

# NASFAA 2019

A stylized graphic of an orange with a stem and a single leaf, positioned between the word 'NASFAA' and the year '2019'. The orange is white with a small brown stem and a single green leaf. The year '2019' is rendered in a large, bold, white sans-serif font. The '0' is a solid circle with a small brown dot in the upper left quadrant, representing the stem of the orange. The '1' is a simple vertical bar, and the '9' is a simple curved shape.

**NASFAA NATIONAL CONFERENCE  
ORLANDO, FL JUNE 24-27**

# National Association of Student Financial Aid Administrators

**The following is a presentation  
prepared for NASFAA's  
2019 National Conference  
in Orlando, FL  
June 24-27, 2019**

Slide 2 © 2019 NASFAA

ORLANDO 2019



JUNE 24-27

National Association of Student  
Financial Aid Administrators

# Student Employment Streamlining to the Future

Christina Heritage, Director of Student Financial Services Systems

Dr. Morgan O'Sullivan, Director of Student Financial Services Communications

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JUNE 24-27

# THE PRESENTERS

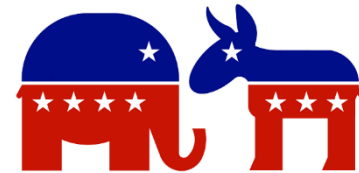
Slide 4 © 2019 NASFAA

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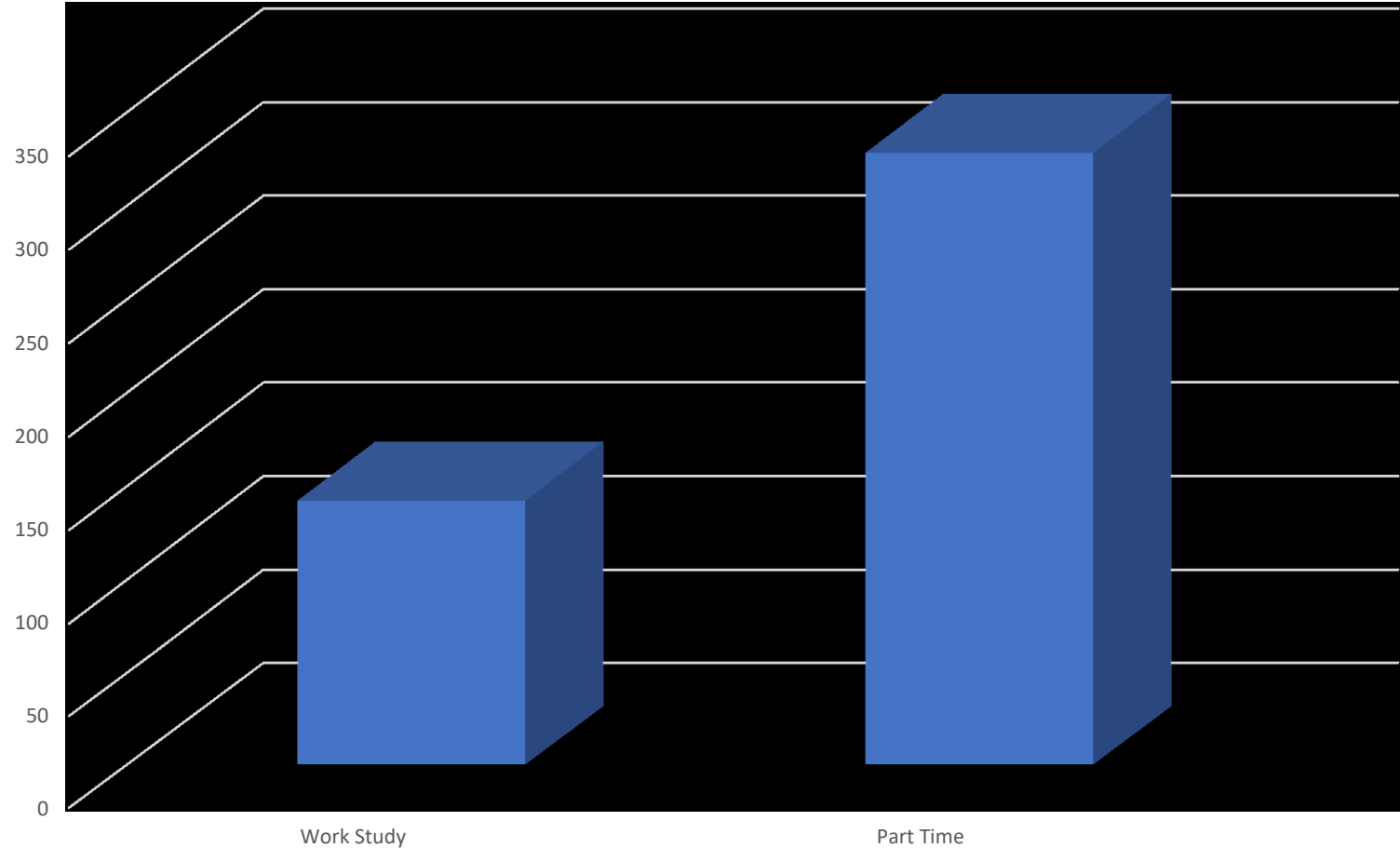
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Student Employment 2018-2019

