

# Student Employee Manual

A comprehensive guide detailing on-campus student employment at Erskine College.



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*"Christian Commitment and Excellence in Learning"*

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## Introduction

**Congratulations!** You have received a job as a student assistant at Erskine College. As an employee of Erskine, you are part of a staff of about 250 student assistants. Erskine is busy and complex, and each student who works here helps to keep it running smoothly. We think of our student staff as “student essentials”. While working here, you will be:

- Earning money to contribute toward your education
- Gaining valuable work experience
- Providing the college with needed services

You may be feeling somewhat nervous about starting your job. You may also have concerns or questions, such as:

- What are my duties?
- How do I dress?
- What if I don't know how to do something?

**Relax.** Do not be afraid to ask questions or ask for help. It is always better to admit you do not know something but are willing to learn than to give someone incorrect information. We hope this manual will help you feel at ease about these concerns by giving you a good understanding of what you can expect from your job and what will be expected of you.

*Absences:* Your supervisor will tell you who to notify in case you must be absent. If you will be absent or late for work, you **must** contact your supervisor. **NO EXCEPTIONS.**

*Appearance:* Although the college does not have a specific dress code, student employees are expected to dress neatly and appropriately for the position they are assigned. Consult your supervisor about the dress code for the department in which you are working.

*Conduct:* Since Erskine employs many students, extended conversation and socializing can be distracting. Friends and family should not visit you at work. Please do not read newspapers/books or “surf the internet” during work hours.

Please understand that you can be terminated for any of the following reasons:

1. Working under the influence of alcohol, stimulants, or other drugs.
2. Missing work for two consecutive days without notifying your supervisor.
3. Reporting more hours on your time sheet than you actually worked.
4. Violation of the confidentiality policy of student records.
5. Working during a scheduled class without permission.
6. Forging your supervisor's signature.

*Confidentiality of Student Records:* An important responsibility of working in different offices on campus is confidentiality of student records. Records must be treated confidentially and professionally. They may be discussed only with individuals authorized to have access to educational records. **YOU MUST NEVER DISCUSS A STUDENT'S RECORD WITH ANYONE** – This is cause for immediate termination.

*Giving Notice:* Give your supervisor at least a two week notice if you plan to end your employment.

*Grade Point Average:* In order for students to remain eligible for on-campus employment, all students are required to maintain Satisfactory Academic Progress (SAP) in order to retain their work study position. (Refer to the current college catalog for SAP standards.) **THERE ARE NO EXCEPTIONS.**

*Telephone Etiquette:*

1. Learn how to use the phone. If you have questions, ask your supervisor for help. Do not try to answer the phones until you have been properly trained.
2. Always identify yourself. Give your name and department when you answer or place a call.
3. Each call is important. Use courtesy, and BE A GOOD LISTENER.
4. Your voice creates an image. Use a pleasing tone of voice and speak clearly into the receiver.
5. Take complete messages: caller, area code and phone number, date and time, the message and your name. Keep pads and pencils by the phone.
6. When you put someone on hold, explain what you are doing and check back frequently. If you know the wait will be long, offer to take a message.
7. Be sure of what you intend to say before you place a call.
8. When transferring a call, please tell the caller that you are transferring the call and provide a brief explanation before transferring.

*Use of Office Equipment:* Employees may not use office equipment, such as computers, copy machines, word processors, or typewriters for personal use. Computers are provided in the library for student's use in writing papers and checking e-mail. Students who are discovered using office equipment for personal use will be terminated immediately.

## Types of Student Employment

### **Federal College Work Study Program**

The Federal College Work Study Program (FCWS) regulations stipulate that up to 75% of students earnings will be paid by the federal government with the remaining 25% paid by the employer.

It is suggested that students work no more than twenty (20) hours per week during the academic year. **No overtime is paid though the FCWS program.**

*Qualifying for FCWS:* A student must be currently enrolled full time in a degree-seeking program at Erskine College and have received a financial aid award that includes FCWS employment eligibility. Since FCWS awards are based on need, the student must apply for financial aid using the “Free Application for Federal Student Aid” (FAFSA.)

The application process requires students to file a FAFSA each year and indicate an interest in student employment. The Financial Aid Office utilizes this form to establish your eligibility for assistance. If eligible, you will be awarded a financial aid package that includes FCWS with a preset earning limit.

### **Erskine Work Program**

There are several positions on campus that are paid through the Erskine Work Program (EW). These positions are selected after an interview process and have a preset earning limit. For a list of these positions, check the Job Opportunity List at the following link: <http://www.erskine.edu/financialaid/employment.shtml> .

*Qualifying for EW:* A student must be currently enrolled full time in a degree-seeking program at Erskine College

### **Federal Community Service Work Study**

Students who have received a financial aid package that includes a FCWS award are eligible to work at a designated off-campus agency. A Federal Community Service Work Study application is required. Contact the Financial Aid Office for an application.

