



# Student Employee Guide



Office of Human Resources

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## Introduction

The purpose of Student Employment is to assist as many students as possible by providing job opportunities for both work study and non work study eligible students who are in need of financial assistance. Approximately 60% of our students participate in either the Federal College Work Study or Rose-Hulman Work Opportunity program. These programs allow students to work on-campus in a flexible work schedule environment. Students wanting to earn the full amount of a typical award of \$1,500 would need to work an average of 8 hours per week over the course of the academic year.

Work experience enables you as a student, to explore career options, discover strengths and weaknesses, likes and dislikes, and to see how your academic learning applies to the world of work. Not only will you be able to earn money to help pay for your educational expenses, the work experience you gain may make you more marketable to potential employers after you graduate.

You must complete employment forms by coming to the Office of Human Resources located in room A113 in Moench Hall. The I-9 form is required by the Department of Homeland Security and is used to document that each new employee (both citizen and non-citizen) is authorized to work in the United States. The I-9 requires employees to present **original identification documents** (a copy of the back of the I-9 form is in Appendix A so you will know what identification documents may be used) – **we cannot accept copies or faxes.**

The forms that you will complete prior to the start of work are:

W-4 (Federal - Employee's Withholding Allowance Certificate)

WH-4 (Indiana Employee's Withholding Exemption and County Status Certificate)

WH-47 (ONLY for residents of: Kentucky, Michigan, Ohio, Pennsylvania and Wisconsin.)

I-9 (shows your proof of employment eligibility in the U.S.)

Direct Deposit Authorization form (it is a good idea to bring a copy of a check or a check that is voided with you to ensure transit and account information are correctly provided)

Student Confidentiality Form (Family Education Rights & Privacy Act (FERPA) agreeing to maintain confidentiality of records that you may come in contact with during the course of your employment).

Information on employment/payroll forms and Banner Web Time Entry can be viewed at:  
[http://www.rose-hulman.edu/HR/Student\\_Employment/index.html](http://www.rose-hulman.edu/HR/Student_Employment/index.html)

## **Benefits for Student Employees**

Student employees are not eligible for participation in employee benefit programs.

### **Student employment is available through:**

Federal Work Study  
Rose-Hulman Work Opportunity  
Departmental funding

## **On-Campus Employment for International Students**

Students on F-1 and J-1 visas may work on campus up to 20 hours per week while school is in session, as long as they are full-time students (12 hours per quarter). Students may work up to full time during vacation periods if they intend to register the following quarter. International students are exempt from Social Security taxes, except for summer quarter, unless enrolled in course work during the summer quarter.

To work on campus, students must do the following:

See the Director of International Student Services and Special Programs in Hulman Memorial Union for employment verification and bring the Form I-20 or IAP-66. If you do not have a social security number, a memo to the Social Security Administration from the Director will be provided as long as you are eligible to work on campus.

To obtain a social security number, take the memo, Form I-20 or IAP-66, and your passport to the Social Security Administration office, located at 222 Cherry Street. The application form is brief and simple. Ask for a "note of verification" at the Social Security Administration Office to indicate that you have applied for a social security number.

Once you have located a job and been hired, go to the Office of Human Resources (take your Form I-20 or IAP-66 and passport for documentation). Also take your social security card (for tax purposes) or verification of your application for a social security number. Some international students may be exempt from federal withholding taxes. The Office of Human Resources will inform you of your tax status. The Form I-9 and other employment documents (as noted above) will also be completed at this time.

## **Federal Work Study (FWS)**

Federal Work Study (FWS) is funded by the Department of Education and assists students who have a demonstrated financial need in securing part-time employment to help offset the cost of educational expenses. Federal work study (need based) is available during the academic year. If you are eligible, you may receive work study as part of your financial aid award. It will be an opportunity for you to work at a part-time job and earn wages. Students who would like federal work study, but have not been offered work study as part of their financial aid awards, may request a work study award by contacting the Office of Financial Aid. Students may also request increases in their award amounts. These work study requests will be considered based on the availability of funds and financial aid eligibility.

## **The Maximum Award**

The maximum award is the highest amount that you can earn each academic year. It is based on your eligibility and/or the amount determined by the Office of Financial Aid to be awarded to students based on their classification status. At no point in time are you to exceed the amount of your award each academic year.

Your award is the amount that you are eligible to receive, not the amount you are guaranteed to be paid. Meaning that your federal work study award is not a Grant; **you must work to earn the money awarded.**

Banner Web Time Entry reflects the current dollar amount available from your award – it is easy to keep track if you are working one job. Even with more than one position on campus, your bi-weekly pay advice will track the total amount remaining of your award. Also, you and your supervisor will be notified via e-mail when you have exhausted the total dollar amount of your award.

## **How to find a job:**

View the job announcements posted on <https://banner.rose-hulman.edu/stujobs/> or visit the Financial Aid Office.

## **Types of work:**

Federal work study recipients have the opportunity to work in jobs on campus or in off-campus jobs through community service. Campus jobs are available in a wide variety of areas, such as computer/clerical positions, research assistants, facilities operations and lab technicians. Off-campus work study positions are popular with students since many of the positions offer unique work experiences and/or work that helps the local community. Our Federal Community Service Work study Program is open to any need-based work study recipient.