142 Work Study  
328 Part Time Employees  
**470 Total**



# ACTIVITY 1.

<http://PollEv.com/morganosulli206>



# History of Student Employment at Lynn

- **Student Employment Committee: Careers, Employee Services, Student Financial Services Pre 2014**
- **Employee Services & Student Financial Services 2014-2016**
- **Careers 2016-2018**
- **Student Financial Services 2018-**



Crisis of location and responsibility

Students had no idea where to find a job on campus

# New Beginning – New Year 2018-2019

- Collaborative Planning Meeting
- Student Financial Services take complete ownership
- Training meeting held inviting all University Supervisors
- Recruitment Fair held for students
- New dedicated Student Employment Website launched
- Student Employment Newsletters produced



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 **NASFAA**  
NATIONAL ASSOCIATION OF STUDENT FINANCIAL AID ADMINISTRATORS

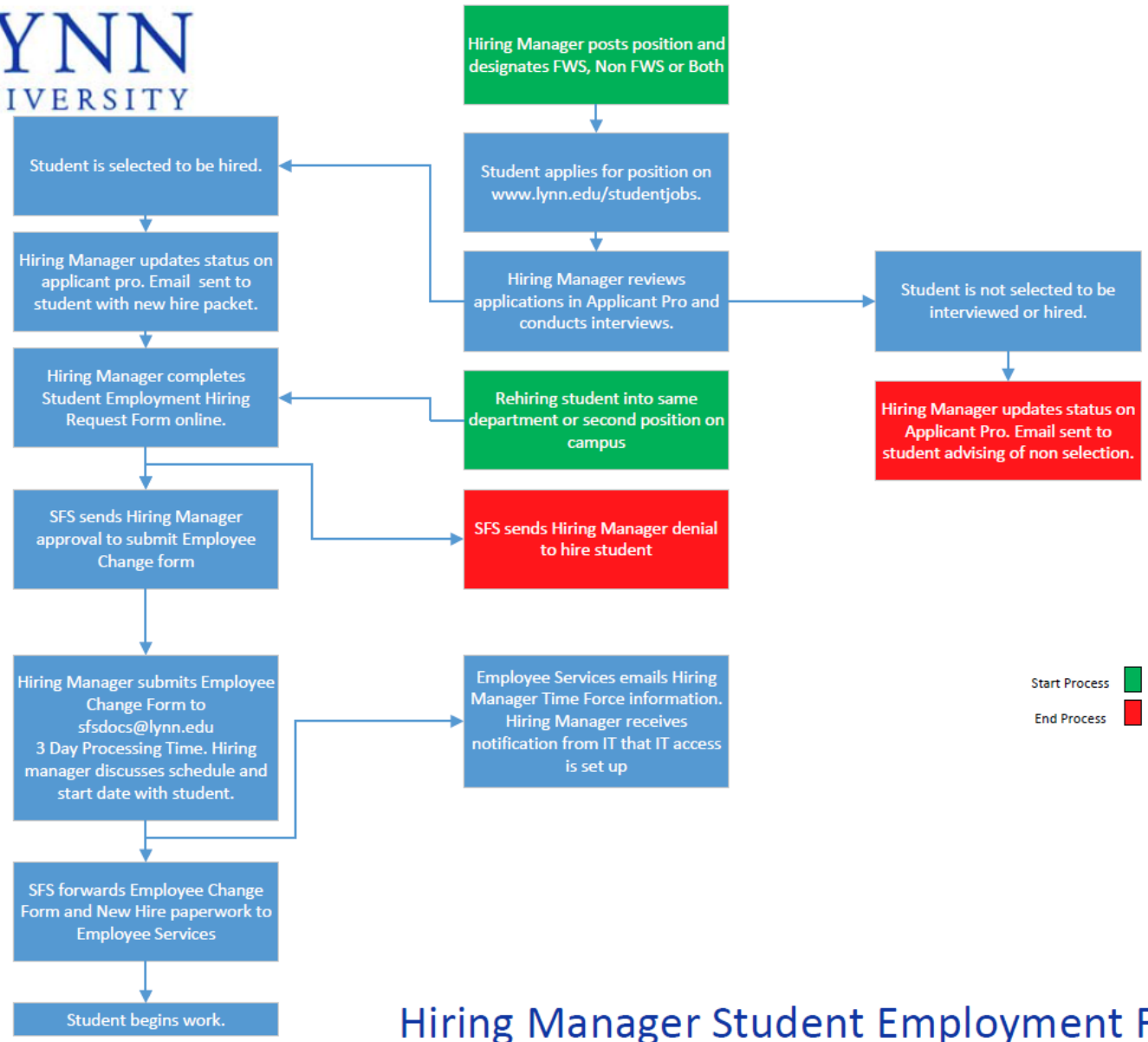
JUNE 24-27



Student Employment Flow

# Student Employment at Lynn University Responsibilities

Employee Services	Careers	Student Financial Services
Payroll	Internships	Marketing & Promotion
	Off Campus Community Service	Website maintenance
		Electronic Processes
		Student Paperwork: I9, W4, Direct Deposit
		Work Study Paperwork
		Background Checks
		On Campus Student Conduct
		Approval to work



Start Process █  
End Process █

### Hiring Manager Student Employment Flow

Office of Student Financial Services

### myLynn Electronic Student Aid System

Welcome to myLynn Electronic Student Aid System (E-SAS).

E-SAS is the online portal to your financial aid award package. If you receive a scholarship, grant, loan or any other type of financial assistance or tuition reduction, you can review all of that via ESAS. In addition to seeing your most up-to-date financial aid package, we also show you important dates and deadlines. You can also see the documents you need to complete in order to finalize your awards; many of the most common financial aid documents can be completed online so there's no paper form for you to worry about. To see the forms that can be completed electronically, after you log in, select the **Online Documents** tab from the Menu at the top of your home page.

