



WESTERN
NEW MEXICO UNIVERSITY



STUDENT WORKER HANDBOOK 2026-2027

EFFECTIVE AUGUST 2026

TABLE OF CONTENTS

Part 1 - WELCOME TO STUDENT EMPLOYMENT	4
Welcome	4
Purpose	4
Contact Information.....	4
Quick Reference Guide	5
WNMU Mission & vision	7
Mission Statement	7
WNMU Vision.....	7
Our Culture	7
Handbook Overview	8
PART 2 - GETTING STARTED	8
Student Employment	9
Finding a Job	9
Applications and Interview	9
Hiring a Student Worker	9
International Students	9
Work Study Programs	10
Federal Work-Study Program	10
State Work-Study Program	10
Institutional Work-Study Program.....	11
Enrollment	11
Full-Time Enrollment.....	11
Half-Time Enrollment.....	11
Part-Time Enrollment.....	11
Important Definitions	11
International Student.....	11
Student.....	12
Student Employment	12
Before You Begin Working.....	12
New Student Worker Orientation.....	12

PART 3 - WORKING AT WNMU	13
Student Employment & Work-Study Eligibility	13
Graduated Students	13
Compensation	13
Hourly Wage	13
Work Hours – Student & International Student Workers	14
Payroll & Timesheets	14
Time Sheets:.....	14
Receiving Pay	14
Student Employment Policies and Procedures.....	14
Adhere to all WNMU Policies.....	14
Volunteering at Work	15
Confidentiality.....	15
Class Time	15
Break Periods	15
Emergency Closures.....	15
Student worker Conduct.....	16
Training and Feedback	17
Mandatory Training Requirements.....	17
PART 4 - SUPPORT AND RESOURCES	17
Equal Opportunity.....	18
Civil Rights.....	18
Title IX	18
Accommodation of Disabilities and Pregnancy	18
Safety & Workers’ Compensation.....	19
Reporting a work-related injury or illness:	19
Safety Tips.....	19
Safety Equipment.....	20
Accident Prevention and Employee Responsibility	20
Workers’ Compensation:	20
PART 5 – ENDING YOUR EMPLOYMENT JOURNEY	22

Separation/Termination	22
CORRECTIVE Action	22
Student Employment Questions?	23
APPENDICES	24
Appendix A – Our Culture of Service Excellence	25
Appendix B – Payroll – Time Sheets – Schedule	26
Appendix C – Holiday Calendar – Current Fiscal Year.....	35
Appendix D – Basic Office Tasks and Duties	36
Appendix E – Guide to Appropriate Work Attire	38
Appendix F – Instructions for Skillsets Online (WNMU Online Training Modules)	40

PART 1 - WELCOME TO STUDENT EMPLOYMENT

Introduce student workers to WNMU, explain the purpose of student employment, and provide the resources needed to begin their journey successfully.

WELCOME

Welcome to the Western New Mexico University Student Employment Program! Student employment is more than just a job—it is an opportunity to gain valuable work experience, develop professional skills, and contribute to the success of the WNMU community. This handbook will guide you through the employment process, explain your responsibilities as a student worker, and connect you with the resources available to help you succeed.

PURPOSE

The Student Worker Handbook serves as a guide to support the success of student employment at Western New Mexico University (WNMU). It outlines expectations, responsibilities, and resources for student workers to ensure a productive, respectful, and educational work experience.

The handbook promotes consistent practices across campus, helps student workers develop valuable professional skills, and reinforces WNMU's commitment to providing meaningful employment that complements academic achievement and personal growth. *We are Mustangs serving Mustangs!*

CONTACT INFORMATION

Department: Human Resources - Hiring & Recruiting
Location: 1000 West College Avenue, Silver City NM 88061
Castorena Hall – Administration Building, Room 114
Phone: (575) 538-6328
Email: hiring@wnmu.edu
Office hours: Monday - Friday
8:00 am - 12:00 pm
1:00 pm - 4:00 pm

QUICK REFERENCE GUIDE

Use this guide to quickly find the office or person who can help you.

I have a question about...	Who can help me?
Finding a student job	Human Resources – Hiring & Recruiting
Applying for a student position	Human Resources – Hiring & Recruiting
My Work-Study award or eligibility	Financial Aid Office
My work schedule or job duties	My Supervisor
Timesheets or recording my hours	My Supervisor
My paycheck or direct deposit	Payroll Office
Hiring paperwork or I-9 documents	Human Resources – Hiring & Recruiting
Employment verification	Human Resources – Hiring & Recruiting
Disability or pregnancy accommodations	Compliance & Labor Relations
Harassment, discrimination, or Title IX concerns	Civil Rights & Title IX Office
Workplace safety or a work-related injury	My Supervisor immediately, then Human Resources
Technical problems with Mustang Express or Banner	Information Technology (IT) Help Desk
Questions about this handbook	Human Resources – Hiring & Recruiting

Before You Begin Working

- ✓ Accept your job offer.
 - ✓ Complete all required hiring paperwork.
 - ✓ Submit your employment eligibility (Form I-9) documents.
 - ✓ Set up direct deposit.
 - ✓ Attend New Student Worker Orientation (when scheduled).
 - ✓ **Do not begin working until Human Resources confirms you are authorized to start work.**
-

While You Are Working

- ✓ Report to work on time.
 - ✓ Do not work during scheduled class times.
 - ✓ Record your hours accurately.
 - ✓ Submit your timesheet by the payroll deadline.
 - ✓ Protect confidential information.
 - ✓ Ask your supervisor if you have questions.
-

Remember...

Your education comes first.

Student employment is designed to support your academic success while providing valuable work experience. Communicate with your supervisor, ask questions when needed, and take pride in representing Western New Mexico University where we are **Mustangs Serving Mustangs!**

WNMU MISSION & VISION

Mission Statement

An open-access institution and New Mexico's Applied Liberal Arts and Science University, Western New Mexico University combines a foundation of liberal arts education with quality professional programs and career and technical preparation in a diverse, inclusive, creative, and caring community of learners empowered with the essential skills and knowledge for lifelong success in work and life.

Ser una institución de acceso abierto y la Universidad de Artes Liberales y Ciencias Aplicadas de Nuevo México, Western New Mexico University combina una base de educación en artes liberales con programas profesionales de calidad y preparación técnica en una comunidad diversa, inclusiva, creativa y solidaria de estudiantes capacitados con habilidades y conocimientos esenciales para el éxito permanente en la vida y el trabajo.

WNMU Vision

Western New Mexico University is a premier and innovative Applied Liberal Arts and Sciences University in combination with internationally recognized professional programs and career and technical preparation. Its students achieve career goals, become conscientious citizens, practice social and environmental responsibility, and impact their communities and their future as independent thinkers who know themselves within the changing context of global, digital world.

Embracing its identity as a Hispanic Serving Institution, WNMU is the central contributor in its region for public service, economic development, and cultural enrichment.

Western New Mexico University es una Universidad de Artes Liberales y Ciencias Aplicadas superior e innovadora en combinación con programas profesionales reconocidos internacionalmente y preparación profesional técnica. Sus estudiantes alcanzan metas profesionales, formándolos en ciudadanos comprometidos, que practican la responsabilidad social y ambiental, que tienen impacto en sus comunidades y en su futuro como pensadores críticos independientes que se conocen a sí mismos dentro del contexto cambiante de un mundo global y digital.

Adoptando su identidad como una institución de servicio a hispanos, WNMU es el contribuyente central en su región para el servicio público, el desarrollo económico y el enriquecimiento cultural.

OUR CULTURE

At Western New Mexico University, we take pride in being a community that cares deeply for one another — a community built on the spirit of *Mustangs Serving Mustangs*. This motto reflects our shared commitment to service, collaboration, and excellence in everything we do.

Whether in the classroom, on campus, or at work, we recognize that each interaction is an opportunity to make a positive impact and strengthen our Mustang family, every day, always.

Our culture is guided by the WNMU P.R.I.D.E. principles:

- **P – Positive Attitude:** We approach our work and one another with optimism and a solution-focused mindset.
- **R – Respect:** We treat all individuals with dignity, and foster an environment of inclusion and mutual understanding.
- **I – Instilling a Sense of Genuine Care:** We show empathy, support, and encouragement to others, building trust through kindness and authenticity.
- **D – Driving Consistency:** We hold ourselves accountable to high standards, ensuring reliability and professionalism in every task.
- **E – Embracing Defining Moments:** We recognize that every experience is a chance to turn an ordinary experience into something extraordinary. A chance to learn, grow, and contribute to the legacy of WNMU.

