

Student Work Study Handbook

A comprehensive guide detailing student employment at Erskine College.



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Introduction

All Students who would like to participate in the program should come to the financial aid office prior to working ANY and ALL jobs.

As an employee of Erskine, you are part of a staff of about 200 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.

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, fax machines, or telephones 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.

As both a student and an employee, you are a valuable member of our campus community. We rely heavily on student employees to help provide fast and efficient service throughout the campus community. We hope you enjoy your experience working at Erskine College and that you have an opportunity to develop work habits, skills, and contacts that will serve you well in your working life.

This handbook is designed to help Work Study students understand the terms of your employment and your responsibilities as a temporary employee of Erskine. Please read it thoroughly, and refer to it often.

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 required that students work no more than fifteen (15) 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 and be eligible for FCWS as determined by the Financial Aid Office. 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.

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 on the Erskine website under Financial Aid.

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

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, ARAC, 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 un-expired original documents. View acceptable documents on website.

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 220 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 Work Agreement by the student and supervisor must be on file in the Financial Aid 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.

Direct Deposit

Students are strongly encouraged to go direct deposit; replacement checks for lost or destroyed checks will cost \$40 or more. You may open a student account at The Commercial Bank, in Due West, you will need \$50 to get your student account started if you do not have one already.

Responsible Persons

The Student is:

- responsible for Work Agreement to the Financial Aid Office.
- responsible for completing iSolved setup before working.
- responsible for clocking in and out on the day worked through iSolved.
- responsible for scheduling hours per week with the supervisor (**Do not exceed your award limit as stated on the work agreement**).
- responsible for approving the timecard on the last work day of each month for pay.
- 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 monitoring the student's time card.
- responsible for the accuracy of the student's time card.
- responsible for monitoring worked hours on each student assigned to your department to ensure that they do not exceed the amount in which they have awarded for a semester.
- responsible monitoring time cards and approving them in iSolved by the 5th of each month

The Financial Aid Office is:

- responsible for overall coordination of the student work program.
- responsible for issuing and collecting Work Agreements.
- responsible for all **final decisions** concerning the hiring and firing of all student workers.
- responsible for initial setup of employee and supervisor access to the iSolved Payroll System.

The HR Office is:

- responsible for collecting the I-9 form and W-4 certificate
- responsible for setting up direct deposit.
- responsible for issuing payments
- responsible for mailing W-2 forms by January 31st.

Work Schedule

NUMBER OF WEEKS TO WORK

Fall Term	15 Weeks
Spring Term	15 Weeks
Yearly Total	30 Weeks**

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

TIME CARDS

By using a real time system through the iSolved Payroll time cards are updated daily by all student workers. If the time card is not approved by both the student and supervisor, the coordinator will not approve pay for that pay period.
