

**Harvard University  
Summer Youth Employment Program  
Supervisor's FAQ's**

**1. Does my student need a work permit?**

Yes, if your student is under age 18 he/she must bring a work permit from the school system authorizing him/her to work. Even students who have graduated from high school who are under age 18 will need to supply the work permit. The work permit should be submitted and maintained with all other hiring paperwork.

**2. Who does the hiring paperwork for my student?**

You should coordinate with your Human Resources department to make sure all required hiring paperwork is completed as quickly as possible. This will ensure all legal documents are received and the correct forms are completed to hire your student.

**3. Does my student have to complete an I-9 form?**

Yes, all new employees, including student workers, must complete the I-9 Employment Eligibility Verification form.

**4. How do I get my student on the payroll?**

You should coordinate with your Human Resources/Payroll department to make sure all needed paperwork is completed to get your student onto the payroll on a timely basis.

**5. How do we keep track of the student's hours?**

Your student should complete weekly paper timesheets for your review and approval. You should make it clear to your student to only work hours that you have approved. You should coordinate with your HR/payroll contact to get timesheets submitted on a timely basis to be entered into PeopleSoft.

**6. What hours can my student work?**

Work hours are regulated by Massachusetts state law and vary based on the student's age. Please see the enclosed "*Hour Restrictions*" from the state Attorney General's office.

**7. Do I have to give my student breaks?**

Massachusetts state law requires that all workers be given an unpaid meal break of 30 minutes if they work a shift of 6 hours or longer.

**8. Does my student get paid for the time attending the workshops?**

Time spent in training and workshops is considered working time and should be paid. We encourage students to attend the workshops, and the majority of the topics are directly related to helping them in their jobs. Even though students may be provided food and it is held during a normal meal break, it should be paid time. It is your choice if you want to adjust your student's work schedule based on the number of paid hours due to attending the workshops. For example, if a paid workshop of 1.5 hours was attended, you may consider having the student work a shorter day in order to keep within your budgeted number of weekly hours.

**9. Does my student need a Harvard ID card?**

Students do not necessarily need to get an ID card. If your student may need an ID card for security access to the workplace, a card can be issued from the Harvard ID Office on the 9<sup>th</sup> floor of the Holyoke Center. A temporary employee ID card may be issued once the student is on the payroll and the ID number has been generated on the ID system.

**10. Who should I call if I have a performance issue with my student?**

If you have an issue with your student that you have not been able to resolve yourself, you may first want to address such issues with your local HR representative. You may also call Heather Grady (495-5634) or Bill Cain (496-7298) in Employment Services for assistance.