

20-21 Student Employment Information

Please read all the following information fully and carefully as there are some new changes for this year.

IMPORTANT- NO WORK MAY BE PERFORMED UNTIL THE COMPLETED 20-21 WORK CONTRACT HAS BEEN TURNED INTO HUMAN RESOURCES- NO EXCEPTIONS!

Student Worker Contracts and Payroll Processing

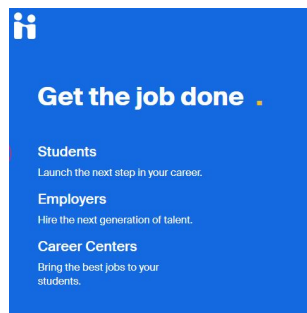
Summer 2020 work contracts are valid through the end of Spring 2021 as long as the student is continuing to work in the same position (on campus work assignments will be suspended starting November 25, 2020 and will resume in the spring once on-site classes begin). If a student is transferring to a different department/position throughout the semester then they must complete a [Termination Form](#) with their current supervisor and return the completed form to Human Resources in order to receive a new work contract. On campus work can begin the week of August 10th.

- **Returning residential and commuter student workers** can pick up their work contract from the Mail Center starting the week of August 10th.
- **New student workers** must complete employment/payroll forms ([W4](#), [I9](#), [PA-32](#)) and bring them with their ORIGINAL form(s) of identification as specified on page 3 on the I-9 form to Human Resources on the 2nd Floor of the Harold Howard Center (HHC) before a contract will be issued. Please review the instructions for these important forms [here](#). **We strongly encourage students to complete the [Direct Deposit Form](#).**
- Once the paperwork is processed, an electronic time card will be available on the student's my.Eastern.edu account. Online instructions for electronic time cards are provided [here](#). The student is required to submit hours worked regularly before the close of each pay period and check the box indicated as an electronic signature at the close of the pay period to submit the timecard for review and approval. The supervisor will review and approve (or edit) the time card by the posted and emailed deadlines. *Failure to do so will result in delays in payment to the student.*

Please visit the [Student Employment webpage](#) for more information regarding student employment processes, procedures, and FAQs.

Student Employment Opportunities

Job openings are posted on **Handshake**. You can log into Handshake with your EU username and password to view open student worker positions at Eastern.



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Student Employment Health and Safety Guidelines

Due to the COVID-19 Pandemic, new health and safety protocols have been established to promote the wellbeing of each member of the Eastern Community. Our students and faculty/staff's safety are very important to us therefore student workers will be required to wear a mask/face covering, practice social distancing and conduct frequent handwashing techniques as well as follow the University's published safety and health guidelines located on the COVID-19 webpage.

Each student employee will also be required to self-monitor their health and practice a daily health screening. If a student worker is sick or exhibits signs of exposure to COVID-19 please follow the following guidelines:

- If you are sick or have a temperature, please do not go to work. Contact your immediate supervisor to inform them you are not feeling well and unable to report to work.
- Once you have notified your supervisor, contact the [Health Center](#) at 610-341-5955 for a tele-med appointment and assessment by the University nurse or physician. If the symptoms are consistent with COVID-19 you may be required to get tested at a local testing facility.
- Should a student test positive for COVID-19, they will be required to self-isolate for 14 days or longer at home or on campus in a designated location.
- Student employees must be cleared by the student health center prior to returning to work. Please note that the aforementioned is subject to change based on CDC, local health and elected officials guidance.

Remote Work Assignments

On campus work assignments will cease starting November 25, 2020. Supervisors will be responsible for coordinating with their student workers if any remote work assignments are available for the remainder of the fall semester. **Supervisors MUST complete the [Thanksgiving/Winter Break Remote Work Application](#) prior to November 20th in order for a student's time card to remain open after November 25th.** Students working remotely must adhere to the same payroll processing rules and submit their time card each pay period for processing. Once the campus reopens on-site in the spring, then student's on campus work assignments may resume. Clear expectations for academic year employment should be communicated between students and supervisors so that planning can be established early.

The details provided are subject to change based on any new directives provided by Federal, State, and/or Local government agencies. Any changes will be communicated to supervisors and students as soon as it is available.

If you have any additional questions, you may contact Suzanne Person, Student Services Specialist, at sperson@eastern.edu.