



## STUDENT EMPLOYEE SUPERVISOR RESPONSIBILITIES

Effective 9/23/24

Professors, directors, PhD students, and staff are supervisors when they hire student employees to support research projects, events, conferences, and department processes, among other related tasks. Supervisors work closely with the Econ Human Resources (HR) team to maintain proper standards and compliance with university policies. This policy aims to identify the expectations and procedures of student-employee supervisors.

Supervisors of student employees are responsible for the following:

- Hiring students per UChicago Student Employment policies, the Graduate Student Union ([GSU](#)), Econ Hiring a Student Employee procedures, and the Illinois Department of Labor.
- Ensuring that the required work hours do not conflict with the student's classes.
- Going over expectations of employment (preferably on the first day), including dress code, work schedule, confidentiality agreement, mandatory breaks when working 7.5 hours, and the timesheet and payment process.
- Approving student employee hours or assigning a Delegate Time Approver by the payroll deadlines. (See Time Approving)
- Ensuring students are not working over 20 hours per week during the quarters, or 37.5 during breaks. (Hours are cumulative across all on-campus jobs.)
- Ensuring that students are paid for all hours worked. (This includes required training, time that wasn't scheduled/approved, and situations in which a student does not complete his or her timesheet.)
- The supervisor will incur a \$250.00 fee for an on-demand payment (off cycle) for hours outside the current pay period (retro hours) to be allocated to the research or discretionary account.
  - This fee is required regardless of the reason for the retro hours. Even if the student is at fault (forgets to record their hours), Payroll requires an on demand payment for compliance with Illinois labor laws.
- Ensuring that students do not start to work until an approval email is received from Econ HR.

## TIME APPROVING

Supervisors are responsible for the timely and accurate submission of all student timesheets. Staff and faculty supervisors can be assigned the role of Time Approvers in Workday.

PhD students who hire and supervise student employees can email Marci Avila, Econ HR, for a report on hours worked. Students cannot be granted access to employee records and cannot hold a Time Approver Role in Workday.

Time Approver:

- Must have first-hand knowledge of the hours the worker worked, and types of absences incurred to accurately verify the hours reported.
- Is aware of the legal obligation to accurately complete the time reporting process and abide by appropriate audit rules and internal controls; and is aware of the penalties for falsification of time reporting.
- Is only able to view, correct, and approve time for workers assigned to their supervisory organization.
- Is aware of issues related to charging hours to sponsored awards (if applicable to the worker's position)
- Must report any issues a student has logging hours or using Workday to Econ HR.

Time Approvers can delegate a supervisor or administrator to approve time in case they are unavailable or out of the office. The Econ Human Resources team is the default Time Approvers for all employees. and can delegate the Time Approval task of submitted hours to a supervisor. The supervisor can only review and approve the submitted hours acting as the HR Partner and does not have access to the entire employee record.

Econ HR can enter and correct time and address most issues within their supervisory organization.

Econ HR can also provide reports of hours worked to the main Time Approver or supervisor to ensure the employee hours match the work schedule expectations and assigned tasks.

Delegate Time Approver:

- Is a backup to the main Time Approver and is assigned to approve the worker's time and absence records when the Time Approver is not available;
- Has first-hand knowledge of the hours the worker worked and types of absences incurred to verify the work hours reported accurately or can verify with the supervisor whether the hours worked are accurate or missing.
- Is aware of issues related to charging hours to sponsored awards (if applicable to the worker's position);
- Marci Avila and Joy Serletic are the Delegated Time Approvers for all faculty and PhD supervisors.

**Biweekly Payroll Dates:** <https://finserv.uchicago.edu/payroll/index.shtml>

**Workday Time Approver Guide:** <https://authoring.uchicago.edu/-/media/project/uchicago-tenant/intranet/fna/it-services/workday/time-tracking-and-absence/time-approver/time-approver-user-guide.pdf>

**Questions?** Contact the Econ Human Resources Team: Marci Avila [avilam@uchicago.edu](mailto:avilam@uchicago.edu) and Joy Serletic [jserletic@uchicago.edu](mailto:jserletic@uchicago.edu).