
ATTENTION SUPERVISOR: IMPORTANT UPDATES AND INFORMATION PLEASE READ

Thank you for navigating the site, hiring students and managing students in 2015. The Student Employment process is an integral part of the student's education experience and you are a critical part of that experience.

As we near the close of the 2015 calendar year there are some matters we would like to bring to your attention.

Below there is information about an exciting Direct Deposit announcement, the final payroll deadline changes for 2015, a delinquent time sheet clean up notice, a reminder to update and prepare your jobs for the 2016 calendar year, the new dates for the upcoming semester / quarter, a reminder of the minimum wage increase that begins in January 2016, and an update on supervisor training for anyone who has yet to attend a session.

Continue to read below to get all the information you need to continue to be a successful supervisor through the close of 2015 and throughout 2016. This information will also be posted on the Information for Employers page on the Student Employment site.

Direct Deposit Live

Starting December 9th 2015 students will have access to set up and adjust their direct deposit information online. We will send an announcement out to students detailing how to access and adjust their direct deposit information.

Final Payroll Deadline Changes for 2015

Due to the holiday breaks, please be mindful of the following payroll deadline changes

WEEK DECEMBER 13 - 19, 2015

Student Deadline 12/20/15 by Noon

Supervisor Deadline 12/21/15 by 10: 00AM

WEEK DECEMBER 20 - 26, 2015

Student Deadline 12/28/15 by Noon

Supervisor Deadline 12/29/15 by 9: 00AM

Delinquent Time Sheets Notice

Please have ALL time sheets from the specified weeks along with any outstanding time sheets processed by the final 2015 deadline. Be mindful of any delinquent time sheets along with any delinquent hires that have not been submitted to the student employment site for processing.

Massachusetts Employment Law requires payment to be made to the employee within six days of the end of the pay period. Please keep within this time frame by submitting your hires and time sheets in a timely manner.

TO ACCESS ANY DELINQUENT TIME SHEETS:

Log In

Select Manage Time Sheets (on the left)

Select My To Do Items (on the left)

Filter by timesheet status of Pending Approval and Resubmitted By Employee

If you have many delinquent time sheets cluttering your My To Do Items, please contact us at seo@neu.edu for assistance to manage and clean up your list.

Updating Jobs

The Northeastern University Spring semester / Winter quarter is quickly approaching and now is the time to review and update your position(s).

The dates for the Spring semester / Winter quarter are:

Undergraduate Day / Graduate Spring Semester

01/03/2016 – 05/07/2016

College of Professional Studies Winter Quarter

01/10/2016 – 04/09/2016

Law School Winter Quarter

11/30/2015 – 02/27/2016

You can now submit any Spring semester / Winter quarter hires requests. Any requests submitted during the first two weeks of classes will take additional approval time, due to the volume to requests submitted.

Work-Study funds can only apply to a student's hire in the semester/quarter which they are enrolled in classes and awarded work-study funds via their financial aid package.

To clear your position of all applicants, please manage your job and update the status of your position to Storage Mode. After your position is in Storage Mode you can update the status to the preferred mode for your position.

When updating your positions, please take note of the different job modes listed below. Jobs listed in the control panel may have their status defined in one of four different ways:

* Listed - The job has been approved by an administrator and is currently posted among the list of available jobs. Students may search and apply for this job. Any change made to the job must be submitted for approval.

* Pending Approval - The job has been submitted for approval to an administrator. The primary and secondary contacts will be notified once it is approved and its status changed to Listed. Any change made to the job prior to its approval must be resubmitted to an administrator.

* Review - The job is temporarily not listed on the Web site, and students may no longer apply for it. The associated applications, however, are still available for review and hiring. For example, move a job into

Review mode once you are satisfied with the applications received and do not want to receive any more, but still want time to review them before hiring. A job in Review mode may be relisted, though changes must be resubmitted for approval.

* Storage - The job is not listed on the Web site and any associated applications are deleted. Details of the job posting are saved. A job is typically moved into Storage after hiring is completed and a job is closed. A job in Storage may be re-posted with approval from an administrator - a good way to save time, for instance, if the same job is posted each semester.

Supervisor Training – May 2016

Thank you to all the supervisors that attended our Mandatory Student Employment trainings throughout the summer and the fall semesters. The next training opportunity will be in May 2016.

If did not attend the previous sessions then you will need to sign up and attend the upcoming session. More information will come in 2016 for registration, date and location.

Feel free to email me, at l.raynor@neu.edu, with any recaps from 2015 and any suggestions for 2016.

Minimum Wage Increase

Beginning January 2016 minimum wage in Massachusetts is increasing to \$10.00 per hour. Any positions currently hiring students will the \$10 minimum pay rate will be automatically adjusted for 2016 hires. More information will follow regarding minimum wage increase and any actions we may need you to take.

Thank you for your continued commitment to being an excellent supervisor. The Student Employment Office is striving to continue to be a resource to support your efforts as a supervisor. We gain insight from the challenges of 2015 and look forward to all the success of 2016.

If you have any questions regarding this matter, feel free to contact our office at 617-373-3200 or email me at l.raynor@neu.edu.

**If you no longer wish to receive emails from the Student Employment Office, please reply to this email with the subject: Unsubscribe.

Reminder:

Our office location is now in

271 Huntington Ave. Suite 276

ENTRANCE NEXT TO STARBUCKS ON HUNTINGTON AVE.