Together, these principles shape who we are — a university that leads with heart, acts with integrity, and takes pride in serving others as Mustangs.

REF: Appendix A – Our Culture of Service Excellence

HANDBOOK OVERVIEW

Student employment is an employment program and learning experience intended to provide the foundation for students to develop skill sets, gain and expand upon valuable work experience, and prepare for assuming careers in the work force. In exchange, student workers contribute to the successful operation of Western New Mexico University (WNMU). Students are employed across nearly all areas of the college, providing a critical workforce resource for departments, many of which depend heavily on student workers.

The Student Worker Handbook does not constitute a contract between WNMU and its student workers. Student workers are expected to become familiar with its contents and comply with the policies and procedures contained in this handbook.

PART 2 - GETTING STARTED

Congratulations on taking the first step toward becoming a WNMU student worker. This section explains the student employment process—from understanding the different work-study programs and applying for positions to completing the hiring process and preparing for your first day of work.

STUDENT EMPLOYMENT

Student workers are a vital component of WNMU's operations. Student employment supports the university's staffing needs while providing students with financial assistance and meaningful work experience. A well-structured student employment program enhances students' professional skill development and fosters stronger connections with their peers, faculty, and staff.

Supervisors are responsible for ensuring that student workers are appropriately trained and supported. They are expected to model professional behavior, communicate expectations clearly, and provide the guidance and resources necessary for students to succeed. Supervisors should offer regular feedback and maintain open lines of communication to help student workers understand their responsibilities and achieve desired performance outcomes.

FINDING A JOB

Student employment opportunities are available online at <https://wnmu.peopleadmin.com/>. Department supervisors will notify the Human Resources of vacant student positions by completing the requisition process for employment through the portal of PeopleAdmin.

APPLICATIONS AND INTERVIEW

All student employment applications must be submitted online through the People Admin portal. The system automatically forwards applications to the department supervisor who requested the position. For this reason, paper applications will not be accepted by the Human Resources Office. Supervisors may conduct professional interviews as part of the selection and hiring process. To ensure fairness and consistency, supervisors must follow the same interview questions and procedures for all candidates.

HIRING A STUDENT WORKER

Once a supervisor has selected a student worker candidate for hire, they will complete the hiring proposal online through PeopleAdmin and the HR Recruiter will notify students via email by extending a job offer. **Students must respond to the offer letter and complete the New Hire paperwork if needed before they are able to begin working.** The New Hire Paperwork is available online or obtain printed copies from Human Resources.

INTERNATIONAL STUDENTS

International students are required to have a Social Security number before beginning work. Because this process can take time, students are strongly encouraged to start their Social Security application as early as possible. Once a student receives their Social Security Card in the mail, they must bring the original card to Human Resources and to their Designated School Official (DSO).

Paperwork required for international students includes the Student Employment Packet and the following documents and must be turned into Human Resources prior to working.

1. Employment Eligibility Verification **(I-9)**
 - a. Complete form and provide original and unexpired identification to the Human Resources Office.
 - b. Receipt of application for Social Security Number
2. Employee Withholding Allowance Certification **(W4)**

After all required documents have been completed, submitted, and verified, the supervisor will be notified that the student may begin work.

It is recommended that all student workers speak with a tax specialist and/or accountant when completing their W-4, as students are responsible for any resulting tax liability. At the end of a tax year, when a student receives their W-2 from WNMU, it is the student's responsibility to file Federal and State taxes in compliance with U.S. tax law. WNMU holds no responsibility for the student's tax liability.

NOTE: Students are prohibited from starting work until all the forms are on file with the Department of Human Resources. Submitting required documents out of the recommended order outlined above can delay paperwork and payroll processing. Students and supervisors should allow at least one week for all submitted documents to be processed appropriately before the student begins working.

WORK STUDY PROGRAMS

Federal Work-Study Program

Federal Work-Study (FWS) is a part-time employment program for undergraduate and graduate students with financial need, allowing students to earn money for educational expenses while gaining valuable work experience.

Students must:

- apply for eligibility by filling out the Free Application for Federal Student Aid (FAFSA).
- maintain satisfactory academic progress to remain in the program.
- must be enrolled at least part-time during fall/spring semesters.

During summer, students must be enrolled part-time in summer term courses or enrolled part-time in upcoming fall courses.

State Work-Study Program

State Work-Study (SWS) is a part-time employment program for undergraduate and graduate students with financial need, allowing students to earn money for educational expenses while gaining valuable work experience. Students must be New Mexico residents. Students must:

- apply for eligibility by filling out the Free Application for Federal Student Aid (FAFSA).
- maintain satisfactory academic progress to remain in the program.
- be enrolled at least half-time during fall/spring semesters.

During summer, students must be enrolled in a minimum of three (3) credit hours.

Institutional Work-Study Program

Individual departments within WNMU may hire student workers under institutional funding only if their budget allows. Departments must obtain approval from the Divisional Vice President before hiring with institutional funds to ensure budget availability. The Institutional work-study program is for undergraduate and graduate students who may not qualify for federal or state work-study. (Refer to the Half-Time Enrollment definitions for the following):

- Undergraduate Student – must be enrolled in a minimum of six (6) credit hours during fall/spring semesters; three (3) credit hours during the summer semester
- Graduate Student – must be enrolled in a minimum of five (5) credit hours during fall/spring semesters; three (3) credit hours during the summer semester

ENROLLMENT

Full-Time Enrollment

- undergraduate students minimum 12 credit hours (fall/spring)
- undergraduate students minimum 12 credit hours (summer)
- graduate students minimum 9 credit hours (fall/spring)
- graduate students minimum 5 credit hours (summer)

Half-Time Enrollment

- undergraduate students minimum 6 credit hours (fall/spring)
- undergraduate students minimum 6 credit hours (summer)
- graduate students minimum 5 credit hours (fall/spring)
- graduate students minimum 3 credit hours (summer)

Part-Time Enrollment

- undergraduate or graduate student enrolled less than full-time

IMPORTANT DEFINITIONS

International Student

An international student is generally from another country and is studying at WNMU on a temporary visa that allows for academic coursework. An international student may obtain student employment but are usually funded through the Institution's individual departments.

International student workers must be enrolled full-time during the fall and spring semesters and can work up to 20 hours per week. A full time schedule is not required during the summer term and they can work up to 40 hours a week, if approved through HR and their employer(s). International students should consult with the WNMU PDSO/DSO (Designated School Official) for any possible exceptions. All international students must complete the required hiring

paperwork before starting employment, as outlined in the Hiring Process section of this document.

Student

A student is a person enrolled in a degree or certificate program at WNMU. This includes undergraduate, graduate, and transfer students, as well as international students.

Student Employment

Student employment refers to work opportunities available to WNMU students who are currently enrolled. These positions are designed to help students gain valuable work experience, develop professional skills, and earn income while pursuing their education and are funded through federal, state, and institutional monies.

BEFORE YOU BEGIN WORKING

1. Identify available student employment opportunities by visiting the WNMU Careers page or Human Resources/Student Workers website.
2. Apply for any vacant student worker position of interest.
3. Accept your Federal Work-Study award through Financial Aid, if applying for a Federal Work-Study position. (Students must accept their award before they are eligible to work in a work-study position.)
4. If applicable, participate in an interview with the hiring department, if selected.
5. Accept the job offer by replying to the offer email. (Required)
6. Complete all required new hire paperwork provided by Human Resources after receiving the job offer.
7. Provide documentation verifying eligibility to work in the United States (Form I-9 requirements).
8. Set up direct deposit for payroll.
9. Report to your department and begin work as scheduled. (NOTE: All paperwork must be completed before you can begin work.)
10. Attend New Employee Orientation with Human Resources. (As scheduled)
11. Submit your timesheet accurately and on time each pay period.
12. Notify the Payroll Office of any changes to your federal or state tax withholding, if applicable.

NEW STUDENT WORKER ORIENTATION

All student workers are required to attend a new student worker orientation through Professional Development. The orientation provides training, job expectations, and offers an overview of university policies and procedures.

