

**STUDENT
EMPLOYMENT GUIDEBOOK
2011-2012**

**For
Student Employees**

Goucher College

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INTRODUCTION

Goucher College has prepared this guide for student employees who hold a campus job, including students who are employed under the Federal Work-Study (FWS) program. Policies regarding on-campus employment are outlined in this guidebook.

Career Development Office, Human Resources/Payroll Office, and the Office of Student Financial Aid staff members are available to assist students and supervisors in clarifying any information contained in this guide. All three offices are located in the Rhoda Dorsey Center and are open from 8:45 a.m. to 5:00 p.m., Monday through Friday.

Student employment at Goucher College has several purposes:

- ❖ To give students an opportunity to improve their skills and gain practical work experience
- ❖ To assist in the daily operations of the College
- ❖ To help the community through tutoring and other community service

THE FEDERAL WORK-STUDY PROGRAM (FWS)

In order to receive a federal work-study award, students must apply for financial aid each year and must meet federal eligibility requirements. A Federal Work Study award indicates the maximum amount that a student can earn during the academic year. Upon employment, the student receives a biweekly paycheck based on the amount of hours worked and the rate of pay. A Federal Work Study award is never credited directly to a student account. . *Please note that an offer of a federal work-study award is not a guarantee that the student will obtain a federal work-study employment position.*

STUDENT AWARD NOTIFICATION

Students are notified of their FWS award as part of the financial aid package,. FWS is a limited fund that is offered to incoming students who meet the priority filing deadline and to continuing students who meet the priority deadline and have earned their FWS award during the previous academic year. If federal work-study is not a part of the package, students can request FWS. The Office of Student Financial Aid will determine eligibility based on federal guidelines and the current FWS allocation and will notify the student.

Due to limited resources, students with FWS awards must be hired by October 1st in order to retain the award. If students are not hired by this date, the award is subject to cancellation or reduction. Students unable to seek a position or commit to employment during the fall semester due to course load, class schedule, study abroad, or other reasons, may request a spring-only award through the Office of Student Financial Aid. Students with spring-only awards must be hired by March 1st or the award is subject to cancellation or reduction. Students who do not utilize their FWS award risk losing eligibility for this limited resource in future years.

INTERNATIONAL STUDENTS

International students in F-1 status must have a valid Social Security Number (SSN) before they may begin working. International students must be enrolled as a fulltime student and registered in SEVIS to apply for an SSN. You may only work on campus; F-1 students are not permitted to work off campus. Only part-time (up to 20 hours per week) is permitted when school is in session. Full-time employment is permitted during official school breaks (winter, spring and summer breaks). International students who do not have a valid Social Security Number are ineligible to work on campus. Please follow the procedures detailed below in order to obtain a Social Security Number.

In order to obtain an SSN, please do the following:

1. Obtain a job offer from an on-campus employer.
2. Contact Janice Heitsenrether in the Admissions Office for information about applying for the SSN and for a letter of support which is required for the SSN application.
3. Take the letter and your visa documents (I-20, I-94 card, and passport) to a Social Security Office.
4. Once you receive an SSN, you must complete Form I-9 and go through the Glacier tax service through the Payroll Office before you may begin working. You should bring your Social Security Card, Passport, and all visa documents with you to complete Form I-9.

IMMIGRATION REFORM AND CONTROL ACT OF 1986

In November of 1986, the Immigration Reform and Control Act passed changing immigration laws in the United States. This Federal law requires that employers verify the identity and work eligibility of every employee hired after November 6, 1986, whether a citizen or non-citizen.

In order to comply with this Federal regulation, all students who intend to work on campus will be required to present unexpired identification to the Payroll Office that satisfies the requirements of Form I-9 (Employer Eligibility Verification) prior to beginning employment. Students must show one document from List A or one document from List B and one document from List C. International Students will be asked to show their I-94 and their I-20 in addition to their passport.