#### Log In Instructions

##### First Time Users

Have you received your Lynn University e-mail address?

**No?** If you have not received a Lynn e-mail address yet, please activate your account using the same e-mail address you entered on your admission application. Follow the steps for First Time User below

**Yes?** If you have a Lynn e-mail address, you must activate your account with your Lynn e-mail address. Follow the steps for First Time User below

1. In the Log In box, enter your e-mail address (see above) and then click on the "First Time User" link
2. As a first time user to this new system, enter your date of birth (use MM/DD/YYYY format) and email address to activate your account. You must use the slash marks (/) between month, date and year
3. You are required to set up two personal security questions. These personal security questions are used to authenticate your identity for password retrieval. Please choose two different questions and enter your answer
4. After setting up your personal security questions, you need to create a password
5. Click on the SUBMIT button to complete the activation

##### Current Students

Students are now able to access the E-SAS page with one set of login credentials, if you have an active myLynn account setup. Follow the instructions below to use the single sign-on feature to navigate to E-SAS.

1. Go to <https://my.lynn.edu/ics> and sign in using your Lynn email and password
2. Click on the Student Finances tab
3. Select the My ESAS link on the left side to be directed to your E-SAS
4. Then click on the "Go to myESAS" link to be directed to your E-SAS welcome screen

**LOG IN**

[Forgot Your Password?](#)  
[First Time User](#)

#### What's New

Electronic Student Award System (E-SAS) is a portal to your Financial Aid information.

If you have a Lynn e-mail address, you can access E-SAS via your myLynn account then Personal tab or you can now directly log in to [www.lynn.edu/esas](http://www.lynn.edu/esas).

