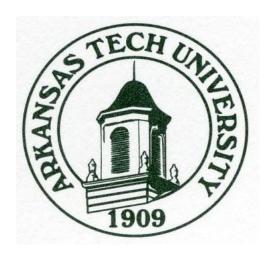# *Arkansas Tech University*

Student Employment Handbook for Department Administrators &

Student Employees

March, 2011

Human Resources, Financial Aid, and Payroll Offices

TABLE OF CONTENTS

STUDENT EMPLOYMENT PROGRAMS

The University uses student employees when practical; however, students are not encouraged to work to an extent which would hinder their scholastic program. Employee assignments are made under both the Federal College Work Study Program and the Institutional Non-Work Study Program. Students must maintain satisfactory employer-employee relations and have conduct and personal appearance that reflect credit to the student and the University.

Students are not permitted to work during class time. In the event that your class is canceled, you may contact your employing department to see if additional work time is available.

All student employees are paid on the 15th of each month following the month worked. Example: Time worked in September will be paid on the 15th of October.

Individuals may remain student employees during vacation periods, including summer, provided that they maintain their enrollment status for the following academic term. Upon graduation, these individuals will no longer be considered student employees of the university.

FICA TAX EXEMPTION

Students are exempt from paying FICA taxes provided that they are enrolled in a minimum of 6 semester hours. However students are required to pay State and Federal taxes regardless of the number of hours enrolled. Student employees are responsible for maintaining the necessary enrollment hours.

College Work Study Program

Students must submit the **FREE APPLICATION FOR FEDERAL STUDENT AID (FAFSA)** on the Web at www.fafsa.ed.gov to be considered for College Work Study. The FAFSA may be submitted when the family's federal income tax return has been completed.

Once the federal aid application has been reviewed and processed, the student will be notified of their work study eligibility. The student must indicate acceptance of their work study eligibility before an assignment can be processed.

The Federal College Work Study Program limits the dollar amount students can earn based on their eligibility. Therefore, receiving additional aid (scholarships or loans) after the start of the school year may affect the student's eligibility for work study.

You may continue to work your student worker on the Non-Work Study Program once maximum earnings have been reached.

Students must be enrolled in at least three hours during the fall, spring or summer semesters to be eligible for work study. Financial Aid academic policy must be met for continued eligibility.

Students with F-1 and J-1 visas are not eligible for federal funds which include College Work Study.

For more information on College Work Study eligibility contact the Financial Aid Office in Doc Bryan (479)968-0399.

Non-Work Study Program

Financial need is not a requirement for employment under the Non-Work Study program; therefore, the student does not have to complete the FAFSA form. Non-work study jobs are available to United States citizens as well as International students (students with F-1 and J-1 visas).

STUDENT EMPLOYMENT ASSIGNMENT

Request/Assignment for Student Employment Form

The department will be responsible for completing the request form and sending it to the Human Resources Office. If student is Work Study contact the Financial Aid Office to verify maximum amount the student is eligible to earn. Check if other assignments or additional financial aid awarded to the student might affect eligibility.

The Human Resources Office will check to make sure all employment paperwork has been completed before sending the request/assignment to the Payroll Office or, if job is Work Study, to the Financial Aid Office. ***All new work study/non work study students must bring the request to the Human Resources Office personally BEFORE they begin working.*** At that time, he/she will be given a packet to complete. He/she must provide the appropriate identification document(s) for completing the I-9 form (see Human Resources web site for a list of required documents). If the student does not complete the appropriate paperwork at that time, the request will not be processed until all paperwork has been completed and returned to the Human Resources Office. *This process must be completed before the student can begin work*. If the student is unable to complete the paperwork, he/she will be given a memo notifying the department that he/she was unable to complete the paperwork and therefore cannot begin work. An email will also be sent to the supervisor notifying them that the student has not completed the necessary paperwork.

Once all paperwork has been completed, the Human Resources Office will forward the work study request to the Financial Aid Office. The Non-work study requests will be forwarded to payroll. Requests received after the 22nd of each month may not be processed until the following month. If the 22nd is on a weekend the Request/Assignment form is due on the next working day of the month.