PART 3 - WORKING AT WNMU

Once you begin working, you become an important member of the WNMU team. This section outlines your responsibilities as a student worker, including work expectations, payroll procedures, university policies, professional conduct, and training requirements to help you succeed in your position.

STUDENT EMPLOYMENT & WORK-STUDY ELIGIBILITY

1. Student workers may not, under any circumstances, work during their scheduled class times. As students first, academics must remain a top priority.
2. Student workers must regularly communicate with their supervisors to monitor hours worked and, if applicable, their remaining financial aid award balance.
3. Student workers must notify their supervisors of any changes to their enrollment status or financial aid package to avoid potential funding issues.
4. Student workers who qualify for federal or state work-study will be funded through these programs before institutional funds are utilized.
5. Student workers are not permitted to supervise other student workers.
6. Student workers should contact the Financial Aid Office to discuss any pending scholarships that may affect federal or state work-study awards.
7. Student workers may not work more than 29 hours per week across all positions held during an academic term. International student workers may not work more than 20 hours per week across all positions held during an academic term. During official holiday breaks and summer sessions, student workers may work additional hours, up to a maximum of 40 hours per week, with approval from Human Resources and the student's supervisor.
8. Falsification of hours worked will result in immediate termination.
9. Student workers must adhere to all WNMU policies.
10. Student workers must maintain a high level of confidentiality and handle all sensitive information in accordance with university policies and applicable privacy laws.

GRADUATED STUDENTS

Students who have graduated from WNMU (i.e., have completed their program of study and are no longer enrolled) are not eligible to continue working as student workers. All student employment positions will be terminated for graduates based on the official list provided by the Registrar's Office.

COMPENSATION

Hourly Wage

The current wage for each student position is the minimum wage rate for the State of New Mexico. Supervisors must confirm with their budget department funding for student wages for each student position.

WORK HOURS – STUDENT & INTERNATIONAL STUDENT WORKERS

During the academic term, student workers may not work more than 29 hours per week. International student workers **are limited to 20 hours per week** in accordance with federal regulations. However, both groups may work up to 40 hours per week during summer and holiday breaks. Supervisors are responsible for ensuring that student work hours do not exceed 29 hours per week for regular student workers or 20 hours per week for international student workers during the academic term.

Approval to work additional hours must be granted by the Supervisor in collaboration with Financial Aid, Human Resources, and/or the appropriate Division Vice President. Funding must be available to support the increase in student work hours. Please note, if a student works more than 40 hours in any given week, the department will be responsible for paying overtime at 1.5 times the student's regular rate of pay.

PAYROLL & TIMESHEETS

Time Sheets:

The payroll schedule can be found on the WNMU website under the Faculty/Staff section. Students are required to record their work hours using Web Time Entry in Mustang Express. Completed web timesheets must be submitted to the student's supervisor no later than 10:00 a.m. on the Monday following the end of the pay period (see payroll schedule for specific dates). Failure to submit timesheets on time may result in a delay in pay.

Receiving Pay

Students who wish to have their pay directly deposited into their bank account may obtain a Direct Deposit Form from the Business Office, Human Resources Office, or the Payroll Office. A voided check or bank authorization form must accompany the completed WNMU Direct Deposit Form and be submitted to the Business Office.

Once approved by the Business Office, the information will be forwarded to Human Resources, where it will be entered into the Banner system. Students will receive one final paper check after the direct deposit information has been updated.

Students who do not sign up for direct deposit will receive a paper check, which will be mailed to the W-2 address on file.

REF: [Appendix B – Payroll – Time Sheets – Schedule](#)

STUDENT EMPLOYMENT POLICIES AND PROCEDURES

Adhere to all WNMU Policies

Student workers are expected to adhere to all WNMU policies and rules. Failure to comply may affect eligibility for continued employment.

Volunteering at Work

The Fair Labor Standards Act of 1938, as amended, prohibits WNMU from accepting voluntary services from any paid employee. Students with a work-study award may not volunteer hours at their position during the course of their employment through the work-study program. A student may not serve simultaneously as both an employee and a volunteer in the same or a substantially similar capacity for the University.

Confidentiality

Some student position may involve access to sensitive or confidential information. This could include, but is not limited to:

- Personal information about student and their families
- Details about WNMU operations or internal processes
- Legal or financial information
- Information related to reports of harassment, discrimination, or misconduct

Confidential information may be communicated in writing or verbally. Student workers are expected to maintain the privacy and security of this information at all times. No confidential information may be copied, downloaded, or removed from the university without authorized supervisory approval.

Class Time

Students are not permitted to work during times when they are scheduled to attend class. An exception is permitted only when the instructor has officially canceled the class or has formally excused the student from attendance.

For students receiving federal or state student employment funding, supervisors are responsible for verifying that the class was not held or that the absence was excused and must submit documentation for each occurrence to the Office of Financial Aid.

Verify and approve student worker hours in accordance with allowable limits established by the appropriate Divisional Vice President Admin Assistant and/or Financial Aid, as applicable.

Break Periods

Student workers are required to take a 15-minute paid break within the four (4) consecutive hours worked and are required to take an unpaid half hour break after six (6) consecutive hours of work. It is both the student and department's responsibility to keep a record of when breaks are taken.

EMERGENCY CLOSURES

In the event of an emergency or severe weather, student workers should not report to work unless instructed to do so by their supervisor. Depending on the situation, student workers may be temporarily reassigned to other duties or may not be required to make up missed hours.

University-wide closure and delayed opening decisions are based on campus and road conditions and information from local law enforcement. Updates regarding delays or closures will be communicated through the WNMU website, email, social media, Mustang Alert (RAVE), and local television stations.

Students can make up their work hours but are not required to do so.

STUDENT WORKER CONDUCT

Student workers are expected to conduct themselves in a professional and responsible manner, as outlined in the following guidelines:

1. **PUNCTUALITY** – student workers must arrive on time and notify their supervisor promptly if they anticipate being late.
2. **PROFESSIONALISM** – student workers must maintain a professional demeanor at all times, including appropriate dress, language, and behavior. Student workers should not invite friends or acquaintances into the workplace during scheduled work hours, as this may disrupt operations and compromise the professional environment.
3. **ATTENDANCE** – student workers are required to adhere to their assigned work schedules and must notify their supervisor as far in advance as possible if they are unable to work.
4. **RESPECT** – student workers are expected to demonstrate respect and courtesy in all interactions with the university community, supervisors, colleagues, students and any other individuals they may encounter in the course of their employment.
5. **ACCOUNTABILITY** – student workers should take responsibility for assigned tasks and complete them efficiently and accurately.
6. **ASSIGNED TASKS** – in the absence of assigned tasks, student workers are expected to proactively seek guidance from their supervisor for additional work or take initiative to identify and complete other appropriate tasks that contribute to the efficiency of the department.
7. **USE OF RESOURCES** – university resources, equipment, and work hours must be used by student workers in a responsible manner and strictly for activities related to their assigned job duties.
8. **DRESS STANDARD** – student workers are expected to maintain a professional appearance. Attire should be neat, clean, and appropriate for the work environment and duties performed. Clothing with offensive language or graphics, overly casual wear (such as shorts, flip-flops, or tank tops), and attire that compromises safety or professionalism are not permitted. Specific departments may have additional dress code requirements.
9. **CELL PHONE USE** – student workers are expected to refrain from using cell phones during working hours, except for emergencies.
10. **EMERGENCY SITUATIONS IN THE WORKPLACE** – student workers must familiarize themselves with the emergency procedures relevant to their work area, including

evacuation routes, emergency contacts, and reporting protocols. In the event of an emergency, student workers should follow all instructions from supervisors and emergency personnel. Any incidents, accidents, or hazards must be reported to a supervisor immediately. For immediate assistance, contact Campus Police at 575-538-6231.

REF: [Appendix D – Basic Office Tasks and Duties](#)

REF: [Appendix E – Guide to Appropriate Work Attire](#)

TRAINING AND FEEDBACK

Student workers are expected to perform their duties with professionalism and a commitment to learning. To help student workers build skills that enhance both their academic and professional development, WNMU provides access to www.skillsetsonline.com, an online training platform offering courses in communication, customer service, teamwork, leadership, and more.

