PEPPERDINE
Student Employment Office

July 29, 2021

Dear Student Hiring Managers,

Our office would like to point out some important employment practices to make the transition from summer to fall employment as smooth as possible for you and your student employees.

SUMMER EMPLOYMENT END DATES
The last day for students to log hours using Pepperdine Summer awards will be Sunday, August 1, 2021. All summer Pepperdine Summer Awards (PSA) positions will be terminated on Wednesday, August 4, 2021 after payroll processes. If your summer student employee is transitioning into Fall, please check their end date within the Student Hire Roster in PeopleSoft. Keep in mind, if they have a work study award that you wish to utilize, they will have to be hired using the corresponding job code. Below are the general "Student Worker" job codes, for your reference.

0051 - Student Worker
0057 - Student Worker FWS
0058 - Student Worker PWP

Some of your departments may use different job codes. If you have any questions regarding your department's job codes, please contact us.

STUDENT EMPLOYEES RETURN TO CAMPUS
We encourage you to review communication sent by the Student Employment Office on July 20th, 2021 and to review the Return to Campus Checklist for Student Supervisors. We have also partnered with Human Resources to create an FAQ document that will be updated periodically. This document contains pertinent information concerning vaccine regulations and return to campus protocols.

FALL HIRING
On Sunday, August 1, 2021 you will be able to view the 2021-2022 work study awards and enter your fall hires into the Student Hire Module (with a start date as early as August 2nd, 2021). Students using Federal Work Study (FWS) or Pepperdine Work Program (PWP) should have a start date no earlier than Monday, August 2, 2021. Any FWS or PWP positions with a start date earlier than 8/2/2021 will be adjusted and hours worked prior to the approved date will be charged to the department's student salary budget.

- Students who have not registered for classes, have not accepted their work study award, and incoming students may not appear in the student hire module yet.
    - If you have trouble locating a student in the module please contact Shelby White at shelby.white2@pepperdine.edu with hiring details.
- Jobs do not automatically transition from departmental pay to work study. If your summer employee is being paid departmentally, you will need to set the expected end date on or before August 1st. You will also need to rehire the student under the correct work study code with a start date of Monday, August 2, 2021.

HIRING PROCEDURES

Starting August 23rd, the majority of hiring and on-boarding practices will, once again, be completed in-person in Malibu within the Student Employment Office. For students who are not completing coursework on the Malibu campus, we will allow remote on-boarding. Please review the attached Fall 2021 Hiring Procedures document, you may also view this information on our website. This only applies to new student employees who have not worked at Pepperdine previously. If you plan to rehire students or hire students who have worked for Pepperdine previously, please follow the usual hiring procedures.

We encourage departments to provide in-person employment to students, whenever possible. If you wish to hire a student for a remote position, please complete a Remote Work Arrangement Form for all students who will be working remotely or a hybrid schedule.

IMPORTANT WORK STUDY DATES
As you may know, work study end dates are critical in ensuring we are compliant with federal and University regulations. Please observe the following end dates for each type of position below:

- Federal Work Study (FWS) - End date no later than June 19th, 2022
- Pepperdine Work Program (PWP) - End date no later than May 8th, 2022
- Departmental Positions - End date no later than July 31st, 2022

HIRING INTERNATIONAL STUDENTS
International students who are currently residing and have a physical presence in the United States are eligible to work. Unfortunately, due to federal and Visa regulations, students who are residing outside of the United States may not complete work for Pepperdine and do not qualify for student employment. As always, international students will be required to apply for a social security number prior to their employment start date and must remain in the United States for the duration of their employment.

JOB POSTINGS
Students are actively seeking fall employment. If you have open positions in your department, please post your jobs within Handshake by completing the Student Employment Job Description Form to post your position. As a reminder, we ask that all available student employment positions are posted on Handshake for no less than 5 business days to ensure equal opportunity employment for all students.

Please let us know how we can further assist you with any Student Employment related questions. Thank you for continuing to provide work opportunities for students, we look forward to a productive semester ahead!

Best regards,

PEPPERDINE

Student Employment Team
Student Employment Office
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