Terminating an Assignment

Complete Part II of the Request/Assignment of the Student Employment form to terminate an assignment or employment and then send the original to Human Resources. ***This is only needed when a student is no longer working in your department***. **(If the student is not working during the summer, there is no need to submit a termination notice provided that the student will be returning to work in the fall.)** If you terminate his/her assignment, the Human Resources Office will contact various departments on campus to cancel any and all related departmental computer access. This procedure will terminate the student's ability to drive a state vehicle or to be reimbursed for travel expenses.

TIME SHEETS

Time sheets are to be submitted via Web Time Entry. Student workers should follow the instructions below when completing their time sheets. Time sheets must be submitted by 11:59 pm on the 2nd working day of the following month. If you fail to submit your time sheet you need to contact the Payroll Office at (479)964-0874.

Time Sheet Guidelines for the Student Worker

1. Log on to One Tech
2. Go to the Staff Tab
3. Navigate to Time Reporting Channel
4. Click on the link with "Due Date". This will open your time sheet. (Please note: You will not be able to submit your time sheet after 11:59 pm on the due date shown)
5. Click on "Enter Hours" on the date you worked. When entering your time round to the nearest quarter hour:
    1 to 6 minutes = .00 (top of current hour)
    7 to 21 minutes = .25
    22 to 36 minutes = .30
    37 to 52 minutes = .75
    53 to 59 minutes = .00 (top of next hour)

    So if you worked 1 hour and 8 minutes, you would enter 1.25 as your hours on your timesheet.

6. ***SAVE*** each day before moving on to the next day.
7. To continue to the next payroll week click on "Next".
8. Entering comments on your time sheet is optional. If you need to make a comment to your supervisor concerning your time sheet, click on the "Comment" tab and type your message in the space provided. Click the "Save" tab after you have completed your comment.

9. Submission of your time sheet for approval
      - Preview your time sheet prior to submitting your time sheet.
      - Do not submit your time sheet until all Time Entry is complete for that pay period. Once hours have been submitted they cannot be changed.
      - In order to be paid on payday, you must submit your time sheet by the 2nd working day of the following month. If your time sheet is not submitted by the deadline then you will need to contact the Payroll Office for further instruction at (479)968-0696.
10. When you have verified the hours are correct for the entire pay period, click "Submit for Approval".

Time Sheet Guidelines for the Department Administrator

1. Log on to One Tech
2. Go to the Staff Tab
3. Navigate to the Time Approval Channel
4. Click on the link with "Period Ending". This will bring you to a list of all your employees. The employees showing a transaction status of "Pending" and a required action of "Approve" are ready for review.
5. Click on the name of the employee you are ready to review.
6. This will bring you to the employee's time sheet. Scroll horizontally to see entire time sheet.
7. Review time sheet for correctness, and proceed to either:
      - "Approve" (this will forward the time sheet to the payroll office with your authorization to pay) Payroll cannot pay the time sheet until you have approved it.
      - "Return for Correction" (this will send the time sheet back to the employee for correction).
8. Time sheets must be approved by 11:59 pm on the 4th working day of the following month in order for the employee to be paid on the pay date.

WORK STUDY/NON–WORK STUDY PROCEDURES

The following forms are necessary to process your student worker: a) a Request/Assignment for Student Employment form, b) Work study/Non-work study Personnel update Data Packet (to be completed in Human Resources), and c) a Work Study/Non-Work Study Assignment Fund Balance Sheet.

Information on each of these forms is listed after the procedures.

1. Student requests job from the department.

2. Is the student an international student? If No - go to step three. If Yes - go to Non-Work Study Procedures for International Students (page 7)

3. If student is work study eligible the department administrator confirms work study eligibility through Financial Aid. The department administrator then completes a Request/Assignment for Student Employment form.

4. Forward Request to Human Resources. If the student has not worked on campus in the past, then he/she will need to bring the request to the Human Resources Office and complete necessary paperwork before starting work.

5. Request/Assignment for Student Employment form is to be sent to Human Resources and then Human Resources will forward the form to the Financial Aid Office for work study employees, and the non-work study forms are forwarded to the Payroll Office.

6. Financial Aid confirms the student's eligibility, and authorizes the student to work on federal work study. The request and authorization are then forwarded to the Payroll Office.