Supervisors play an important role in helping you thrive in your position. They will give you clear instructions, answer questions, and provide ongoing feedback so you can learn and grow on the job. Each semester, your supervisor will complete a Student Evaluation Form and hold an end-of-term review with you. This is your opportunity to learn what you are doing well and where you can continue to develop your skills.

REF: [Appendix F – Skillsets Online Instructions](#)

MANDATORY TRAINING REQUIREMENTS

All student workers are required to complete the following training courses at the time of hiring and on an annual basis (if working over multiple semesters). Supervisors are responsible for ensuring their student workers are compliant with regularly scheduled training as required by Civil Rights & Title IX and any State & Federal requirements.

- FERPA - [FERPA 101: For Colleges & Universities | Protecting Student Privacy](#)
- Title IX for Students - <https://www.studentlingo.com/wnm>
- Harassment in the Workplace – for Employees (send request email to ProDev@wnmu.edu with employee name, email address. Login instructions and credentials will be sent)

PART 4 - SUPPORT AND RESOURCES

Western New Mexico University is committed to providing a safe, respectful, and inclusive environment for every student worker. This section highlights the resources, policies, and services available to support your success and well-being while employed at WNMU.

EQUAL OPPORTUNITY

Western New Mexico University (WNMU) provides equal opportunity in education and employment for all qualified individuals. WNMU prohibits discrimination and harassment against any individual on the basis of race, color, religion, sex, pregnancy, national origin, age, ancestry, disability, spousal affiliation, sexual orientation, gender identity, genetic information, veteran status, or any other basis prohibited by federal and state law.

REF: [CC609 - Equal Opportunity Policy](#)

CIVIL RIGHTS

Western New Mexico University (WNMU) is committed to providing an educational and employment environment that is free from discrimination based on protected characteristics, harassment, and retaliation for engaging in protected activity.

REF: [CC611 Discrimination & Harassment – Civil Rights Policy](#)

REF: [Student Handbook](#)

TITLE IX

Western New Mexico University is committed to maintaining and promoting safe and respectful campus environments that are free from sex discrimination and retaliation. The University is committed to promoting fairness and equity for all aspects of educational programs or activities. The policy and procedures that are in place provides prompt, fair, and impartial resolution for all parties involved in the complaint process. The University will take prompt and effective steps to stop, prevent recurrence, and remedy the effects of sex discrimination.

REF: [CC613 Title IX Policy](#)

ACCOMMODATION OF DISABILITIES AND PREGNANCY

WNMU is committed to providing a supportive and inclusive work environment for all student workers. Student workers who need a reasonable accommodation due to a disability, medical condition, or pregnancy shall contact the Office of Compliance & Labor Relations.

Accommodations may include adjustments to work schedules, job duties, or workspace to support the student's ability to perform their job safely and effectively.

For more information, contact:

Compliance & Labor Relations

Global Resource Center

West 12th Street, Silver City NM 88061

Phone: 575-538-6201

Email: elrelations@wnmu.edu

SAFETY & WORKERS' COMPENSATION

WNMU strives to provide a safe and healthy working environment. Safety is the responsibility of the employer and every employee. If an employee observes an unsafe condition, faulty equipment, or other hazards, they must report it immediately to their supervisor. If safety equipment is required in an employee's duties, the employee must ensure that it is provided to them, and that the safety equipment is provided in WNMU vehicles.

Forethought and caution can prevent many accidents. For all medical and fire emergencies, call "911", which simultaneously notifies local community emergency services and the WNMU Campus Police Department. For non-emergencies contact the WNMU Campus Police Department directly at 575-538- 6231. Employees are asked to promptly report unsafe conditions to their immediate supervisor, Department of Human Resources, or Facilities Maintenance. Never assume that someone else has already reported an unsafe condition. Staff members are invited to participate in the further development of safety policies and procedures by making safety suggestions and recommendations.

REPORTING A WORK-RELATED INJURY OR ILLNESS:

The supervisor or employee can complete the NOA-2 Form. Both the supervisor and employee must sign this form.

- [NOA-2 Form.pdf](#)

For additional information, please review the Worker Guide to Workers Compensation.

- [Employee Guide - Workers Compensation.pdf](#)

The supervisor will complete the Incident and Investigation form.

- [Supervisor Incident Report.pdf](#)

NOTE: Both forms need to be sent to the Human Resources Department as soon as possible. The form can be hand delivered, send by fax to 575-538-6338, or emailed to hiring@wnmu.edu.

Once these forms are completed, the HR Department will send by email additional documents to be completed by the employee. These documents are necessary to properly report the claim to our provider even when the employee does not seek medical assistance.

SAFETY TIPS

Listed below are ways that all staff can maintain a safe working environment:

1. Report to work rested and physically fit to perform work.
2. Keep offices and workplaces orderly and free of clutter.
3. Do not block or obstruct access to hallways, aisles, traffic lanes, fire exits or doorways.
4. Never allow unauthorized or unqualified individuals to operate office equipment or vehicles.

5. Report any unsafe conditions, damaged or malfunctioning of office equipment to the appropriate authorities.
6. Always turn electrical equipment off during severe electrical storms.
7. Know the fire exits for your office and building and plan an alternate route.
8. Know the location and use of fire extinguishing equipment and know how to use the fire alarm.
9. Report any injuries, regardless of how minor, to supervisors and the Department of Human Resources immediately.
10. Avoid "horseplay" and practical jokes to prevent injury.
11. Keep your mind on the job and temper under control, always.
12. Support safety activities: prevention depends on everyone.
13. Never perform a job which you feel is unsafe.
14. Report the situation to the supervisor and/or Human Resources immediately.

SAFETY EQUIPMENT

Certain jobs at WNMU require standard safety apparel and equipment for the protection of the employee and others. Supervisors must be aware of any requirements and must furnish employees with the approved protective apparel and equipment necessary for the job. These items shall be worn/used and effectively maintained as a condition of continued employment and a mutual obligation to comply with the standards set for the use or operation of the equipment. Any lost or damaged equipment should be reported to the appropriate supervisor and Campus Police.

WNMU will provide protective equipment to those positions requiring the use of safety and protective equipment. Safety and protective equipment is to be used and worn as it was originally intended. Employees who are issued safety gear must read all appropriate instructions and user's/operating manuals prior to use of safety and protective equipment.

ACCIDENT PREVENTION AND EMPLOYEE RESPONSIBILITY

Each employee has a personal responsibility in accident prevention and in observing safety practice rules. The following is a list (not inclusive) of employee responsibilities:

1. Know and obey safety practices and rules.
2. Know the disciplinary action for violation of safety rules.
3. Report all injuries immediately, no matter how slight.
4. Ask questions when there is a doubt concerning safety.
5. Refrain from tampering with equipment not authorized or trained to use.
6. Report all unsafe conditions or equipment to immediate supervisor.

WORKERS' COMPENSATION:

If you are injured on the job, WNMU employees are covered under Worker's Compensation for work related injuries or illnesses. All employees who suffer a work-related injury need to report their injury to their supervisors as soon as possible. In cases where immediate medical

attention is needed, reporting the injury should be done as soon as practicable. Supervisors can report the accident or injury without completing the form should immediate medical attention be needed.

For more information, please contact the Department of Human Resources - Compensation & Benefits.

PART 5 – ENDING YOUR EMPLOYMENT JOURNEY

Student employment may end for many reasons, including graduation, completion of a work-study award, or other employment changes. This section explains the separation process, performance expectations, and the procedures that may apply when student employment concludes.

SEPARATION/TERMINATION

Western New Mexico University is an at-will employer, which means either the university or the student worker may end employment at any time. If you decide to leave your position, especially to pursue another opportunity on campus, you are encouraged to provide your supervisor with at least one week's notice to support a smooth transition. When employment ends, your supervisor will submit the required Job Separation/Termination Form to the Department of Human Resources so your job can be properly closed in the system.

CORRECTIVE ACTION

Corrective Action is a proactive approach to provide an employee the opportunity to correct their work performance related to willful neglect, misconduct or inappropriate workplace behavior by providing clear and constructive feedback through a succession of progressive steps. The process typically includes one or more of the following steps: verbal counseling(s), written warning(s), final written warning, and/or termination of employment.

Corrective Action is a step-by-step process designed to address unacceptable employee behaviors, which also allows for corrective action to start at a higher step based on the severity and circumstances of the situation. Before taking corrective action, supervisors must consult with the Office of Compliance and Labor Relations

Supervisors are encouraged to communicate openly with student workers throughout this process and to provide guidance whenever possible.