### **America Reads \* America Counts Challenge**

The “America Reads\*America Counts Challenge” is a national campaign that challenges every American to help our children read and improve their math skills. College students have the opportunity to earn Federal Work Study by tutoring children in Kindergarten through 8th grade in a local elementary school. Contact the Financial Aid Office for an America Reads\*America Counts application.

## **Required Documents** for FCWS, AR\*AC, Community Service, and EW

### **I-9 (Employment Eligibility Verification Form)**

I-9 forms must be completed by the student and certified by the Work Study Coordinator. This form is used to verify an employee's identity and eligibility to work in the United States. The student completes and signs Section 1 (top portion) and must provide the [original documents](#) (i.e., passport, driver's license, school id, social security card, and/or birth certificate).

### **W-4 Certificate**

The W-4 certificate (Employee's Withholding Allowance Certificate) is used to designate the appropriate income tax withholding status for employees. This determines the amount of tax withheld from your paycheck. Students must complete a W-4 certificate. All student W-4 certificates are kept on file in the Business Office. To make changes (i.e., address, marital status) students should go to the Business Office, Room 223 in Belk Hall.

When completing your W-4 certificate be sure to use a **permanent** (home/parental) address to which your W-2 form (Annual Wage Earnings Statement) may be mailed at the end of the calendar year. This address will also be used when checks go out and students are not on campus.

When completing your W-4 certificate, you have two choices concerning your preferred withholding status: 1) to claim EXEMPT (no money will be withheld); or 2) to claim ZERO (0), ONE (1), or more exemptions. If you claim ZERO (0), ONE (1), or more exemptions, the Internal Revenue Service (IRS) will withhold a portion of your earnings.

### **Work Agreement**

A signed (student and supervisor) Work Agreement must be on file in the Business Office. Work Agreements are given to students as the first step in procuring a work study position.

*Students who are part of the College's work study program are subject to taxation.*

### **Exemption from FICA Taxes**

*To be exempt from FICA within a pay period, you must be registered for a minimum of 6 credit hours in any fall or spring semester.*

## Responsible Persons

### The Student is:

- responsible for returning the signed Work Agreement to the Financial Aid Office.
- responsible for filing a W-4 certificate and I-9 form in the Financial Aid Office before working.
- responsible for submitting electronically his/her completed time sheets to your supervisor each month by the date required on the Work Study Pay Schedule.
- responsible for scheduling hours per week with the supervisor (**Do not exceed your award limit**).
- responsible for contacting the supervisor if he/she will **NOT** report to work as scheduled.

### The Supervisor is:

- Responsible for training the student completely about all aspects of the job.
- responsible for verifying the student's time sheet each month and rounding them to the nearest .25 hour. Time sheets must be submitted on a monthly basis.
- responsible for the accuracy of time sheets.
- responsible for signing the student's time sheet so they can receive their pay.
- responsible for keeping a running total of worked hours on each student assigned to your department to insuring that they do not exceed the amount in which they have awarded.

### The Financial Aid Office is:

- responsible for overall coordination of the student work program.
- responsible for issuing and collecting Work Agreements.
- responsible for collecting the I-9 form and W-4 certificate.
- responsible for all **final decisions** concerning the hiring and firing of all student workers.
- responsible for collecting time sheets and submitting them to the Business Office to be paid.

### The Business Office is:

- responsible for keeping the Work Agreement, I-9, and W-4 on file.
- responsible for issuing pay checks.
- responsible for mailing W-2 forms by January 31<sup>st</sup>.

# Work Schedule

## NUMBER OF WEEKS TO WORK

Fall Term	15 Weeks
Winter Term	4 Weeks*
Spring Term	15 Weeks
Yearly Total	34 Weeks**

**\*\*Does not include catalog holidays.**

\*\*\*\*\*

## METHOD OF PAYMENT

**Students are responsible for submitting to your supervisor each month electronically his/her completed time sheets.**

Checks will be placed in the student's campus mailbox each month according to the Work Study Pay Schedule. Late time sheets will not be paid until the payment date of the following month. The financial aid office needs the timesheets in on time to keep an accurate count of money being paid monthly.

If you wish to have your check mailed to a different address, you will need to notify the Business Office.

If a student has been issued a Work Agreement and fails to submit a time sheet after the first month of employment, the student and the supervisor will be notified by the Work Study Coordinator to determine if the student has begun his/her work study. If after the second month of employment the student does not submit a time sheet the student **will be terminated**. Both the student and the supervisor will be notified. The job will then be reposted for placement.

\*\*\*\*\*

## HOURS PER WEEK TO WORK

The following is an **estimated** amount of hours you need to work per week in order to earn the full amount of your scholarship.