7. Payroll enters assignments into Banner.

8. Payroll retains the Request for Assignment form and the W-4. The I-9 form is retained in the Human Resources Office.

9. Please go over the electronic time sheet information with your student (see page 4).

Checklist for Work Study/Non-Work Study

Student Labor rate of pay is minimum wage which is currently $7.25 per hour.

€ Request/Assignment for Student Employment is complete and signed by:

- Supervisor
- Electronic time sheet approver
- Dean (if required)
- Graduate College (if student is also working as a Graduate Assistant)
- Vice President of Administration and Finance (if requesting higher rate of pay)
- Vice President of Academic Affairs (Senior Service Fellowship rate of $8.00 per hour)

€ Request/Assignment has been delivered to Human Resources Office.

€ The student has completed all necessary paperwork in Human Resources.

€   Start an Assignment Fund Balance Sheet for the work study student by filling in name, ID number, position number, and max earning. Start a Position Budget sheet for your department's non-work study and work study position.

€   Go over with each student the "Time Sheet Guidelines for the Student Worker" (see page 4).

IMPORTANT DATES

The **2nd Working day** following the pay period – Time sheets must be submitted to the Approver.

The **4th Working Day** following the pay period – Time sheets must be approved.

The **22nd** of each month – Student Requests/Assignments are due in the Human Resources Office.

The **15th** of each month – Student labor checks are available in the Student Accounts office for time worked in the previous month.

NON-WORK STUDY PROCEDURES FOR INTERNATIONAL STUDENTS

Students holding F-1 or J-1 visas are eligible for non-work study.   They are not eligible for federal funds which include work study.   Human Resources will generate the non-work study employment packet.

1.   Student requests job from the department.

2.   Decision- Is the student an international student? Yes- go to step three. No - go to Work Study/Non-Work Study Procedures.

3.   The department administrator then completes a Request/Assignment for Student Employment form.   Please go over the electronic time sheet information (see page 4) with your student. The student delivers the student assignment/request form to the Human Resources Office before beginning work.

4.   Human Resources Office assists the student in filling out the non-work study employment packet. The Human Resources office then refers the student to the ATU Financial Analyst to complete the necessary international tax documents. The student must obtain a social security card before completing tax documents. If he/she does not already have a social security card, he/she will need to do the following:

- The hiring department will need to provide the student with a job offer letter. An example of the letter is available at http://www.atu.edu/imsso/ssguide.shtml.
- The student takes the job offer letter to the International and Multicultural Student Services Office where Amy Pennington will provide them with a Certification of On-Campus Employment Eligibility letter. Both letters will need to be presented at the Social Security Administration Office located at 2708 East Parkway Drive, Russellville, AR 72802-2006, phone number 479-968-2762.
- The Social Security Office will process the application for the social security card and will provide a receipt. The student will then need to bring the receipt back to the Human Resources Office.
- Once the original card has arrived, which usually takes approximately two (2) weeks, the student will need to bring it to the Human Resources Office.

5. Upon visiting the ATU Financial Analyst, the student worker should bring a copy of their I-20, I-94, and passport. This information is used to produce necessary information in the International Glacier system, and to produce the necessary tax documents. Tax documents are then passed to the payroll office.

6. Payroll records information from the student labor Request/Assignment and tax documents on the Banner System.

Checklist for International Non-Work Study

€   Request/Assignment for Student Employment is completed and signed by supervisor, electronic time sheet approver, dean (if required) and any special approval signatures such as Graduate College, Vice President of Administration and Finance or Vice President of Academic Affairs.

€   Fill in name, ID number, position number, and max earnings on the Assignment Fund Balance Sheet for student.

€   Go over "Time Sheet Guidelines for the Student Worker" (see page 4).

€   Send student to the Human Resources Office with the Request/Assignment form where they will complete the Personnel Update Non-Work Study Employment packet.

FREQUENTLY ASKED QUESTIONS

1. **Why must the department track a student's federal work study earnings?**

   To ensure that the student does not exceed their federal funds eligibility.

2. **For budget purposes, do I still need to submit increases and decreases when my student workers earnings vary from the original requested amount?**

   No. Requested earnings are no longer encumbered. You must however keep up with your departments total student labor budget. The `Position Budget' Spreadsheet along with the Banner Self Serve system will help department administrators know when a budget transfer needs to be done. These transfers only need to be done if your departments work study or non-work study position will be going over budget in total.