List A	List B	List C
U.S. Passport (expired or unexpired)	State-issued driver's license or ID card with photo or identifying information	Original Social Security Card
Unexpired foreign passport with I-551 stamp or attached INS Form I-94	U.S. Military card	Original Birth Certificate with seal or other certification

indicating unexpired employment authorization		
Alien Registration Card with photo	University ID card with photo	Unexpired INS Employment Authorization document

Students cannot be paid or begin to work until the Form I-9 (Employment Eligibility Verification) has been completed and the student has presented the appropriate identifying documents to the Payroll Office

TERMS AND CONDITIONS OF STUDENT EMPLOYMENT

All Student Employees:

1. Acceptance of FWS or college employment carries all the responsibilities and commitments as in any other employment situation. Students are expected to be dependable, to be considerate of the employer, and perform tasks to the best of their ability.
2. Work hours must be scheduled to avoid conflict with academic classes or responsibilities.
3. Students must complete paperwork for each individual job, as well as a Form W-4, MW507, and a Form I-9 to receive a paycheck. Students must also have a valid social security number. We strongly recommend students submit a Direct Deposit Authorization Form to the Payroll Office.
4. A student can work 40 hours per (two week) pay period when classes are in session, including during final exam days; 40 hours per week during the weeks of semester breaks and the mid-year (January) break. At no time will a student be permitted to work more than 40 hours in any week. Note: Community Living Assistants (CA) can work 30 hours per (two week) pay period, outside of their CA responsibilities.
5. A bi-weekly timesheet will be supplied by the employer. It is the student's responsibility to see that the timesheet is legibly completed on a daily basis, dates and times are accurate, and that it is signed by both the student and the supervisor.
6. Student and their supervisors are responsible for tracking student hour as well as their year to date earnings. FWS students may not earn more than their FWS award. Earnings that exceed the FWS award will be charged 100% to the department budget.
7. Deliberate falsification of timesheets or other employment records may be considered a federal offense and is punishable by law. The hours for which a student receives compensation are subject to a federal audit.
8. Computer usage within a campus office must be for official work purposes. Use of a computer by a student during working hours may be prohibited or monitored by the department.
9. Students injured on the job, must report the incident to their immediate supervisor or the supervisory person in charge at the time, and to the Office of Human Resources.

10. Students who wish to terminate their job, due to dissatisfaction with the position and/or the conditions under which they are working must first discuss the circumstances with their supervisor.
11. A student who voluntarily elects to terminate his or her employment should give at least two weeks' notice to the employer.

Federal Work-Study Employees Only:

12. A student employed in the FWS program must be (a) a full-time student planning to enroll the following semester, (b) in good academic standing, and (c) making satisfactory academic progress toward completion of a degree.
13. FWS is not automatically renewed. You must reapply for these funds each year by the financial aid renewal deadline set by the Office of Student Financial Aid.

OBTAINING ON-CAMPUS EMPLOYMENT

Students are responsible for securing their own on-campus employment, and should therefore contact the departments and supervisors with whom they wish to work. The Career Development Office will assist students in locating available campus jobs if a student is not able to locate one on their own.

A Campus Job Fair is held in the Dorsey Courtyard at the beginning of the fall semester. The Campus Job Fair offers the best opportunity for locating a job. Additionally, campus jobs are posted as they become available throughout the year on the Career Development Office website at www.goucher.edu/cdo

Please follow the procedures below to obtain campus employment at Goucher College:

- a. Attend the Campus Job Fair in Dorsey Courtyard at the beginning of the fall semester to complete job applications, meet with a variety of supervisors, and fill out the necessary tax forms. Employment opportunities are available on the Career Development website www.goucher.edu/cdo throughout the year
- b. Schedule an interview with campus employers. Employers may contact the student or the student may contact the employer. The employer is responsible for making all employment decisions based on the students' qualifications and availability.
- c. At the Campus Job Fair or in the Office of Human Resources (within three days of being hired), students must complete the following forms: Work cannot begin until these forms are complete.
 - Form W-4
 - Form MW-507
 - Form I-9 (Employment Eligibility Verification) form

***Note:** for the I-9 form students need to present original forms of identification: commonly used forms include an unexpired U.S. passports or a drivers license AND a birth certificate or social security card. A complete list of acceptable identification can be found at: <http://www.uscis.gov/files/form/i-9.pdf>

- d. Set weekly hours, review job details, etc., with the employer.

Please note: Students cannot begin work at any campus job until all of the forms required for employment have been submitted to the Payroll Office. Students are responsible for notifying the Payroll Office if any personal information changes throughout the course of employment.

CAMPUS EMPLOYMENT OPPORTUNITIES

ON CAMPUS POSITIONS

Students interested in working on-campus may seek employment with one of many departments on campus. Available jobs include office and clerical support, student services, laboratory support, technical support, and various other positions.

On-campus employment provides a great opportunity to get involved with the campus community while gaining work experience at a convenient location.

