

# *Arkansas Tech University*



## **Student Employment Handbook For Department Administrators and Student Employees**

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Human Resources, Financial Aid, and Payroll Offices

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## **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 15<sup>th</sup> of each month following the month worked. Example: Time worked in September will be paid on the 15<sup>th</sup> 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. If a student is enrolled in less than six hours, they will be charged FICA.

### **College Work Study Program**

Students must submit the **FREE APPLICATION FOR FEDERAL STUDENT AID (FAFSA)** on the Web at [www.fafsa.ed.gov](http://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 half-time status during the fall, spring or summer semesters to be eligible for college 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 the Robert Charles Brown Building (RCB, Ste. 206) at 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**

If the student is Work Study, contact the Financial Aid Office first in order 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. To begin the employment process, follow the steps below:

- Department offers student a job and prepares “Request/Assignment for Student Employment” (Requests are completed January-May, June only, July only, & August - December) <http://www.atu.edu/hr/docs/studentrequestform.pdf>
- Department sends new student worker to HR with request form (on or before their first day of work), appropriate ID for I-9 form and voided check for direct deposit.
- HR will provide student with an employment packet which contains a Personnel Data Event Form, State & Federal Tax Forms, Driving, Drug Free, Selective Service, I-9 and Disclosure Forms.
- HR reviews packet and identification to make sure the student has completed all necessary paperwork. If missing information, the department will be notified by email and student may not be eligible to begin work.

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.*

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

\*Note: If the student’s rate of pay exceeds the minimum wage, the request form and justification memo must be sent to the VP of Administration and Finance for approval, BEFORE it is routed to the HR Office.

**\*\*Effective July 1, 2017**, any student worker needing security access will be required to go through the background check process before they can gain access to Banner or other computer systems here at Tech.\*\*

## **Background Checks for Students with Security Access**

- Supervisor will go to Employee Tab, then click on Self-service Tab, then Supervisor Tab
- Click on Pre-Employment Screening
- Enter information associated with employee
- Click Submit

## **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. All students must submit their timesheet by 11:59 pm on the 2<sup>nd</sup> working day of the following month. If they fail to submit their time sheet, you need to contact the Payroll Office at (479)968-0696.

### **Time Sheet Guidelines for the Student Worker**

1. Log on to [One Tech](#)
2. Go to the Employee Tab
3. Navigate to Time Sheets portal
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 = .50

37 to 52 minutes = .75

53 to 59 minutes = .00 (top of next hour)

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 2<sup>nd</sup> 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 Employee 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 4<sup>th</sup> 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).

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 8)
3. If student is work study eligible the department administrator confirms work study eligibility through Financial Aid. The department 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 along with two original forms of id and complete the necessary paperwork before starting work. They will also need a voided check or direct deposit authorization form from their bank for direct deposit.
5. Request/Assignment for Student Employment form will be forwarded to the Financial Aid Office once the student has completed their paperwork with HR.
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 \$8.50 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 a higher rate of pay than minimum wage)
  - Vice President of Academic Affairs (Senior Service Fellowship rate of \$9.00 per hour)
  
- ✓ Request/Assignment has been delivered to Human Resources Office.
  
- ✓ The student has completed all necessary paperwork in Human Resources.
  
- ✓ Go over with each student the “Time Sheet Guidelines for the Student Worker” (see forms in back).

## IMPORTANT DATES

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

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

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

The **15<sup>th</sup>** 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 (up to 20 hours per week during the school year and up to 28 hours per week during the summer). 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 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 along with bringing documents for the I-9 form before beginning work.
4. Human Resources Office assists the student in filling out the non-work study employment packet. The HR Office then refers the student to the Payroll Office to complete the necessary international tax documents. However, the student must obtain a social security card before completing tax documents. If they do not have a social security card, they 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/docs/JobOfferLetter.pdf>
  - The student takes the job offer letter to the International and Multicultural Student Services Office where they 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 to complete the process.
5. Once the social security card is obtained, they should bring a copy of their I-20, I-94, and passport to the payroll office. This information is used to produce necessary information in the Foreign National Information System (FNIS), and to produce the necessary tax documents. Payroll will then enter information in 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.
- ✓ 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.
- ✓ Direct student to Social Security Office if social security card is needed.

## 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?**

For NWS, an increase or decrease in earnings is not required. However, for CWS, please email the Financial Aid Analyst in the case of an increase or decrease. Requested earnings are no longer encumbered. You must, however, keep up with your departments total student labor budget. 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 use the T Number ONLY on the Student Request/Assignment. The updated request form no longer has a space for a social security number.

**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?**

It is highly recommended that all student workers participate in direct deposit (with the exception of departmental fellowships). However, if they do not participate in direct deposit, checks are available in the Student Accounts Office Monday through Friday between 8 a.m. and 5 p.m. on the 15<sup>th</sup> of each month. Checks are available on the Friday immediately before the 15<sup>th</sup> when the 15<sup>th</sup> 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 15<sup>th</sup> 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 an Employee 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, which means there is missing paperwork or, there is an issue with approval set-up in the system. Your supervisor will need to contact the Payroll Office.

**16. I moved to a different address and did not receive my W-2. How can I obtain this form?**

When a student moves to a new location, they will need to update their address online or contact the Human Resources Office. This will ensure that all correspondence, including the W-2 form, is mailed to the correct location. If the student has previously selected the electronic consent, they will need to "uncheck" this selection in order to have the W-2 mailed to the new location.

## 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.