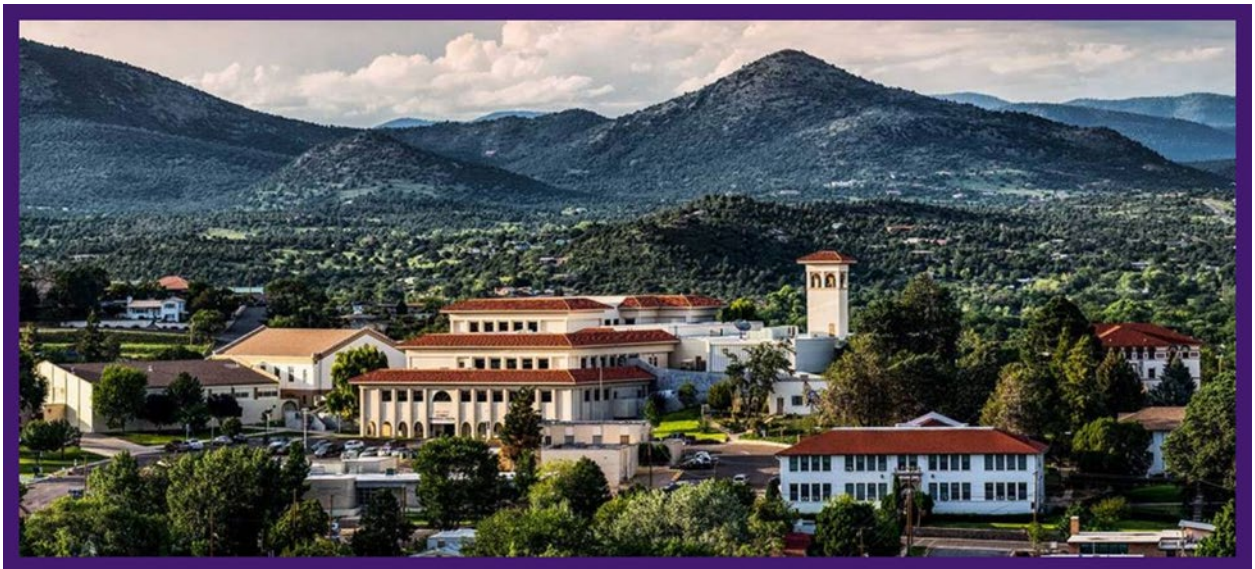




WESTERN
NEW MEXICO UNIVERSITY



SUPERVISORS - STUDENT WORKER HANDBOOK 2026-2027

A Guide to Hiring, Supervising, and Developing Student Workers

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PART 1 – GETTING STARTED

Introduces the student employment program, WNMU's values, and the supervisor's role in creating a positive and meaningful employment experience.

Welcome

Student employment is more than filling a position—it's an opportunity to mentor, develop, and prepare students for future careers. As a supervisor, you play an important role in helping student workers build workplace skills, gain confidence, and contribute to the success of Western New Mexico University. This handbook provides the tools, guidance, and resources needed to hire, supervise, and support student workers while ensuring compliance with university policies and procedures.

Purpose

The Student Worker Supervisor Handbook serves as a comprehensive guide to support supervisors in effectively managing and mentoring student workers at Western New Mexico University (WNMU). It outlines key responsibilities, procedures, and best practices that promote consistency, accountability, and a positive workplace culture.

This handbook is designed to help supervisors create meaningful learning experiences, provide clear expectations and feedback, and uphold the university's commitment to excellence through the spirit of Mustangs Serving Mustangs.

Human Resources Contact Information

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 help identify your source contacts.

I need to...	Who can help me?
Hire a student worker	Human Resources – Hiring & Recruiting
Verify work-study eligibility	Financial Aid
Approve student timesheets	Payroll

I need to...	Who can help me?
Report an injury	Human Resources
Address a performance concern	Compliance & Labor Relations
Questions about Accommodations	Student accessibility accommodations Student Accessibility Workplace accommodations Compliance & Labor Relations
Questions about this handbook	Human Resources – Hiring & Recruiting

Before Your Student Starts

- ☐ Position approved
 - ☐ Hiring Proposal submitted
 - ☐ HR clearance received
 - ☐ Workspace prepared
 - ☐ Schedule established
 - ☐ Training planned
-

During Employment

- ☐ Approve timesheets
 - ☐ Monitor hours
 - ☐ Provide coaching
 - ☐ Complete evaluations
 - ☐ Encourage professional development
-

Remember

Student workers are students first. Every interaction is an opportunity to teach professionalism, build confidence, and prepare them for future careers.

WNMU Mission and 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.