COMMUNITY SERVICE

Students employed in this area perform direct service to our communities and citizens in need. Available job opportunities include tutoring, social services, and various other opportunities. Participating students are given the unique opportunity to make a positive difference in their own community while enjoying a rewarding and challenging work experience. All positions start at \$7.25 per hour and offer flexible hours to accommodate student's course schedules. Contact Lindsay Johnson, Coordinator of Community Service, at 410-337- 6262 for details.

STUDENT EMPLOYEE POLICIES

WORK SCHEDULE POLICIES

Students must give their supervisor a copy of their Goucher course schedule each semester. When creating work schedules, students and supervisors must consider the student's course schedule, academic requirements and exam schedules. **Students may never work during scheduled course times!**

Students must adhere to the following policies when working in a campus:

- a. 20 hours per week or 40 hours per two week pay period when classes are in session, including final exam days (note: community living assistants working additional on-campus jobs are limited to 15 hours per week or 30 hours per two week pay period);
- b. Students may work more than 20 hours per week during semester breaks and the mid-year (January) break, but never more than 40 hours per week.
- c. Students may work up to 40 hours per week during the summer; (No federal work-study or institutional work award positions are available during the summer or winter breaks.)
- d. No more than 999 hours per fiscal year.
- e. It is recommended that students limit the number of jobs to one.

These policies are set to ensure the priority of academics as well as the availability of funds for as many students as possible. Students will not be paid for any hours worked over the 40 hour limit per pay period during the semester. Students and supervisors will receive a warning from the Payroll Office each time that a student exceeds the work hour limitations. Multiple warnings may result in the loss of the position.

Once a schedule has been agreed upon, it is the student's responsibility to:

- a. Arrive at work on time, ready to perform position-related activities.
- b. Complete online [FERPA](#) quiz. Print and sign results for supervisor.
- c. Sign the Confidentiality Agreement form and return to supervisor (see Appendix I for form). Be considerate and reliable. Students represent Goucher College and must maintain the same standards expected of all faculty and staff.
- d. Dress appropriately. In positions requiring regular contact with the public, attire conveys a degree of professionalism.
- e. Perform work to the best of your ability and act in the best interest of the college.
- f. Refrain from all personal activities, phone calls, personal e-mail, or internet surfing, during hours of employment; and refrain from personal use of office equipment, such as postage meters, copy machines, and telephones.
- g. Notify the supervisor in a timely manner if unable to come to work on time or at all.

- h. Sign in and out with the supervisor in order to track hours (this includes lunch and breaks).

CHANGING STUDENT EMPLOYMENT POSITIONS

After accepting a campus job, you are expected to assume the responsibilities associated with the position. In some cases, you may find it necessary to change positions. If this is the case, we recommend that you give your employer two weeks' notice. A new Payroll Authorization Form must be completed by your new employing supervisor and submitted to the Payroll Office. A new Confidentiality Agreement must be signed and kept on file by the supervisor but the online FERPA quiz only needs to be completed once. Students only need to complete the tax forms once unless there are any changes to the information.

STUDENT PAY RATES

The pay level is determined by the job classification as decided by the supervisor. If the student maintains the same job, they are eligible for one step increase per year and are eligible for the first of these steps after two semesters working for the same employer; subsequent step increases are due annually. Note: Step increases are not automatic and are only awarded upon a supervisor's request and submission of a new payroll authorization form.

There are currently three levels of student jobs at Goucher College. Starting salaries for the existing three levels of student jobs are as follows:

- a. \$7.25 - \$7.45 per hour for Level I jobs
- b. \$7.50 - \$8.70 per hour for Level II jobs
- c. \$8.75 - \$10.00 per hour for Level III jobs

Level 1 jobs are typically for first time employees. These jobs require a minimum level of training and include tasks such as alphabetizing documents, photocopying, filing, forwarding phone calls to the appropriate staff member, etc.

Level 2 jobs are typically awarded to students who have shown they are capable of Level 1 work in the past and who can now provide information to callers and visitors (not just forward them to the appropriate staff person). They may also perform calculations, create or edit documents, and perform special projects as assigned.

Level 3 jobs are usually reserved for students needing a license or special skill to perform their work. Examples include laboratory assistants, teaching assistants, writing instructors, and lifeguards.

TIME REPORTING

All student employees must legibly complete a biweekly time sheet and have it signed by their supervisor. For additional information on pay cycles and time sheet due dates please consult the payroll schedule, available from Human Resources. All time sheets must be signed by the supervisor and must include the department name, account number and pay period dates. All students must sign the time sheet or they will not be paid. You will experience a delay in pay if submitted time sheets are incomplete or if time sheets are submitted after the published due date. See Appendix IV for a sample time sheet.