3. **What do I do if a federal work study student uses their requested earnings and they wish to continue employment?**

   You should first check with the Financial Aid Office to see if the student has any remaining work study funded eligibility. If there is remaining eligibility, the financial aid office will instruct you to send an e-mail requesting the use of the remaining eligibility. If there is no remaining work study eligibility, the student worker will need to be switched to a non-work study position. This will be done by submitting a new non-work study student request/assignment to the Human Resources Office.

4. **Should I use T Numbers or Social Security Numbers on Student Labor documents?**

   Please fill in both the T Number and Social Security numbers on the Student Request/Assignment. This will ensure that the assignment gets put on the correct person.

5. **What difference does it make if the student is working before the required documentation has been completed and processed?**

   Employers are subject to civil or criminal penalties if they do not comply with federal law which requires the completion of certain forms before employment.

6. **My student worker terminated enrollment. Can he still work for me?**

   No. Students must be enrolled. Unless it is summer employment and they are still enrolled for the Fall Semester. See question 11.

7. When and where are student worker checks available?

Checks are available in the Student Accounts Office Monday through Friday between 8 a.m. and 4 p.m. on the 15th of each month. Checks are available on the Friday immediately before the 15th when the 15th falls on a Saturday or Sunday. **Tip: Checks are for time worked in the previous month.**

8. Can someone else pick up my student worker's check?

If your student worker requests someone else to pick up his check, the person picking up the check must have the following three items:

- A form required to be filled out by the employee that can be picked up at the Student Accounts Office.
- Proper identification (person picking up check), such as a driver's license.
- The student worker's ID card.

9. My student worker's mom/dad/husband/wife's name is listed on the FERPA form, why can't they pick up his check?

The student consent for disclosure gives permission to the Financial Aid and Student Accounts Offices to **speak** to those designated by your student worker regarding his account. See question 8.

10. Which office should my student worker notify about a change of address?

Notify the Human Resources Office anytime there is a change of address. Students should also complete a mail forwarding order at the Post Office.

11. Can a student remain on Non-work study during the summer?

Yes. Students can remain on non-work study during the summer semesters as long as they are enrolled in the fall semester. There is no need to move a student to extra labor during the summer if they are not enrolled in a summer class.

12. Can my student worker pick his check up early?

No. Checks are processed following a set schedule in order for them to be available on the 15th of each month.

13. Why didn't you take any taxes out?

Income tax withholding is based on marital status and withholding allowances according to your W-4 form and if the student is enrolled in at least 6 hours, Social Security and Medicare taxes are not required to be withheld.

14. Why do I not have a Staff Tab when I log onto OneTech?

You have not been set up as an employee on the payroll system yet. Please ask your supervisor if the student employment paperwork has been submitted for you. If it has then you will need to Contact the Payroll Office at (479)968-0696.

15. Why can't I access my time sheet?

You don't have a job set-up on the system yet. Or, there is an issue with approval set-up in the system. Your supervisor will need to contact the Payroll Office.

FORMS

This section covers general information regarding forms that students and departments will complete.

Student Request/Assignment – Complete this form to get a student worker ready to begin employment. See page 3 for detailed instructions. This form can be obtained online at the Human Resources link of the ATU Web site.
http://www.atu.edu/hr/forms.shtml

Form I-9 – The I-9 is used to verify employment eligibility. All employees, citizens and non-citizens hired after November 6, 1986 must complete an I-9 form as required by the Immigration Control and Reform Act of 1986. This form is included in the Work Study/Non-work Study Personnel Update packet in the Human Resources Office.   The Human Resources office is responsible for completing this form and maintaining the document in their office.

Form W-4- Used to withhold the correct Federal Income tax from your pay.   Basic instructions are listed at the top of the W-4.   Please list a permanent address to ensure timely delivery of your year end W-2 Wage and Income Tax statement.

Budget Transfer- Complete this form in order to transfer funds in your department's budget to cover total earnings of your departments work study or non-work study position budgets.   In order to avoid delays in payroll processing, this should be done before the total of all student worker earnings within the same position exceed the total budget in that position.   For assistance in completing a budget transfer contact the Budget Office.