**LYNN UNIVERSITY** Student Employment Hiring Request for Approval ✓

Employee Information

\* Student Name

\* Lynn Student ID

\* Student Email

\* Classification  
 Student Employee  
 Federal Work Study\*

\* Hiring Manager Name

\* Hiring Manager Email

\* Employee Type  
 New Hire  
 Rehire  
 Additional Position

TimeStamp

Position Information

\* Job Title

\* Department Name

PLEASE DO NOT USE SPECIAL CHARACTERS

\* Timecard Approver

\* Preferred Start Date

Additional Access Requirements

All student workers receive network, email, and Time Force access. Please list any additional requirements needed below.

Please note that student workers cannot use personal electronics to perform duties for Lynn University.

\* Office Space and Furniture - A ticket will be opened with Facilities to provide the listed items.

\* Equipment Needed - A ticket will be opened with IT Support Services to provide the listed items.

Employee Information

\* Name:  \* Lynn ID Number

Timestamp  
2019-05-22T13:23:21.211-04:00

Employee Handbook Acknowledgement of Understanding

[\(Lynn University Policies\)](#)

I acknowledge that I have read and understand the Lynn University Employee Handbook. I agree that if there is any policy or provision in the Handbook that I do not understand, I will seek clarification from the Employee Services Department. I understand that Lynn University is an "at will" employer and as such employment with Lynn University is not for a fixed term or definite period and may be terminated at the will of either party, with or without cause, and without prior notice. No supervisor or other representative of the University (except the President of the University) has the authority to enter into any agreement for employment for any specified period of time, or to make any agreement contrary to the above. In addition, I understand that this Handbook states Lynn University's policies and practices in effect on the date of publication. I understand that nothing contained in the Handbook may be construed as creating a promise of future benefits or a binding contract with Lynn University for benefits or for any other purpose. I also understand that these policies and procedures are continually evaluated and may be amended, modified or terminated at any time. Please sign acknowledgment.

\* Signature  
  
Clear

Confidentiality Agreement

For security and confidentiality of records and/or data files, the University has a policy of administering and maintaining records in compliance with Payment Card Industry (PCI) standards. University employees hold positions of trust relative to maintaining the security and confidentiality of these records and must recognize the responsibility entrusted to them. Because conduct on or off the job may threaten the security and confidentiality of these records in any form, each employee of the University is expected to adhere to the following:





## Steps that slow down the hiring process

### 1. Failing to Submit a "Student Employment Hiring Request for Approval"

This form electronically triggers the whole student employment process. Without it, the process cannot begin. A supervisor, who submits an employee change form without completing this online form, will not see the employee hiring process initiated. It must be completed for all student hires, new and re-hires.

### 2. All new hires must apply through Applicant Pro

Without applying for a position through Applicant Pro, it will not be possible for a student to have a background check run. As a result, the hiring process will be held up.

### 3. Background check approval

When a request for a background check is initiated from the SFS office, an authorization email is sent to the student requesting permission for the check to be run. If the student does not provide the authorization via this email, it will not be possible to run the background check. This will place the hiring process on hold.

### 4. Failure to send the Student the "Hiring Email" from "Applicant Pro"

Once a candidate is selected by the Hiring Manager, and the "Student Employment Hiring Request for Approval" has been submitted, a supervisor must send the student the Hiring Email from Applicant Pro. This email contains all of the necessary links to processes and documents that a student must complete.

### 5. Completion of forms

The student must complete all the required forms and processes before they can be approved to work. Without completing these forms, a student is not approved to be hired.

### 6. Documentary evidence and the I-9 form

The I-9 form, which is required to be completed by all employees, requires a student to provide certain documentary evidence that verifies authorization to work. Without originals of this evidence presented to our SFS staff, a student will not be permitted to work.

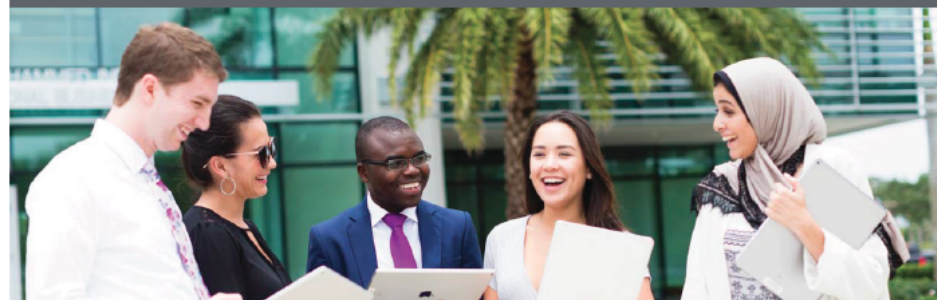
### 7. Verification

If a supervisor agrees to hire a student in a Federal Work Study capacity, it is necessary for the student to be fully qualified as a Federal Work Study Student. If the student has been selected for financial aid verification, and has not already completed this process, their eligibility cannot be determined until they provide the required documentary evidence. You must send the student to his Financial Aid Counselor to resolve ASAP.