<u>Scholarship Amount</u>	<u>Hours per week</u>
\$1500	6 hours per week
\$1000	4 hours per week
\$800	3.25 hours per week
\$700	2.75 hours per week
\$500	2 hours per week
\$400	1.75 hours per week
\$250	1 hour per week

TIME SHEETS DUE

Time sheets are due in the Financial Aid Office (Belk Hall, room 306) by 5:00 pm according to the date on this Work Study Pay Schedule. Time sheets for the next month will be emailed on the 1st. Checks for Time sheets submitted will be placed in student CPO on the Pay check date.

\*\*\*\*\*

**WORK STUDY PAY SCHEDULE**

<u>Hours worked in</u>	<u>Due date for time sheets</u>	<u>Pay check date</u>
September	October 1st	October 15th
October	November 2nd	November 13th
November	December 1st	December 15th
December	December 15th	January 15th
January	February 1st	February 15th
February	March 1st	March 15th
March	April 1st	April 15th
April	May 3rd	May 14th
May	June 1st	June 15th

## Rules and Regulations of Campus Work Programs

1. Time sheets MUST be submitted complete .
2. Time sheets must be completed using the following format:
  - a. Your name printed
  - b. Your Social Security Number
  - c. Your Department/Job Title and Supervisor's name printed
  - d. List the time in and time out each day in the appropriate block
  - e. Add each weekly row and enter the total hours per week rounding to the nearest quarter hour (i.e., .25 .5 .75).
  - f. Add the "Total" column and enter in the "Monthly Total" (rounded to the nearest quarter hour)
3. Time sheets should be submitted to the Financial Aid Office (Belk Hall, room 306) each month by 5:00 pm according to the date on the Work Study Pay Schedule. The time sheet must be signed by you (the student) and your supervisor.
4. Checks will be placed in campus mail for distribution according to the date on the Work Study Pay Schedule.
5. Work Agreement must be completed and on file in the Financial Aid Office **before the student begins work**.
6. Federal Work Study regulations stipulate employees must file a Tax Exemption Certificate. A W-4 form (Employee's Withholding Allowance Certificate) must be on file in the Business Office before the student begins work.
7. All student employees must complete Form I-9 (Employment Eligibility Verification Form.)  
NO EXCEPTIONS.
8. Since work study funds are limited, students cannot work in excess of their work scholarship. **Any hours worked in excess of the scholarship amount will be considered volunteer work and no pay will be earned.**

## Erskine College Student Monthly Time Report

This form must be completed and turned into the Financial Aid Office (Belk Hall) by 5:00p.m. of the day specified. The student and the supervisor **must** sign this form.

SAMPLE

**Student complete this block**

Student Employee: **Jan Doe**

Social Security Number: (last 4 digits) **7777**

Name of Supervisor: **Amanda Richey**

Department / Job Title: **Financial Aid Office / Assistant**

**FOR OFFICE USE ONLY**

CW       AR       EW

Stipend

Total Hours: \_\_\_\_\_ WSC Initials: \_\_\_\_\_

Month and Year: **SEPTEMBER 2009**

**\*\*\*This form must be completed in black ink.\*\*\***

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	TOTAL
	1	2	3	4	5	6	7	
IN			9:00		2:00			
OUT			10:00		3:00			
IN								
OUT								
<b>TOTAL</b>			1		1			2

	8	9	10	11	12	13	14	
IN	9:00		9:00		9:00			
OUT	11:00		10:30		10:45			
IN	2:15							
OUT	3:30							
<b>TOTAL</b>	3.25		1.50		1.75			6.5

	15	16	17	18	19	20	21	
IN	2:00	2:30		2:00				
OUT	3:00	3:15		4:00				
IN								
OUT								
<b>TOTAL</b>	1	.75		2				3.75

	22	23	24	25	26	27	28	
IN			9:30					
OUT			1:30					
IN								
OUT								
<b>TOTAL</b>			4					4

	29	30						
IN	9:00							
OUT	10:15							
IN								
OUT								
<b>TOTAL</b>	1.25							1.25

**AR\*AC**      Reading \_\_\_\_\_ hours      Math \_\_\_\_\_ hours      **MONTHLY TOTAL**      17.50

**Student Certification:** I certify that this is a correct statement of the hours that I worked this time period.

Student Signature: Jan Doe      Date: 9-30-06

**Supervisor's Certification:** This will certify that the student employee named above worked all the hours listed above, and that the student employee named above performed the assigned job in a satisfactory manner. (If the supervisor cannot in conscience sign this statement, explain on the reverse of this sheet or make an appointment with the Financial Aid Office to discuss the student's service.)

Supervisor Signature: Amanda Richey      Date: 10-1-06