Handbook Overview

The Student worker Supervisor Handbook is a practical resource designed to help supervisors successfully hire, onboard, supervise, and develop student workers at Western New Mexico University. It provides guidance on university procedures, employment requirements, supervisory responsibilities, and best practices to promote consistency, compliance, and a positive employment experience for both supervisors and student workers.

This handbook is organized to support supervisors throughout the entire student employment lifecycle—from recruiting and hiring through onboarding, performance management, and separation. In addition to outlining university expectations and responsibilities, it offers practical tools and resources to help supervisors create meaningful work experiences that foster student learning, professional growth, and workplace success.

This handbook is intended as a reference guide and does not create an employment contract or alter the at-will employment relationship between Western New Mexico University and its student workers. Supervisors are responsible for following applicable university policies and procedures and are encouraged to contact Human Resources whenever questions arise regarding student employment.

This handbook will help you answer questions such as:

- How do I hire a student worker?

- What are my responsibilities as a supervisor?
- How do I onboard and train a new student worker?
- What employment rules and work-study requirements do I need to know?
- How do I monitor work hours and approve timesheets?
- What should I do if a performance or conduct issue arises?
- Where can I find the forms, resources, and contacts I need?

Why does this handbook exist?

To provide supervisors with consistent guidance for hiring, supervising, developing, and supporting student workers.

What does it contain?

Hiring procedures, supervisory responsibilities, employment requirements, performance management, payroll guidance, and university resources.

What is expected of supervisors?

To create a positive work environment, model professionalism, ensure compliance with university policies, and help student workers develop workplace skills that support their future success.

The Value of Student Employment

Student employment is an important part of the Western New Mexico University experience. It provides students with meaningful opportunities to develop professional skills, gain practical work experience, and earn income while pursuing their educational goals. At the same time, student workers make valuable contributions to the daily operations and success of departments across the university.

As a supervisor, you play a critical role in the success of the student employment program. Beyond assigning work, you serve as a mentor, coach, and role model by helping students develop workplace skills, build confidence, and prepare for future careers. By providing clear expectations, meaningful training, regular feedback, and a supportive work environment, supervisors help create positive employment experiences that benefit both the student and the university.

When supervisors invest in the growth and development of student workers, they contribute not only to departmental success but also to WNMU's commitment to student achievement and the spirit of Mustangs Serving Mustangs.

Supporting a Safe – Respectful – Inclusive workplace

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.

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 provide 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 are encouraged to notify 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

NOTE: Supervisors should promptly refer questions or concerns involving discrimination, harassment, Title IX, or workplace accommodations to the appropriate university office and should not attempt to independently determine whether a concern or accommodation request is valid.

Workers' Compensation

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.

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.

PART 2 – UNDERSTANDING THE STUDENT WORKER PROGRAM

Provides an overview of student employment terminology, eligibility requirements, and funding sources before the hiring process begins.

Student Employment Program Basics

Key Definitions

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

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 supervisor. International students should consult with the WNMU PDSO/DSO 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.

Work Study Programs – Funding sources

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.
- must be a degree seeking student.

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.
- must be a degree seeking student

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 (DVP) 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. Exceptions for required enrollment are at the discretion of the DVP on a case-by-case basis. 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

PART 3 – HIRING STUDENT WORKERS

Guides supervisors through recruiting, selecting, and hiring qualified student workers while following university procedures.

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.

Process for Hiring a Student Worker

The student worker hiring process begins when a supervisor identifies the need for a student worker and requests permission from the Vice President's Executive/Administrative Assistant, who then determines how many students can be hired for the department and the number of hours allowed.

Once approval is granted, the supervisor selects one of three standardized job descriptions

- Office Assistant
- General Laborer Assistant
- Tutor

The VP Executive/Administrative Assistant then contacts the HR Recruiter to post the position in PeopleAdmin, where it remains open until all vacancies are filled. Supervisors review applications in PeopleAdmin under the **"Student Worker Supervisor"** group and may choose to conduct interviews, although these are optional.

If interviews are held, the same set of questions must be used for all candidates. After selecting the most qualified applicant, the supervisor notifies both selected and non-selected candidates and submits a hiring proposal for the chosen student.

Once the hiring proposal is submitted, the HR Recruiter processes the proposal and determines whether new hire paperwork is required. If so, the student receives the paperwork and offer letter **via email** and must schedule an appointment to present original I-9 documents to HR, as photocopies are not accepted. **NOTE:** Only after HR receives all required documentation will the supervisor be notified that the student is cleared to begin work; no student should start before receiving this confirmation.

International Student Workers

International student workers 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.

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

1. Employment 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)**

Once an international student has received their Social Security Card in the mail, they must bring in the original document to the Human Resources Office and to their Designated School Official (DSO).

After all the documents have been completed, submitted, and verified, a supervisor will need to complete an Electronic Personnel Action Form (EPAF).