### 8. Grades

All student employees at Lynn University must maintain a GPA in order to be eligible or to continue working as a student employee.

[https://my.lynn.edu/ICS/Finances/Student\\_Employment.jnz](https://my.lynn.edu/ICS/Finances/Student_Employment.jnz)



## Introduction

As with many academic institutions, there are many job opportunities on campus at Lynn University for our student population. These positions are available campus wide and can be located in departments such as Admissions, Student Financial Services, IT, Athletics and Student Involvement.

## Lynn University student employment philosophy

Lynn University seeks to prepare the student for life after graduation. This is most evident in the arena of student employment. It should also be noted that a student's education is always the priority and a work schedule is built around the student's individual schedule. Students are invited to apply for job opportunities that are advertised online. This is followed up by a formal interview, before a potential candidate for hire is advised if they have been successful or not. When a student is working on campus, a set of professional expectations are outlined, while performance, punctuality and dress code are all looked at. The goal of the institution is to provide a hands on experience for the student, not only to earn a few dollars while attending school, but to prepare them for professional life post graduation.

## Finding a job on campus

There are many opportunities for students to find employment positions on campus. All positions are advertised online at [www.lynn.edu/studentjobs](http://www.lynn.edu/studentjobs). Students also have a jobs app populated on their Lynn University iPad. Students can also approach departments directly to ask about potential jobs.

## Categories of student employment

Student employment can be broken into 3 distinct categories:

- 1) Part time student worker  
These students are hired and paid directly from a departmental budget. Students are permitted to work a maximum of 20 hours per week. The pay rate for undergraduate students is \$10 per hour.
- 2) Federal Work Study student worker  
The ability to work in the Work Study Program is determined by the student's level of financial need, which is derived from the FAFSA. Only US citizens and eligible non citizens are permitted to complete the FAFSA. Students are permitted to work a maximum of 20 hours a week and the pay rate is \$10 per hour for undergraduate students.
- 3) Community Service - Federal Work Study  
A number of off campus, community service positions are also available to students. These positions pay a rate of \$15 per hour. However, a student must be Federal Work Study eligible before being able to apply for one of these positions.

## Advantages

- Working on campus has many advantages for a student:
- \* Schedules are built around a student's class schedule.
  - \* Students do not have to travel and go off campus to get to work.
  - \* Students can seek to apply for positions in areas that may be directly related to their studies and career goals.
  - \* Students receive hands on experience and preparation for working full time in life after graduation.

Student Finances

- Main
- Student Employment

Quick Links

- Reset Password
- Search myLynn
- Athletics
- Attendance
- Calendar of Events
- Canvas
- Campus Directory
- Concerned Person Report
- eBill
- eMarket
- Emergency Contact Information
- Events
- Lynn.edu
- Lynn2025
- LU Service Desk
- Navigate
- Student / Employee Email
- Student Employment

# Student Employment

## Student Employment

### Student Employment 2018-2019



### Categories of Student Workers

There are three different categories of on-campus student employment at Lynn University.

#### Paid Student Worker

- Paid student workers are funded by department budget
- Available for all eligible undergraduate and graduate students
- Work up to 20 hours per week

#### Federal Work Study

- Available for U.S. students only with financial need (based on FAFSA)
- Award is determined by Student Financial Services
- Awards range from \$500 - \$2,000
- All awards are subject to change
- Federal work study students may be hired as paid student workers after award is exhausted

## News and Updates

### Earn \$15 per hour

Mon, Jan 7 2019 at 1:56 PM

Students can now earn \$15 per hour working in community service positions off campus. Stop by the Career & Alumni Connections in the library to learn about these exciting opportunities.

### Why does it take so long to be allowed to work once hired?

Wed, Oct 3 2018 at 8:08 PM

A key question that many supervisors and students ask is why it takes so long from the time a student is hired, to being allowed to work. A number of variable factors can cause this. To give an idea on some of the influencing factors, it is recommended...

