

*Please read and review all sections of the Student Employment Handbook.  
Read and sign the Acknowledgement of Receipt of the Student Employment Handbook below.*

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## **Acknowledgment of Receipt Student Employment Handbook**

I have received the online link to the Student Employment Handbook at:

<https://wwi.mcpherson.edu/wp-content/uploads/2025/06/Student-Employment-Handbook-rev-5.2025.pdf>



I understand that it is my responsibility to read and comply with the policies contained in this handbook and any revisions made to it. If I have any questions, I should contact the Career Services Office. I understand that the student employee handbook is not an employment contract or a legal document but does provide the organizational employment policies and procedures by which I am governed.

I agree to comply with the guidelines, policies and procedures of McPherson College. I have entered into my employment relationship with McPherson College voluntarily and acknowledge that there is no specified length of employment. Accordingly, either I or McPherson College can terminate the relationship at will, with or without cause, at any time.

This Handbook is subject to change without notice. It is understood that changes in procedure will supersede, modify, or eliminate existing policies and I will be notified of such changes through normal communication channels.

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Signature of Student Employee

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Date

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Printed Name of Employee

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Signature of Career Office Representative

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Date

**\*\*Important things to know about time entry and getting paid\*\*****Daily Time Entry**

1.

**Log in to J1:**

<https://mphj1.jenzabarcloud.com/J1Web/Home/Index>

Login using the credentials you use to login to your college email account. Username is the letter combo before the “@” sign. Password is the same as Office 365 password.

3. You must Clock In when you start your scheduled work shift and Clock Out at the end of your scheduled work shift.
  - a. Click Clock In button at start of shift.
  - b. Click Clock Out button at end of shift.
  - c. Click Save button.
  - d. If you forget to Clock In or Clock out or punch an inaccurate time, you must report the correct Clock In or Clock out time and date to your supervisor promptly so they can enter the time for you. You are not able to enter time worked in the past.
4. At the end of every month, remember to finalize hours for the month by clicking “Finalize timecard”. This submits your time worked to your supervisor for their review and approval.
  - a. Do this by the end of your last work shift on the last day of the month, but no later than the 2<sup>nd</sup> day of the following month.
5. If entering time at the beginning or end of a month, two pay periods (months) may be open at the same time. Choose the correct pay period (month) you are entering time for.
  - a. Finalized timecards are due to Payroll within 2 business days after the end of the month.

2.

**J1 Instructions for Employee Time Entry**

Review pages 1-4:

<https://www.mcpherson.edu/wp-content/uploads/2024/12/J1-Employee-Hub-instructions-with-Timecard-entry-12.21.2024.docx>

**Getting Paid**

1. Pay Day is on or around the 15<sup>th</sup> of the month following the month the student employee worked. If the 15<sup>th</sup> falls on a weekend, Federal Reserve holiday, or campus holiday, students will be paid the business day prior.
2. All campus positions will be paid on the same paycheck.
3. You may receive your paycheck via direct deposit (complete the direct deposit form in payroll) or via a paper paycheck.
4. Direct deposit will be applied to your chosen bank account or student account.
5. Paper paychecks may be picked up from the Business Office. You will receive an email when your paycheck is available for pickup.
6. You may opt to pay your student bill with all or part of your earnings from campus employment directly to your student bill.

**Link to Student Employment Handbook**

Two convenient locations:

- McPherson College intranet: <https://www.mcpherson.edu/wp-content/uploads/2025/06/Student-Employment-Handbook-rev-5.2025.pdf>
- Bulldog Connect: Student Affairs > Career Connections > Campus Employment