REF: [CC601 - Corrective Action Policy](#)

STUDENT EMPLOYMENT QUESTIONS?

Direct your WNMU Student Employment Questions to our email at hiring@wnmu.edu .

APPENDICES

The appendices contain additional reference materials, guides, and resources that support the information presented throughout this handbook. These documents are provided for your convenience and may be referenced throughout your employment as needed.

APPENDIX A – OUR CULTURE OF SERVICE EXCELLENCE

OUR CULTURE







+1 SERVICE

Every interaction is an opportunity to create value.

Apply one extra step to turn the ordinary into extraordinary.

P
Positive
Attitude

R
Respect

I
Instill a Sense
of Genuine

D
Drive
Consistency

E
Embrace Defining
Moments

Western New Mexico University focuses on SERVICE EXCELLENCE!

Never underestimate the power you have. No matter what your position, you impact the institution every day, ALWAYS!

APPENDIX B – PAYROLL – TIME SHEETS – SCHEDULE

Welcome to Banner Web-Time Entry. follow the following steps to complete and submit your electronic time sheet to your supervisor.

Nonexempt Employees, Part-Time and Student workers

Nonexempt (overtime eligible), Part-Time and Student workers will input hours worked and leave taken into the Web Time Entry system. All hours entered must reflect the accurate hours and days the work is performed or when the leave is taken. Please refer to the current payroll calendar for pay periods.

Employees must submit their completed Time Sheet to their Approver by the end of their work shift on their last working day of the Pay Period.

Employee Responsibilities

1. Initiate their Time Sheet at the beginning of the Pay Period. (Nonexempt, Student and Part-time Employees) by opening the Time Sheet, record hours for that day, and save.
2. Record accurate hours and days on their Time Sheet.
3. Use appropriate Earning / Leave Codes to ensure pay is in accordance with University policy.
4. Check their leave balances to verify availability of hours claimed. NOTE: Entry of leave balances in excess of available balance may result in reduction of payment amount. You can only use what you have accrued as of the end of the prior pay period.
5. Add Comments to their Time Sheet to document special circumstances, changes to their normal work schedule, or any other important information.
6. Review their Time Sheet for accuracy BEFORE submitting it for approval.
7. Submit their Time Sheet by the deadlines established in the Payroll Calendars.
8. Remember, after the Employee Submit by Date on the Payroll Calendars, they cannot submit for approval or make any changes to a Time Sheet. Their Approver will need to submit or make changes to the Time Sheet on your behalf before the Approver Submit by Date.

Timeframes and Deadlines

For Nonexempt, Part-time and Student workers, Time Sheets should be initiated at the beginning of the Pay Period. In order to be paid each pay period, a Time Sheet must be submitted by the deadline. Without a Time Sheet, the Approver is unable to approve time, and without the Approver's or his/her Proxy's approval, the Employee may NOT be paid until the following Pay Period.

All Employees are responsible for submitting their electronic Time Sheet to their Approver by the Employee Submit by Date on the Payroll Calendar. If the Employee was not scheduled to work during a pay period, the Time Sheet does not need to be submitted or approved as submitting a Time Sheet with "0" hours worked may cause errors.

Helpful functions:

- **Comments:** Comments may be added to your Time Sheet by clicking here. Comments are for reference only. If communications are needed, directly email your Approver or Proxy. If you need to communicate with the Office of Human Resources or Payroll, contact them directly.
- **Copy:** You can utilize this function if you work the same number of hours on multiple days.
- **Position Selection:** Returns user to the Position Selection screen.
- **Preview:** Will display the entire pay period and will show the hours or leave entered for each day. You may print it if you want a hard copy of what you have entered.
- **Previous / Next:** Each pay period is 2-week period, but not all the days can fit on the width of one screen. Click on PREVIOUS or NEXT to toggle back and forth between each week.
- **Restart:** If the Time Sheet has not been submitted for approval, this button will clear out all hours previously entered and saved for the given pay period and allow you to start over.
- **Return Time:** When used by the Employee, this button retrieves a submitted Time Sheet in order for the Employee to make corrections. When used by the Approver, this button retrieves an approved Time Sheet from Payroll for further action by the Approver. In order to be paid, a retrieved Time Sheet must be submitted and approved prior to the Approver Submit by Date on the Payroll Calendar.

Time Sheet Status Definitions

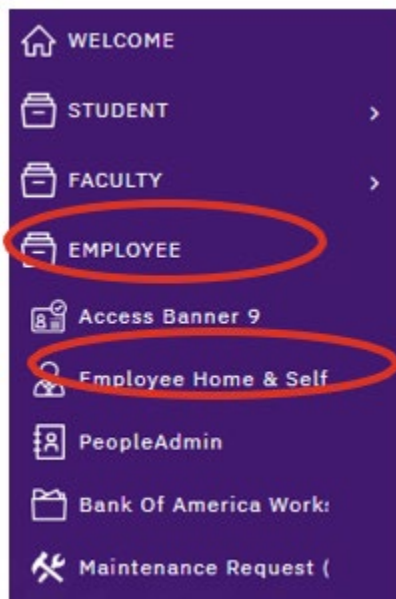
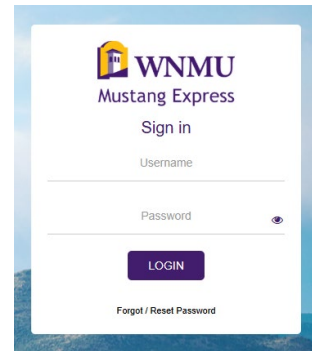
- **Not Started:** The Employee has not yet started to enter hours on the Time Sheet.
- **In Progress:** The Time Sheet has been started by the Employee, but has not been submitted for approval.
- **Pending:** The Time Sheet has been completed by the Employee and submitted for approval. The record is waiting for the Approver (or Proxy) to approve. The Approver may send back for a correction and therefore, could be in the queue pending further action from the Employee.
- **Approved:** The Time Sheet has been approved. An approved Time Sheet has been electronically sent to the Payroll Department for processing. An approved Time Sheet is automatically processed and has electronically docked the approved time from the Employee's leave balances.
- **Completed:** The Time Sheet has been approved and processed.

- **Returned For Correction:** The Time Sheet has been returned by the Approver (or Proxy) to the Employee for correction.

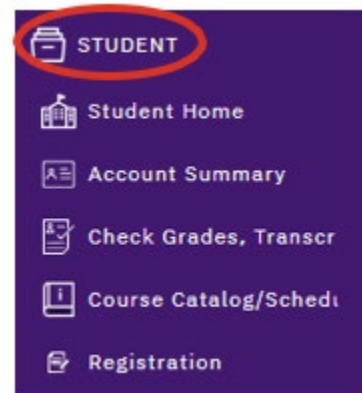
Logging On to Web Time Entry

Access to the Web Time Entry System is through Mustang Express which is accessible from any computer, tablet or smart phone with access to the Internet.

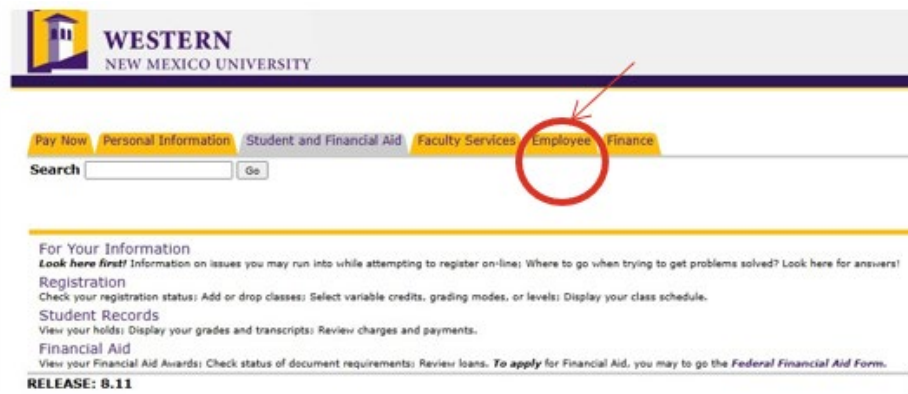
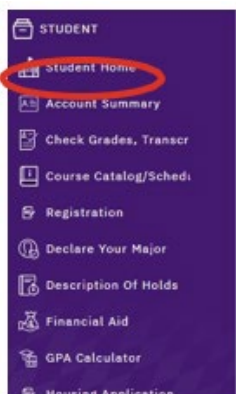
1. Log into Mustang Express with your appropriate credentials.