[Read more](#)

### New Student Employment Process

Thu, Aug 2 2018 at 9:43 AM

Student Employment will transition to Student Financial Services for the 2018-2019 academic year. This process has been streamlined to ensure one centralized location is available for all of our student employees. This should ensure a process with increase...

[Read more](#)

### Student Employment Recruitment Fair

Thu, Aug 2 2018 at 9:34 AM

There will be a student employment recruitment fair on September 18th. Students are invited to attend and use the opportunity to meet those departments who will be hiring students during the course of the year. Students will also have the opportunity to as...

[Read more](#)

### About Lynn

Lynn University is one of the most innovative, international and individualized small universities in America. We are a young and forward-thinking organization located alongside South Florida's booming business centers and beautiful beaches, and we are focused on one thing: **preparing students for success.**

Our professors concentrate on the art of teaching—making good students great and great students remarkable.

Our award-winning, iPad®-powered, learning program puts a transformational learning companion into the hands of students.

And our graduates? They've gained the intellectual flexibility and global experience to take the lead in an ever-changing world.

+1 561-237-7900 | 1-800-888-5966  
[lynn.edu](http://lynn.edu)

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## Student Employment

A Manager's Guide  
2018-2019

Lynn University does not discriminate on the basis of race, color, gender, religion, sexual orientation, national origin, disability, genetic information, age, pregnancy or parenting status, veteran status or retirement status in its activities and programs. In accordance with Title IX of the Education Amendments of 1972, Lynn University does not discriminate on the basis of sex. Inquiries concerning the application of the non-discrimination policy may be directed to the University Compliance Officer/Title IX Coordinator at 3801 N. Military Trail, Boca Raton, FL 33431; via email at [titelxcoordinator@lynn.edu](mailto:titelxcoordinator@lynn.edu); by phone at +1 561-237-7727 or to the U.S. Dept. of Education OCR.

Lynn University is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award baccalaureate, master's and doctoral degrees. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call +1 404-679-4500 for questions about the accreditation of Lynn University. © 2018 Lynn University

## Student Employment

Welcome to another year of Student Employment at Lynn University. This year the student employment process has been refined and updated to afford you, the manager. Greater control in the student employment process.

Student Financial Services will become the new home for student employment. All paperwork will be submitted to student Financial Services and students will be able to resolve all employment questions in one centralized location, rather than having to travel around the campus to different locations.

We continue to strive to make the student employment process a stronger program. It is with your feedback and assistance that we will continue to do so.

We wish you every success for the 2018-2019 academic year.

Morgan O'Sullivan, Ed.D.  
**Director of Communications, Student Financial Services**

## Hiring Process

The student employment hiring process has changed for the 2018-2019 year, it is important for managers to review the Student Employment PowerPoint presentation to learn about the new processes.

## Categories of Student Worker

There are three different categories of on-campus student employment at Lynn University.

### **Paid Student Worker**

- Paid student workers are funded by department budget
- Available for all eligible undergraduate and graduate students
- Work up to 20 hours per week

### **Federal Work Study**

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- Award is determined by Student Financial Services
- Awards range from \$500 - \$2,000
- All awards are subject to change
- Federal work study students may be hired as paid student workers after the award is exhausted.

### **Graduate Assistant**

- Graduate assistants are funded by department budget
- Available for graduate level students only
- Limited number of positions

## Selection & Payment

When deciding to hire a student employee, it is important to consider a number of questions:

- Is there room in my department budget in order to hire and pay a student employee?
- If I interview and select a student employee and they claim to be FWS eligible, do I still want to hire the student if they are not FWS eligible?
- If I hire a FWS student, and they work all that their budget allocates, am I willing to cover the extra hours a student works from my

department budget?

## Monitoring FWS

All student employees who work in a FWS capacity have a fixed budget. This can range from \$500-\$2,000. A student is eligible to be paid \$10 per hour. Therefore if a student has a budget of \$2,000, they are eligible to work for 200 hours.

It is a manager's responsibility to monitor a student's hours. The manager will see how much the student is earning when signing off on their time card every two weeks. If the student is approaching their budget limit, the manager can request a review from the Student Financial Services office to determine if the student employee has any eligibility remaining and the manager allows a student to keep working, the student will need to be paid from the departmental budget.