## **Credit Requirements**

Students must be enrolled at least half-time (at least 6 hours per quarter) to be considered for assistance from the Federal Work study and all RHIT institutional aid programs

## **How You Are Paid**

Student employees working on campus will be paid by direct deposit to the student's personal bank account. The student is paid for the hours worked and pay periods are every two weeks. A copy of the pay schedule is located at:

<http://www.rose-hulman.edu/HR/Student%20Employment/index.html>

## **Overtime**

The workweek at Rose-Hulman is Sunday through Saturday. As with any other employee, at the time a student employee works over 40 hours, they must be paid overtime wages at the rate of 1.5 times their hourly wage. It is important to tell your supervisor(s) if you are working more than one job. The department in which the student works last, putting them over 40 hours, is charged the overtime.

### **Banner Web Time Entry**

Students are to log all hours worked on their time sheet in Banner Web Time Entry; time sheets are to be submitted by the scheduled cut-off date for each pay period. Reminder e-mails are sent by the Office of Human Resources notifying you of the deadline to submit your timesheet. (link to time entry PPT presentation)

**You must accurately report the hours worked in Banner Web Time Entry; if you work 5 hours every day for one week, then you must input 5 hours on each day of the week. You cannot work 5 hours each day and then at the end of two weeks submit 50 hours on one day.**

**Failure to complete your time sheet in Banner Web correctly and on time may result in termination as a student employee.**

**Also, if a student runs out of work study funds, they cannot volunteer to work and not get paid. Under the rules of the Federal Fair Labor Standards Act, we can't accept volunteer work from any paid employees, including students.**

### **Pay Rate**

Students employed by the Institute will be paid an hourly rate based on the duties and responsibilities of the position. All student wages, including work study, are subject to federal and state income taxes. As of July 24, 2009, the minimum wage is \$7.25.

The following chart gives you an indication of the gross amount you can earn in 32 weeks by working an average of 10, 15, or 20 hours per week.

<b>Hourly Rate</b>	<b>10 hours</b>	<b>15 hours</b>	<b>20 hours</b>
\$7.25	\$2320.00	\$3480.00	\$4640.00
\$8.00	\$2560.00	\$3840.00	\$5120.00
\$9.00	\$2880.00	\$4320.00	\$5760.00
\$10.00	\$3200.00	\$4800.00	\$6400.00

### **Tax Information**

You will complete W-4 (Federal Employee's Withholding Allowance Certificate) and WH-4 (Indiana Employee's Withholding Exemption and County Status Certificate) or WH-47 (Certificate of Residence) for states having a reciprocal tax agreement with Indiana (Kentucky, Michigan, Ohio, Pennsylvania and Wisconsin). How you complete these forms determines if and how much in taxes will be withheld from your paycheck.

FICA (Social Security and Medicare) taxes do not apply to service performed by students employed by a school, college, or university where the student is pursuing a course of study. The

student's primary purpose while in higher education has to be the education and not the employment, when being considered exempt from FICA.

### **Student Employee Rights and Responsibilities**

Use your job as both an opportunity to gain valuable skills and to establish a good work record. You have a right and a responsibility to know your job description and to ensure that you are performing the duties as described. You are to treat college employment as a regular job and are expected to conduct yourself in a responsible manner. Since one benefit of college employment is the opportunity for you to develop employment skills, your supervisor has been advised not to accept job performance or attitudes that would not be acceptable in a "real world" situation. If you are unsure about any part of your job responsibilities or generally what is expected of you, be sure to discuss it with your supervisor.

**A major part of accountability in your student employment position is timely submission of your hours worked through Banner Web-Time Entry. You must submit the hours you work exactly as you worked them, on your timesheet.**

**Absenteeism & Tardiness:** If you are unable to report to work as scheduled or if you will be late for work, you must notify your supervisor no later than 30 minutes after your scheduled start time. Excessive absences or late arrivals may be grounds for dismissal.

**Attire:** You are expected to appropriately dress when you report to work each day. Check with your supervisor about the dress code for your department.

**Computer Usage:** Check with your supervisor regarding the use of computers and all its components (internet, e-mail, etc.) in your department. Some departments may restrict usage to Institute business purposes only.

**Confidentiality:** As an employee of the Institute, it is imperative that you act in a professional manner when dealing with confidential records and other information that comes to you by virtue of your work. Failure to do so is grounds for termination as a student employee. You will be asked to complete and sign a Student Confidentiality Agreement (see Appendix C).

**Telephone Etiquette:** All calls should be answered promptly and courteously. Check with your supervisor for the specific greeting to be used.

**Telephone Usage:** Check with your supervisor on telephone usage; some departments may restrict calls to Institute business purposes only. Additionally, cell phones should be turned off or placed in vibrate mode and not answered unless there is an emergency during your working hours.

### **Problems On The Job**

If you are having problems with your job (e.g., work schedule, job expectations, conflicts with supervisor) discuss them with your supervisor. If you are not able to resolve the problem with

your supervisor or you have questions or suggestions about your student work experience, feel free to contact the Office of Human Resources at extension 8916.