- Once logged in, click on the 'Employee' tab. Then click on "Employee Home & Self Service"
- If you do not have access to the 'Employee' tab. You can also access your time sheet via the 'Student' tab.



- Click on "Student Home" which will give you access to the 'Employee' tab as shown below:



2. Click on 'Time Sheet'

Pay Now Personal Information Student and Financial Aid Faculty Services Employee Finance

Search Go

Time Sheet
Submit Time Sheets

Benefits and Deductions
View your retirement plans, Health insurance information, Flex spending accounts, beneficiary information and miscellaneous deductions.

Pay Information
View your Direct Deposit breakdown; View your Earnings and Deductions History; View your Pay Stubs.

Tax Forms
Change your W-4 or view W-2 information and 1095 information.

Current and Past Jobs
View current and prior Job History.

Time Off Current Balances and History
View Leave Balances.

RELEASE: 8.11

3. Click on the 'Access my Time Sheet' option:

Selection Criteria

	My Choice
Access my Time Sheet:	☒
Access my Leave Report:	☐
Access my Leave Request:	☐
Approve or Acknowledge Time:	☐
Approve All Departments:	☐
Act as Proxy:	Self
Act as Superuser:	☐

Select

4. Choose the time sheet for the pay period and position. If you have multiple jobs, you will complete a separate time sheet for each job. Once you have made you choice, click on the 'Time Sheet' button.

Title and Department	My Choice	Pay Period and Status
Bsn Office Programmer, CSMKTM-00 Associate VPBA, 4019	☒	Dec 10, 2017 to Dec 23, 2017 Not Started

Time Sheet

5. Your time sheet will look similar to this. Enter your hours by clicking on the appropriate block.

Time Sheet

Title and Number:

Bsn Office Programmer -- CSMKTM-00

Department and Number:

Associate VPBA -- 4019

Time Sheet Period:

Dec 10, 2017 to Dec 23, 2017

Submit By Date:

Dec 22, 2017 by 10:00 AM

Earning	Shift	Default Hours or Units	Total Hours	Total Units	Sunday Dec 10, 2017	Monday Dec 11, 2017	Tuesday Dec 12, 2017	Wednesday Dec 13, 2017	Thursday Dec 14, 2017	Friday Dec 15, 2017	Saturday Dec 16, 2017
Regular Pay	1	86.67	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Sick Leave	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Annual Leave	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Holiday Pay	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Inclement Weather	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Jury Duty	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Bereavement Leave	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Comp Time Straight	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Comp Time Used	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Administrative Leave	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Adjustment to Pay	1	0	0	0	Enter Units	Enter Units	Enter Units	Enter Units	Enter Units	Enter Units	Enter Units
Docked Pay	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Overtime at 1.5	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Overtime at Straight Time	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Comp Time at 1.5	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Total Hours:			0		0	0	0	0	0	0	0
Total Units:				0	0	0	0	0	0	0	0

Position Selection Comments Preview Submit for Approval Restart Next

Submitted for Approval By:

Approved By:

Waiting for Approval From:

6. By clicking on the appropriate block, you will access the screen to enter your time in and out. Please remember to enter your time in quarter hours – 8:00, 8:15, 8:30, or 8:45 and in the format of 00:00. If you take a lunch break, you will need to show it on your time sheet. Once you have entered your time for the day, click on 'Save'.

Date: Monday, Dec 11, 2017

Earnings Code: Regular Pay

Shift	Time In	Time Out	Total Hours
1	8:00 AM	12:00 PM	0
1	12:30 AM	4:30 AM	0
1			0
1			0
1			0
1			0

From this screen you can also navigate to the previous day or next day to enter time, add extra lines if needed, deleted the day or copy your hours for easy entry into other days.

Time Sheet Previous Day Next Day
Add New Line Save Copy Delete

7. If your hours are usually the same. You can save time by clicking on 'Save' the 'Copy'. That will give you the following screen. Simply click each day that the copied hours apply to and again click on 'Copy'.

Earnings Code:
Date and Hours to Copy:
 Copy from date displayed to end of the pay period:
 Include Saturdays:
 Include Sundays:
 Copy by date:

Regular Pay
 Dec 11, 2017, 8 Hours

☐
☐
☐

Sunday Dec 10, 2017	Monday Dec 11, 2017	Tuesday Dec 12, 2017	Wednesday Dec 13, 2017	Thursday Dec 14, 2017	Friday Dec 15, 2017	Saturday Dec 16, 2017
☐	☐	☒	☐	☐	☐	☐
Sunday Dec 17, 2017	Monday Dec 18, 2017	Tuesday Dec 19, 2017	Wednesday Dec 20, 2017	Thursday Dec 21, 2017	Friday Dec 22, 2017	Saturday Dec 23, 2017
☐	☐	☐	☐	☐	☐	☐

Time Sheet Previous Menu **Copy**

You will receive the message "Your hours have been copied successfully", you can now click on 'Time Sheet' to review.

 **Your hours have been copied successfully.**

Earnings Code:
Date and Hours to Copy:
 Copy from date displayed to end of the pay period:
 Include Saturdays:
 Include Sundays:
 Copy by date:

Regular Pay
 Dec 11, 2017, 8 Hours

☐
☐
☐

Sunday Dec 10, 2017	Monday Dec 11, 2017	Tuesday Dec 12, 2017	Wednesday Dec 13, 2017	Thursday Dec 14, 2017	Friday Dec 15, 2017	Saturday Dec 16, 2017
☐	☐	☐	☐	☐	☐	☐
Sunday Dec 17, 2017	Monday Dec 18, 2017	Tuesday Dec 19, 2017	Wednesday Dec 20, 2017	Thursday Dec 21, 2017	Friday Dec 22, 2017	Saturday Dec 23, 2017
☐	☐	☐	☐	☐	☐	☐

Time Sheet Previous Menu Copy

8. From this screen, you can see your hours worked for each day and if your Total hours calculate correctly. You can preview your time sheet, submit for approval to your supervisor, add any comments, and click to the next week in the pay period.

Time Sheet
 Title and Number:
 Department and Number:
 Time Sheet Period:
 Submit By Date:

Bsn Office Programmer -- CSMKTM-00
 Associate VPBA -- 4019
 Dec 10, 2017 to Dec 23, 2017
 Dec 22, 2017 by 10:00 AM

Earning	Shift	Default Hours or Units	Total Hours	Total Units	Sunday Dec 10, 2017	Monday Dec 11, 2017	Tuesday Dec 12, 2017	Wednesday Dec 13, 2017	Thursday Dec 14, 2017	Friday Dec 15, 2017	Saturday Dec 16, 2017
Regular Pay	1	0	80		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Sick Leave	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Annual Leave	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Holiday Pay	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Inclement Weather	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Jury Duty	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Bereavement Leave	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Comp Time Straight	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Comp Time Used	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Administrative Leave	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Adjustment to Pay	1	0	0		Enter Units	Enter Units	Enter Units	Enter Units	Enter Units	Enter Units	Enter Units
Docked Pay	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Overtime at 1.5	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Overtime at Straight Time	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Comp Time at 1.5	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Total Hours:			80	0	0	0	0	0	0	0	0
Total Units:				0	0	0	0	0	0	0	0

Position Selection Comments Preview **Submit for Approval** Restart Next

Submitted for Approval By:
 Approved By:
 Waiting for Approval From:

9. The following screen shot is an example of the 'Preview' option, click on 'Previous Menu' to exit the preview.

Time Sheet

Earning Code	Shift	Total Hours	Total Units	Sunday, Dec 10, 2017	Monday, Dec 11, 2017	Tuesday, Dec 12, 2017	Wednesday, Dec 13, 2017	Thursday, Dec 14, 2017	Friday, Dec 15, 2017	Saturday, Dec 16, 2017	Sunday, Dec 17, 2017	Monday, Dec 18, 2017	Tuesday, Dec 19, 2017	Wednesday, Dec 20, 2017	Thursday, Dec 21, 2017	Friday, Dec 22, 2017	Saturday, Dec 23, 2017
Regular Pay	1	80			8	8	8	8	8	8			8	8	8	8	8
Total Hours:		80			8	8	8	8	8	8			8	8	8	8	8
Total Units:			0														