Students may not begin working until all required forms have been submitted to the Human Resources Office. To avoid delays in paperwork and payroll processing, please follow the recommended order when submitting documents. Students and supervisors should plan for at least one week of processing time after all documents have been received to ensure everything is in place before work begins.

PART 4 – WELCOMING YOUR STUDENT WORKERS

Prepares supervisors to successfully onboard, train, and support student workers from their first day of work.

New Student Worker Orientation

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

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.

1. FERPA - [FERPA 101: For Colleges & Universities | Protecting Student Privacy](#)
2. Title IX for Students - <https://www.studentlingo.com/wnmu>
3. 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)

PLEASE NOTE: Human Resources recommends that all student workers consult with a tax professional or accountant when completing their Form W-4, as each student is responsible for any resulting tax liability.

At the end of the tax year, students will receive a Form W-2 from WNMU. It is the student's responsibility to file all required federal and state tax returns in accordance with U.S. tax laws.

WNMU does not provide tax advice and is not responsible for any tax liability incurred by student workers.

Supervisor Day 1 Checklist

Use the Supervisor Day 1 Checklist to help welcome your student worker, establish expectations, and ensure a successful first day of employment.

REF: Appendix B

PART 5 – SUPERVISING FOR SUCCESS

Provides guidance for supervising, coaching, evaluating, and developing student workers while maintaining compliance with university expectations.

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 the 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 the Federal or State Work-Study programs, if funding is available, 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, not to exceed 40 hours per week, with approval from Human Resources and their 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. (Refer to the Termination/Separation section under ENDING EMPLOYMENT)

Expectations and Responsibilities

Supervisors:

1. Provide student vacancy information for graduate assistant, research assistant, and other student employment positions to Human Resources.
2. Submit Hiring Proposal for student hires to Human Resources.
3. Prepare and submit student worker Electronic Personnel Action Form (EPAF).
4. Ensure that employees hired under student worker title codes meet the definition of a student worker and satisfy all applicable eligibility conditions.
5. Ensure that all students employed for the first time and those re-employed have completed all paperwork required by Human Resources, including an I-9 within the first three days of employment.
6. Establish a work schedule and ensure that the job duties for each student worker are appropriate.
7. Supervise the student.
8. Verify and approve student worker hours, ensuring they do not exceed the allowable limits.
9. Ensure accurate student worker hours are reported to Payroll via timesheets.
10. Ensure student workers complete the mandatory training requirements as previously indicated. All student workers will receive access to SkillsetsOnline that allows them to take their customer service onboarding and harassment trainings.

Student workers:

1. Apply for any vacant student worker position of interest.
2. Report for scheduled interviews with hiring department, if applicable.
3. Complete student employment packets (after notice of hire).
4. Provide documentation of work eligibility.
5. Report for scheduled employee orientation with Human Resources.
6. Report for work as scheduled.
7. Submit hours worked via timesheet.
8. Notify the Payroll Office of federal and/or state tax changes, as applicable.
9. Complete all training requirements as indicated under Mandatory Training Requirements

Confidentiality

Some student positions 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.

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.

Supervisor Responsibilities for Training and Feedback

Supervisors are responsible for ensuring that student workers receive the training, guidance, and feedback necessary to perform their duties effectively and professionally. Each supervisor must provide clear instructions on job expectations, model appropriate workplace behavior, and establish regular progress reviews to monitor employee performance.

All student workers will have access to www.skillsetonline.com as a training resource to enhance their skills in communication, customer service, teamwork, leadership, and other core competencies. Integrating these resources into the onboarding and development process helps student workers build transferable skills that support both their academic and professional success.

As Supervisors, you play an important role in providing student workers with clear expectations, regular guidance, and timely performance feedback. A Student Evaluation Form should be completed each semester to document performance, highlight strengths, and identify areas for improvement. These practices ensure compliance with program standards and contribute to student learning and workplace success. Forms can be found on Canvas – Business Affairs/Human Resources/Forms.

REF: Appendix A – Student Worker Evaluation Form Sample

Corrective Action

If corrective action is required for a student worker, supervisors must coordinate with Compliance and Labor Relations to ensure the matter is handled appropriately and consistently.

While the corrective process for student workers is less formal than that of regular staff, documentation and adherence to established procedures are still required.

Compliance and Labor Relations will provide guidance, required forms, and instructions to support supervisors through this process and to ensure proper records are maintained. For assistance or to initiate corrective action, contact Compliance and Labor Relations at elrelations@wnmu.edu.

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

PART 6 – MANAGING PAYROLL & TIMEKEEPING

Explains supervisor responsibilities related to work hours, payroll, timesheets, and compensation.

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. Individual departments 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 individual department 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.

Hourly Wage

Student workers are paid at the current minimum wage rate for the state of New Mexico.

