.00 Hours

Submitted

Student Financial Services Office Assistant

2019-2020 Timecard Schedule

Student Employee



Last Day on Timecard	Timecard Submission Due by Midnight from Employee	Timecard Approval Due by Midnight from Supervisor	Direct Deposit (DD)/ Check Mailed (CK)
Tuesday June 18, 2019	Wednesday June 19, 2019	Friday June 21, 2019	Friday June 28, 2019
Thursday July 18, 2019	Friday July 19, 2019	Monday July 22, 2019	Wednesday July 31, 2019
Sunday August 18, 2019	Monday August 19, 2019	Wednesday August 21, 2019	Friday August 30, 2019
Wednesday September 18, 2019	Thursday September 19, 2019	Monday September 23, 2019	Monday September 30, 2019
Friday October 18, 2019	Saturday October 19, 2019	Monday October 21, 2019	Thursday October 31, 2019
Monday November 18, 2019	Tuesday November 19, 2019	Thursday November 21, 2019	Friday November 29, 2019
Friday December 12, 2019	Friday December 13, 2019	Monday December 16, 2019	DD: Tuesday, December 31, 2019 CK: Thursday, January 2, 2020
Saturday January 18, 2020	Sunday January 19, 2020	Tuesday January 21, 2020	Friday January 31, 2020
Tuesday February 18, 2020	Wednesday February 19, 2020	Friday February 21, 2020	Friday February 28, 2020
Wednesday March 18, 2020	Thursday March 19, 2020	Monday March 23, 2020	Tuesday March 31, 2020
Saturday April 18, 2020	Sunday April 19, 2020	Tuesday April 21, 2020	Thursday April 30, 2020
Thursday May 7, 2020	Friday May 8, 2020	Monday May 11, 2020	Friday May 29, 2020
Monday May 18, 2020	Tuesday May 19, 2020	Thursday May 21, 2020	Friday May 29, 2020
Thursday June 18, 2020	Friday June 19, 2020	Monday June 22, 2020	Tuesday June 30, 2020