**Student Employee Resources Review**

**Name: Date:**

1. **Division of Research Student Employee Handbook:** Read and review the DOR Student Employee Handbook [here](https://rebs.dor.tamu.edu/wp-content/uploads/DOR-Student-Employee-Handbook.pdf).
   1. Who is the Vice President for Research?

* 1. Who is the HR Liaison for the unit you work in?

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* 1. List three training courses that new hires are required to complete within thirty days.

* 1. Student employees are not allowed to register early for classes?

True or False

* 1. Research Enterprise Business Services provides resources and support for all units in the Division of Research including information about timesheet due dates, campus updates, purchasing information, discount services, and much more. What is the REBS website address:

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* 1. As an employee at Texas A&M, you are required to report any known violations of Title IX at Texas A&M University. Title IX is a federal law that prohibits sexual harassment, sexual violence, and discrimination on the basis of sex. What is the website to find more information on reporting Title IX related violations?

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* 1. If you have concerns about a student, faculty, or staff member’s behavior, this can be reported at: <http://tellsomebody.tamu.edu>. List the offices and phone numbers where you may contact someone during business hours to report concerning behavior for the following:

Students \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Faculty \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Staff \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

* 1. In what program in SSO do employees complete their onboarding tasks, make changes related to their personal information, and enter their time sheets?

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1. **Payroll and Timesheets**: Read and review Payroll Processing FAQs [here](https://payroll.tamu.edu/payroll-processing/payroll-processing-frequently-asked-questions/).
   1. How can an employee view or print a pay slip from a previous pay period?

* 1. How does a biweekly employee get paid for hours submitted after the timesheet deadline?

* 1. How often can student employees enter and submit hours for their timesheets?

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1. Student Employment Office: Review the Jobs for Aggies homepage [here](https://jobsforaggies.tamu.edu/).
   1. During the Coronavirus pandemic, are students employees allowed to work on campus if they are not considered essential to their office’s operations?

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* 1. Can student employees work remotely?
     + 1. No, student employees are not allowed to work remotely from home or alternate work location.
       2. Yes, if there are opportunities with their employer and they are not working during school hours.
       3. Yes, and they must complete their duties even if it is during their class hours.
       4. No, Texas A&M University is shut down and no one can work remotely.
  2. If a student employee’s office is able to provide tasks that can be completed remotely by the student, how would the student report their hours?

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