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.

PART 7 – EMPLOYMENT POLICIES & EXPECTATIONS

Summarizes the university policies, workplace standards, and employment expectations that apply throughout a student's employment.

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 (FLSA), as amended, prohibits WNMU from accepting voluntary services from employees in the same or similar capacities for which they are employed. Student workers may not volunteer hours in their assigned position during the course of their employment. A student may not serve simultaneously as both an employee and a volunteer in the same or a substantially similar capacity for the University.

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 standard 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.

PART 8 – COMPLETING THE EMPLOYMENT JOURNEY

Outlines the procedures for ending student employment and supporting a smooth and professional transition.

Separation/Termination

WNMU is an “At-Will” employer, meaning that either the University or the employee may end the employment relationship at any time, with or without cause or notice. While this arrangement provides flexibility for both the University and its employees, WNMU values professionalism and mutual respect in all employment transitions.

Students who decide to leave their current position to pursue other opportunities on campus are encouraged to provide at least one week’s notice to their supervisor to support a smooth transition and maintain good standing for future employment. Supervisors should then complete and submit the Separation/Termination Form to Human Resources so the position can be properly closed in the system.

The Human Resources Office nor the Payroll Office is responsible for finding other employment for students who voluntarily resign from their position.

Student Employment Questions?

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

APPENDIX

Appendix A – Student Worker Performance Review Form

SAMPLE ONLY – Forms can be found on Canvas – Business Affairs/Human Resources – scroll down to forms and select.



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STUDENT EMPLOYEE PERFORMANCE REVIEW

The Student Employee Performance Review provides an opportunity for supervisors and student employees to reflect on performance, recognize accomplishments, and identify areas for growth. This evaluation supports WNMU's commitment to developing student workers through meaningful feedback, skill-building, and professional experience that enhances both their academic and workplace success.

Student Name:		Position:	
Department:		Division:	
Supervisor:		Review Date:	
☐ Exceeds Expectations ☐ Meets Expectations ☐ Requires Additional Attention			
OBJECTIVE 1: Quality of Work - Completes assignments accurately and thoroughly			
OBJECTIVE 2: Reliability & Attendance - Arrives on time, follows schedule, meets deadlines			
OBJECTIVE 3: Communication - Demonstrates professionalism in interactions			
OBJECTIVE 4: Teamwork & Cooperation - Works well with peers, staff, and supervisors			
OBJECTIVE 5: Initiative & Motivation - Shows enthusiasm and willingness to learn			
OBJECTIVE 6: Customer Service - Demonstrates a helpful and positive attitude			
OBJECTIVE 7: Adherence to Policy – Follows department and university procedures			

SAMPLE ONLY

Appendix B – Supervisor Day 1 Checklist



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SUPERVISOR DAY 1 CHECKLIST FOR STUDENT WORKERS

Use this checklist to help welcome your student worker, clarify expectations, and ensure they have the information, access, and support needed to begin work successfully.

WELCOME & INTRODUCTIONS	
Personally welcome the student worker and show them to their workspace.	☐
Introduce the student worker to department staff and explain each person's role.	☐
Provide a tour of the work area, including restrooms, break areas, exits, and emergency locations.	☐
Explain the department's purpose and how the student worker's role supports the team.	☐
REVIEW EXPECTATIONS	
Review the student worker's job description, duties, and priorities.	☐
Review the Student Worker Handbook and highlight work expectations, attendance, timekeeping, confidentiality, conduct, and available resources.	☐
Review the student's work schedule and confirm class schedule.	☐
Discuss attendance, professionalism, communication, and workplace expectations.	☐
Explain timekeeping procedures and payroll deadlines.	☐
WORKSPACE & RESOURCES	
Ensure the workspace is prepared with the necessary supplies and equipment.	☐
Confirm access to Mustang Express, email, Web Time Entry, and other required systems.	☐
Explain the use of office equipment, department systems, and shared resources.	☐
Issue keys, access cards, uniforms, or personal protective equipment, if applicable.	☐
Review emergency procedures and evacuation routes.	☐
Identify required training and explain completion expectations.	☐
WRAP UP THE FIRST DAY	
Assign an initial task or training activity appropriate for the first day.	☐
Answer questions and encourage open communication.	☐
Confirm the next scheduled workday and reporting time.	☐
Explain how coaching, feedback, and performance evaluations will be provided.	☐

SUPERVISOR TIP: The first day sets the tone for the entire employment experience. Taking time to welcome, orient, and answer questions helps student workers feel confident, engaged, and prepared for success. Encourage your student worker to use the Student Worker Handbook as a resource throughout their employment whenever questions arise.

Use the Supervisor Day 1 Checklist to help welcome your student worker, establish expectations, and ensure a successful first day of employment.