Job Posting

How to post an on-campus student job:
1. Sign in to apps.biola.edu/classifieds with your Net ID and password
2. Click the “Student Jobs” tab on the upper right corner of the screen
3. Click “Post and Ad” (some fields will be automatically filled but you will be able to make necessary changes in those fields)
4. Once all the required fields are filled out, click “Continue to step 2 to preview your listing” and review the form that you filled out.
5. Click “Post to Job Board” to post the job

How to edit an on-campus student job posting:
1. Sign into apps.biola.edu/classifieds with your Net ID and password
2. Click the “Student Jobs” tab on the upper right corner of the screen
3. Click on the job you want to edit (only the creator of the job can edit the job posting) and scroll to the bottom of the page and click “Edit”
4. Make necessary changes and click “Save Changes”

How to close an on-campus student job posting:
1. Sign into apps.biola.edu/classifieds with your Net ID and password
2. Click the “Student Jobs” tab on the upper right corner of the screen
3. Click on the job you want to close (only the creator of the job can remove the job posting) and scroll to the bottom of the page and click “Close”

Non-Discrimination Statement

Biola University does not discriminate on the basis of race, color, national origin, ethnic group identification, sex, age, or physical or mental disability. All employees must demonstrate a spiritual attitude, in harmony with the methods and goals of the university. It is Biola’s policy to recruit, hire, and promote, within all job classifications, on the basis of merit, qualification, competence, attitude, and spiritual commitment. This applies to all categories of employment.

Hiring Requirements

Once a student has been selected to fill a position, the supervisor completes their portion of a Student Hiring Authorization Form, which the student brings to Human Resources. The student will be required to complete the following:
1. Student Hiring Authorization
2. I-9 Form
3. W-4 Form
4. MPN Form (Medical Provider Network Form)

The Student Hiring Authorization Form generates the payroll process and defines which students will be eligible to participate in Biola’s Commuter Incentive Program. At the student’s request (by checking the appropriate box), this form is also given to Financial Aid to determine whether or not the student qualifies for the Federal Work Study Program. Beyond this, the form provides a permanent record of work, which is useful for employment verifications.
An I-9 Form must be completed at the beginning of the employment period, if the student has not worked on campus before or if it has been more than three years since the time of initial hire at the university. It is the supervisor's responsibility to instruct the student to go to Human Resources to complete this mandatory federal form and to provide documentation that will show that the student is eligible to work in the United States. There are a number documents the student can use. Some of the most common are a U.S. passport; driver’s license, and social security card; or driver’s license and birth certificate. Human Resources is required, by law, to review original documents that show eligibility to work. No copies or faxes will be accepted. In addition to the above-mentioned documentation, F-1 Non-Immigrant students are required to bring their passports and I-20s.

A W-4 Form must be completed at the beginning of the employment period. If a student claims “exempt,” a new W-4 Form must be completed with every new calendar year. All international students working on campus must complete the W-4 Form every new calendar year, as well.

Once these forms have been completed, On-Campus Student Employment will issue a golden ticket, signifying that the student is now approved to begin work. Student employees are instructed to show the golden ticket to their supervisors. After conducting the safety training on the employee's first day of work, the supervisor will return the Safety Agreement Form to the Occupational Safety Coordinator. Students may not work until these requirements are completed.

Employee Relationship
Students are temporary employees of Biola University. Employment is at will, for both the student employee and Biola. This means that a student may quit at any time, with or without notice, and Biola may terminate a student's employment at any time, with or without notice. There is no promise that employment will continue for a set period of time, nor is there any promise that a student's employment will be terminated only under particular circumstances. No employee or representative of Biola, other than the President of Biola, has authority to enter into any employment agreement for any specified period of time or to make any agreement contrary to the foregoing.

Maximum Hours & Breaks
Student employees are restricted to working a maximum of 25 hours per week during the Fall and Spring semesters (20 hours per week for international students). Student employees are restricted to working a maximum of 32 hours per week during Summer and Interterm (20 hours per week for international students taking class(es) during Summer or Interterm). If the department needs a student employee to work more than 32 hours per week during Summer or Interterm, supervisors may submit a request to Human Resources. Contact Human Resources for more information if needed.

Any employee working a 4-hour shift is entitled to a 10 minute, paid break. Students are not permitted to work more than 5 hours per day without an unpaid meal break of at least 30 minutes. However, if the total work period for the day is not more than six hours, then the meal period may be waived by mutual consent between the student employee and the supervisor.
Timecards
According to federal and state law, a record showing the time worked must be kept for all non-exempt employees. With this in mind, each hourly student employee is required to fill in a timecard each day. The timecard should reflect the exact hours at work, total number of hours worked each day, and a summary of total hours worked per week.

Student timecards are due bi-weekly via the web at timecard.biola.edu. Timecards must be completed online by the students and submitted to their supervisor(s) by 8:00 a.m. on the Monday after the pay period ends, unless otherwise noted. Students should clock in and out as they work and hours must reflect actual time worked. Timecards need to be approved by their supervisor(s) by the end of the day on Monday after the pay period ends, unless otherwise noted. All timecards received on Tuesday will be considered late and subject to a $25.00 late fee.

Supervisors are advised to carefully check that their students’ timecards are accurately filled out before approving the timecards. If any corrections or edits need to be made, the supervisor should return the timecard to the student with a question or comment. Remember, if a student works more than 40 hours in a week or 8 hours in a day, the hours in excess are overtime. In addition, if a student employee works every day, Monday through Sunday, any time worked on that Sunday is paid as overtime. For more details about overtime definitions, see Handbook, Section 4.4. For more details about how to navigate the online timecard, visit https://confluence.biola.edu/display/TC/Timecard+101.

Safety Training
In order to comply with Senate Bill 198, as it applies to student employees, each department will be responsible for conducting the appropriate safety training for new student workers on their first day of employment. Training information for indoor and outdoor jobs, as well as the Student Employee Safety Agreement Form, are available in the Resources section of the WaterCooler. The Supervisor, or designated employee, instructs each new student in proper safety practices for his/her job. The form will be signed by both the instructor and the student and returned with the student’s first timecard to Student Employment.

Resignation & Termination
When a student resigns, graduates, or when the supervisor terminates the employment of a student, the Student Hiring Authorization Form, terminating the student, must be completed and sent to the Student Employment Office. This form is used for hires, transfers, rate changes, and terminations. At the end of the spring semester, all student employees are automatically terminated. The supervisor must turn in a new Student Hiring Authorization Form to rehire a student who will work in the summer.

Graduation of Student Employee
To continue employment for a student who has graduated, both the Staff Job Requisition and the Hiring Authorization Forms must be submitted to the Human Resources department. The employee must also fill out a Staff Application Form. Completion of these forms will change the status of the employee from student employee to staff employee. International students may not work after they graduate.