Time In and Out, Regular Pay

Sunday Dec 10, 2017	Monday Dec 11, 2017	Tuesday Dec 12, 2017	Wednesday Dec 13, 2017	Thursday Dec 14, 2017	Friday Dec 15, 2017	Saturday Dec 16, 2017	Sunday Dec 17, 2017	Monday Dec 18, 2017	Tuesday Dec 19, 2017	Wednesday Dec 20, 2017	Thursday Dec 21, 2017	Friday Dec 22, 2017	Saturday Dec 23, 2017
12:30 AM 04:30 AM 08:00 AM 12:00 PM	12:30 AM 04:30 AM 08:00 AM 12:00 PM	12:30 AM 04:30 AM 08:00 AM 12:00 PM	12:30 AM 04:30 AM 08:00 AM 12:00 PM	12:30 AM 04:30 AM 08:00 AM 12:00 PM	12:30 AM 04:30 AM 08:00 AM 12:00 PM			12:30 AM 04:30 AM 08:00 AM 12:00 PM	12:30 AM 04:30 AM 08:00 AM 12:00 PM	12:30 AM 04:30 AM 08:00 AM 12:00 PM	12:30 AM 04:30 AM 08:00 AM 12:00 PM	12:30 AM 04:30 AM 08:00 AM 12:00 PM	

[Previous Menu](#)

10. If no corrections are needed, click on 'Submit for Approval'. You must submit your time sheet prior to the submit by date, you will find this date at the top of your time sheet.

Time Sheet

Title and Number: Bsn Office Programmer -- CSMKTM-00

Department and Number: Associate VPBA -- 4019

Time Sheet Period: Dec 10, 2017 to Dec 23, 2017

Submit By Date: Dec 22, 2017 by 10:00 AM

Earning	Shift	Default Hours or Units	Total Hours	Total Units	Sunday Dec 10, 2017	Monday Dec 11, 2017	Tuesday Dec 12, 2017	Wednesday Dec 13, 2017	Thursday Dec 14, 2017	Friday Dec 15, 2017	Saturday Dec 16, 2017
Regular Pay	1	0	80		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Sick Leave	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Annual Leave	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Holiday Pay	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Incentive Weather	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Jury Duty	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Bereavement Leave	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Comp Time Straight	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Comp Time Used	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Administrative Leave	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Adjustment to Pay	1	0	0		Enter Units	Enter Units	Enter Units	Enter Units	Enter Units	Enter Units	Enter Units
Docked Pay	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Overtime at 1.5	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Overtime at Straight Time	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Comp Time at 1.5	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Total Hours:			80		0	0	0	0	0	0	0
Total Units:				0	0	0	0	0	0	0	0

[Position Selection](#)
[Comments](#)
[Preview](#)
[Submit for Approval](#)
[Restart](#)
[Next](#)

Submitted for Approval By:

Approved By:

Waiting for Approval From:

11. Please verify that your time sheet was submitted. You will receive the notice of "your time sheet was submitted successfully".

 Your time sheet was submitted successfully.

Time Sheet

Title and Number:

Ban Office Programmer -- CSMKTH-00

Department and Number:

Associate VPBA -- 4019

Time Sheet Period:

Dec 10, 2017 to Dec 23, 2017

Submit By Date:

Dec 22, 2017 by 10:00 AM

Earning	Shift	Default Hours or Units	Total Hours	Total Units	Sunday Dec 10, 2017	Monday Dec 11, 2017	Tuesday Dec 12, 2017	Wednesday Dec 13, 2017	Thursday Dec 14, 2017	Friday Dec 15, 2017	Saturday Dec 16, 2017
Regular Pay	1		0	80	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Sick Leave	1		0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Annual Leave	1		0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Holiday Pay	1		0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Inclement Weather	1		0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Jury Duty	1		0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Bereavement Leave	1		0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Comp Time Straight	1		0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Comp Time Used	1		0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Administrative Leave	1		0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Adjustment to Pay	1		0	0	Enter Units	Enter Units	Enter Units	Enter Units	Enter Units	Enter Units	Enter Units
Docked Pay	1		0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Overtime at 1.5	1		0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Overtime at Straight Time	1		0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Comp Time at 1.5	1		0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Total Hours:			80		0	0	0	0	0	0	0
Total Units:				0	0	0	0	0	0	0	0

[Position Selection](#) [Comments](#) [Preview](#) [Next](#) [Return Time](#)

Submitted for Approval By:

You on Dec 14, 2017

Approved By:

Waiting for Approval From:

12. You have access to verify when you submitted your time sheet and if your supervisor has or has not approved your time sheet.
13. If your hours are incorrect, your supervisor or the Payroll Department can and will return it for corrections. Please note that you will not receive notice from Mustang Express if it has been returned. Please watch to verify that your time sheet has been approved.

And as always, please remember to log out of Mustang Express.

REF: [WNMU Payroll Schedule](#) Attached is sample only.

Payroll Schedule (Non-Exempt)

ALL NON-EXEMPT EMPLOYEES
REGULAR, TEMPORARY, & GA'S
PAYROLL SCHEDULE
2025-2026 FISCAL YEAR

	STARTING	ENDING	WEB TIME SHEETS DUE TO SUPERVISORS BY 10:00 A.M. ON	WEB TIME SHEETS DUE TO BE APPROVED BY 4:00 ON	Premiums Deductions Coverage	
	DATE	DATE	SCHEDULED DUE DATE	SCHEDULED DUE DATE	Coverage Month	PAY DAY
BW13	1-Jun-25	14-Jun-25	16-Jun-25	16-Jun-25	July	20-Jun-25
BW14	15-Jun-25	28-Jun-25	30-Jun-25	30-Jun-25	August	3-Jul-25
BW15	29-Jun-25	12-Jul-25	14-Jul-25	14-Jul-25	August	18-Jul-25
BW16	13-Jul-25	26-Jul-25	28-Jul-25	28-Jul-25	September	1-Aug-25
BW17	27-Jul-25	9-Aug-25	11-Aug-25	11-Aug-25	September	15-Aug-25
BW18	10-Aug-25	23-Aug-25	25-Aug-25	25-Aug-25	None	29-Aug-25
BW19	24-Aug-25	6-Sep-25	8-Sep-25	8-Sep-25	October	12-Sep-25
BW20	7-Sep-25	20-Sep-25	22-Sep-25	22-Sep-25	October	26-Sep-25
BW21	21-Sep-25	4-Oct-25	6-Oct-25	6-Oct-25	November	10-Oct-25
BW22	5-Oct-25	18-Oct-25	20-Oct-25	20-Oct-25	November	24-Oct-25
BW23	19-Oct-25	1-Nov-25	3-Nov-25	3-Nov-25	December	7-Nov-25
BW24	2-Nov-25	15-Nov-25	17-Nov-25	17-Nov-25	December	21-Nov-25
BW25	16-Nov-25	29-Nov-25	1-Dec-25	1-Dec-25	January	5-Dec-25
BW26	30-Nov-25	13-Dec-25	15-Dec-25	15-Dec-25	January	19-Dec-25
BW1	14-Dec-25	27-Dec-25	29-Dec-25	29-Dec-25	February	2-Jan-26
BW2	28-Dec-25	10-Jan-26	12-Jan-26	12-Jan-26	February	16-Jan-26
BW3	11-Jan-26	24-Jan-26	26-Jan-26	26-Jan-26	None	30-Jan-26
BW4	25-Jan-26	7-Feb-26	9-Feb-26	9-Feb-26	March	13-Feb-26
BW5	8-Feb-26	21-Feb-26	23-Feb-26	23-Feb-26	March	27-Feb-26
BW6	22-Feb-26	7-Mar-26	9-Mar-26	9-Mar-26	April	13-Mar-26
BW7	8-Mar-26	21-Mar-26	23-Mar-26	23-Mar-26	April	27-Mar-26
BW8	22-Mar-26	4-Apr-26	6-Apr-26	6-Apr-26	May	10-Apr-26
BW9	5-Apr-26	18-Apr-26	20-Apr-26	20-Apr-26	May	24-Apr-26
BW10	19-Apr-26	2-May-26	4-May-26	4-May-26	June	8-May-26
BW11	3-May-26	16-May-26	18-May-26	18-May-26	June	22-May-26
BW12	17-May-26	30-May-26	1-Jun-26	1-Jun-26	July	5-Jun-26
BW13	31-May-26	13-Jun-26	15-Jun-26	15-Jun-26	July	19-Jun-26
BW14	14-Jun-26	27-Jun-26	29-Jun-26	29-Jun-26	August	3-Jul-26
BW15	28-Jun-26	11-Jul-26	13-Jul-26	13-Jul-26	August	17-Jul-26
BW16	12-Jul-26	25-Jul-26	27-Jul-26	27-Jul-26	None	31-Jul-26

All web timesheets are required to be submitted to supervisors by 10:00 a.m. on the due date scheduled. All web timesheets are required to be approved by supervisors by 4:00 p.m. on the due date scheduled.