RECEIVING A PAYCHECK

During the academic semesters, student checks will be distributed through the campus post office on each pay date. Students electing direct deposit will have the money deposited into his/her individual bank account on each pay date. Direct deposit is strongly encouraged and ensures that the student will have the money available to him/her, even during break periods and periods abroad. The Office of Human Resources will notify students of paycheck delivery methods outside of the academic semesters. Students should be sure to update The Office of Human Resources with any address changes to ensure the successful delivery of any paychecks sent off campus during break periods. Please note: Address changes made with SAS do not update the payroll record.

THE REHIRE PROCESS

If both the student and supervisor are satisfied with the terms and execution of employment, the supervisor can make the decision to rehire the student for the same job at the start of each academic year. If students continue employment, students do not need to fill out any new tax forms (unless the student's information has changed). Please indicate to your supervisor before you leave for the summer whether or not you would like to return to your position in the fall. Your supervisor is responsible for notifying the Payroll Office when you return.

Payroll Checklist for Student Employees

- International Students: Contact Janice Heitsenrether in the Admissions Office for information about working on campus.
- Complete the following tax forms prior to the start of employment:
 - Form W-4
 - Form MW507
 - Form I-9 (Employment Eligibility Verification) form
 - ***Note:** for the I-9 form students need to present original forms of identification: commonly used forms are unexpired U.S. passports or a drivers license **AND** a birth certificate or social security card.
- Complete the online [FERPA](#) tutorial and sign the Confidentiality Statement before beginning to work. Confidentiality Statements are maintained by the supervisor. See Appendix I for a copy of the Confidentiality Statement.
- Discuss pay rate with the supervisor and be sure the supervisor submits a completed *Student Payroll Authorization Form* for each student employee – new and returning – at the beginning of each school year. See Appendix C for a sample form.
- Discuss all job obligations with the supervisor including, but not limited to:
 - Weekly Schedule
 - Job Duties and Responsibilities
 - Start and End Dates
- Students may work a maximum of 20 hours per week, 40 hours per bi-weekly pay period, inclusive of all jobs on campus. Students may work more than 20 hours per week, but never more than 40 hours per week during the summer and winter breaks. (Note: 15 hours per week, 30 hours per bi-weekly pay period for community living assistants.)
- All student timesheets must be submitted to the Payroll Office by 12 Noon on the Thursday after the period ending date. Timesheets submitted after the deadline will not be paid until the next pay date. For a payroll schedule, contact the Payroll Office. See Appendix IV for a copy of the student time sheet.
 - **Students must clearly write their name, ID number; total number of hours worked and sign timesheet to be paid.**

Please contact the Payroll Office at x6135 or at hr@goucher.edu with any questions.

CONTACT INFORMATION

StudentEmployment@goucher.edu

Job Posting: Traci Martin Director of Career Development

tmartin@goucher.edu (410) 337-6191

Financial Aid Questions: Lawrence Lawson, Associate Director of Financial Aid

lawrence.lawson@goucher.edu (410) 337-6417

Payroll Questions: Payroll Manager

hr@goucher.edu (410) 337-6135

Personnel Issues: Deborah Lupton, AVP for Finance/Director of Human Resources

dlupton@goucher.edu (410) 337-6135

Community Service Program Questions: Lindsay Johnson, Community Service Coordinator

lindsay.johnson@goucher.edu 410-337-6262

International Student Employment Questions: Janice Heitsenrether, Senior Assistant Director of Admissions

jheitsen@goucher.edu (410) 337-6233

APPENDICES

APPENDIX I

Confidentiality and Eligibility to Work Statement

I do hereby attest that I understand the information I may be handling in the _____ office is highly sensitive and confidential. I promise that I will not divulge, copy, release, forward, or otherwise misuse any information I may be privy to as part of my employment to any individual or entity either within or outside of Goucher College. I understand that any breach of confidentiality will result in my job being terminated immediately and I may also be referred to the Student Judicial Board.

I further understand that I cannot begin work at any campus job until all of the forms required for employment have been submitted to the Payroll Office.

I hereby certify that I have read the terms and conditions above and agree to abide by all of the conditions, policies and procedures outlined. Detailed information can be found in the Goucher College Student Employee Handbook.

Student signature: _____ Date: _____

Please print and retain a copy in your office.