## Contact

All student employment queries should be directed to Student Financial Services in the Green Center. The office is open from 9-5pm daily.

Phone: 561-237-7185  
Email: studentfinancialservices@lynn.edu

All student employment paperwork should be submitted to Student Financial Services electronically as outlined in the Student Employee Hiring Handbook.

## Experience

For many students, student employment will present the first opportunity that they have worked in the "real world".

As with many of the medical dramas on television, student employment should be viewed as a learning and teaching experience. Students should learn about dress code and punctuality, while also developing a sense of communication with their supervisor.

It is important to note also that the student employee is an employee of Lynn University and is thus expected to conduct themselves in the workplace as any regular Lynn employee.



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And our graduates? They've gained the intellectual flexibility and global experience to take the lead in an ever-changing world.

+1 561-237-7900 | 1-800-888-5966  
[lynn.edu](http://lynn.edu)

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## Student Employment

A Student Guide  
2018-2019

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## Student Employment

Welcome to another year at Lynn University. This year the student employment process has been refined to ensure a smooth process for you, the student.

As with previous years, we will promote a number of different employment opportunities on and off campus. These opportunities will be promoted at job fairs, online and via email. All students are strongly urged to monitor their Lynn University email at all times as this will be the primary method of communication utilized throughout the year.

Student Financial Services will become the new home for Student Employment. All paperwork will be submitted to Student Financial Services and students will be able to resolve all employment questions in one centralized location, rather than having to travel around the campus to different locations. Students can also email Student financial services at [studentfinancialservices@lynn.edu](mailto:studentfinancialservices@lynn.edu) with any work related questions at any time.

Students will also be able to visit Career Connections who will continue to offer expert guidance on careers and resumes and interview preparation.

We continue to strive to make our programs more successful and suitable for each and every student and your feedback is always welcome and appreciated. We wish you every success for the 2018-2019 Academic Year.

Morgan O'Sullivan, Ed.D.  
**Director of Communications, Student Financial Services**

## Categories of Student Worker

There are three different categories of on-campus student employment at Lynn University.

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### **Graduate Assistant**

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## Payment

There are three different pay rates for student employees at Lynn University.

Undergraduate	\$10 per hour
FWS Community Service	\$15 per hour
Graduate Assistant	\$11 per hour

A "Federal Work Study" student will be eligible to receive \$15 per hour if they are working on a community service based project.

## Student Experience

A prime goal of the Student Employment Team is to ensure that students gain real hands on work experience and learn to experience the expectations of a professional work place.

All students must formally apply for the position that they wish to work in. This is through submitting a resume online at [www.lynn.edu/studentjobs](http://www.lynn.edu/studentjobs). If an employer on campus is impressed with the student resume, the student will be invited to attend an interview. If successful in the interview process, the student will be hired. Before a student can start to work in the position the completion of paperwork and a background check is required

## Dress & Communication

All students are expected to dress appropriately for the position that they are working. The dress code for each position is determined by the head of the department that the student is working in. It is important for students to act responsibly and to respect the departmental dress code. Failure to do so may ultimately lead to a loss of employment.

All students are expected to make a work schedule with their supervisor. It is important to note that supervisors plan meetings and activities for their other staff and often depend upon the student employee's attendance. If a student is unable to make it to work as set out in the schedule, it is imperative for the employee to reach out to their supervisor. This can be done either via phone or email. If a student employee has advance knowledge that they will be unable to make it to work, it is expected that they advise their supervisor at their earliest convenience.

## Conduct

It is important for a student to realize that a student employment position is regarded as much more than a part time job. The reality is that every employee, student or full time, are representatives of Lynn University and are expected to behave accordingly in the work place. In addition, students are expected to act with professionalism and discretion at all times.

## Contact

All student employment queries should be directed to Student Financial services in the Green Center. The office opens from 9-5pm daily.  
Phone: 561 237 7185  
[studentfinancialservices@lynn.edu](mailto:studentfinancialservices@lynn.edu)



# The Presenters



Morgan O'Sullivan

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Link:

<http://bit.ly/DrFinancialLiteracy>

# How Did We Do?

Please visit the  
Conference Mobile App  
to rate this session.



**NASFAA**

**2019**

**NASFAA NATIONAL CONFERENCE**  
**ORLANDO, FL JUNE 24-27**