If a timesheet is submitted to Payroll after the scheduled due date, the employee will be paid on the following Wednesday after the scheduled payday.

These scheduled due dates include signing of contracts, compliance of an I-9, W-4 changes, and other required documents.

Note: Non-Exempt Overtime compensation is paid according to each work week which starts on Sunday and ends on Saturday for a complete 7-day work week. Overtime is based on actual work over 40 hours per week.

APPENDIX C – HOLIDAY CALENDAR – CURRENT FISCAL YEAR

Refer to the Holiday Calendar posted on the WNMU website at <https://wnmu.edu/holidays/>

APPENDIX D – BASIC OFFICE TASKS AND DUTIES

As a student worker, you are an important part of the WNMU team. Your role helps keep daily operations running smoothly and ensures that students, staff, and visitors receive excellent service. Professionalism, reliability, and a positive attitude make a lasting impression and reflect the Mustang spirit of Mustangs Serving Mustangs. Take pride in your work, stay engaged, and approach every task — big or small — as an opportunity to learn, grow, and contribute to your department's success.

Conduct

As a student worker, you represent Western New Mexico University and contribute to a positive campus environment. The following expectations help ensure professionalism, courtesy, and Mustang P.R.I.D.E. in every interaction:

- Be on time and stay engaged for your entire shift. Arriving promptly shows reliability and respect for your team.
- Bring a positive attitude and a friendly smile. A warm, welcoming presence reflects our Mustang spirit and creates a great first impression.
- Stay present — avoid using your phone or personal devices during work hours unless it's job-related or approved by your supervisor.
- Maintain a professional and tidy workspace. Keep desks and counters clear of clutter, food, or personal items.
- Protect privacy and confidentiality. Never leave student records, documents, or screens visible to the public.
- Complete assigned work before personal tasks or homework. Always check with your supervisor to see if additional help is needed.
- Greet visitors courteously and offer assistance right away — even a smile and “How can I help you today?” go a long way.
- Communicate clearly and professionally. Take accurate messages if someone is unavailable, and use the WNMU online directory to find contact information.
- Be responsible for end-of-day tasks, such as turning off computers, locking doors, and closing windows.
- Take ownership of your workspace. If supplies are running low or something needs attention, notify your supervisor promptly.

Schedules

Your work schedule is a commitment — just like attending class or meeting a deadline. It shows reliability and respect for your team.

- Your schedule will be set in collaboration with your supervisor to balance your work and academic responsibilities.

- If you need a day off, request it **in advance** and make sure your shift is covered. Communicate clearly with your supervisor about the date and who will be covering your time.
- Consistent attendance and communication build trust and reflect your professionalism.

Routines

Every job has its rhythm — and routines help keep things running smoothly.

- Your supervisor will guide you in understanding your daily tasks and responsibilities.
- Follow your established routine while staying flexible and ready to help where needed.
- When in doubt, ask questions and take initiative — it's how you learn and grow on the job.

Work Area

A clean and organized space sets the tone for professionalism and respect.

- Keep your workspace tidy and ready for visitors or coworkers at any time.
- Don't leave personal items, food, or clutter behind between shifts.
- Take pride in your area — it represents both you and WNMU.

APPENDIX E – GUIDE TO APPROPRIATE WORK ATTIRE

Your appearance reflects both you and Western New Mexico University, so dress in a way that's comfortable, neat, and professional. While WNMU's general dress code is business casual, student workers may have some flexibility depending on their work setting. Clothing should be clean, modest, and appropriate for the type of work being done.

Avoid items that are torn, overly casual (like pajamas or workout gear), or display offensive language or graphics. Think of it as your daily "fit check" — making sure your look says, I'm here to learn, to help, and to represent WNMU with Mustang P.R.I.D.E. Here are some examples of what is and isn't appropriate:

Examples of Appropriate for Work:

- WNMU or department-branded shirts, polos, or blouses
- Neat jeans (no rips or frays)
- Clean sneakers, dress sandals

Examples of What's Not Appropriate for Work:

- Pajamas, athletic wear, or excessively torn/ripped clothing
- Crop tops, tank tops, or revealing clothing
- Flip-flops or slippers
- Clothing with offensive or inappropriate graphics, slogans, or language

The following page contains WNMU's dress guidelines for appropriate attire in the workplace.

THE DIFFERENCE YOU MAKE



Guide to Appropriate Work Attire at WNMU

Introduction

Western New Mexico University is an institution that is in support of free-thinking, free thought, and freedom of expression. With proper guidance and fostering the nature of professionalism, we can promote these aspects of higher learning. In doing so, we seek to set guidelines for the University to set a standard of conduct and presentation conducive to the prestigious nature of a University.

Definitions

- Business Professional- generally conservative clothing to portray yourself in a professional manner.
- Business/Smart Casual- relating to or denoting a style of clothing that is less formal than traditional business wear but is still intended to give a professional and businesslike impression.
- Mustang Fridays- a time to show your University spirit, relaxed wear expressing mustang labeled clothing or school colors. Athletic shoes are acceptable to wear but must be neat in appearance.

Standards/Examples

Business & casual wear encompasses many looks, but it means clothing that is appropriate for a professional office environment - neither of these examples equates to sloppiness. It is clothing that allows you to be comfortable at work, yet always look neat and professional. Employees should consider each day's activities when determining what to wear.

Examples of appropriate attire include, but are not limited to, the following:

- Dress/khaki pants, or jeans, skirts, dresses w/appropriate hemlines,
- Dress tops, button-up shirts, collared shirts, or collarless polo shirt
- Loafers, mules, dressy clogs, boots, flats, dress heels, dress sandals, leather deck-type shoes, conservative athletic or walking shoes, and office sneakers.



EXAMPLE 1: You can sport your denim while still looking professional. A simple patterned or solid color top is all it takes. A look that could be considered slightly more business than casual would be a silky top tucked into a solid color pencil skirt or a summer dress paired with a blazer.



EXAMPLE 2: A casual dress guideline means that employees can dress in comfortable, informal clothing. Although the employees' comfort is a priority, certain standards are recommended—clothing must be appropriate and still professional.



EXAMPLE 3: These employees are dressed well, in comfortable and relaxed clothing, but they still maintain a professional image. Also, keep in mind that modesty in dress is not only important but so is modesty in accessories. Although the degree of informality may vary from more casual to a little dressier in some cases, it is important to remember that employee comfort is the main priority, as long as the employees still look professional and are dressed appropriately for the workplace.

APPENDIX F – INSTRUCTIONS FOR SKILLSETS ONLINE (WNMU ONLINE TRAINING MODULES)

Skillsets Log-in Instructions

www.skillsetsonline.com

There is a new look and feel to skillsets. You have **30 Day Focus Sessions** to complete your training modules. If you start a session, you must complete it within the 30-day time period or you will lose your progress.

- Go to www.skillsetsonline.com
- Go to **Login** and then **Dashboard Login**.
- Enter your login credentials from the email you received from Skillsets.
- If you forget your pin, you can request it on the login page. **"Email my PIN to me"**

- Select **"Click To Start Your Training Now"**. Confirm if you are sure, **Yes** will start your 30-day session.
- Then select the **"Click to Access Course Library"** option.

- Click **The Library** on the top left-hand side and select from the options provided or use the **Search** field at the top right-hand side to find courses.

- Click **Launch** to begin.