

Eastern Kentucky University
Student Employment

**For Student Employees
Starting a New Position
on Campus**



Table of Contents

GENERAL INFORMATION	3
Student Eligibility.....	3
Job Listings Web Site	4
Paperwork	4
Timesheets	4
Student Employment Authorization.....	4
Confidentiality Agreement (FERPA)	4
I-9, W-4, & K-4	5
Scheduling	5
Returning Students	6
Employment During Non-enrollment Periods	6
Payroll Procedures	6
Pay Periods	6
Timesheets	6
Pay Rates	7
Pay Checks	7
Supervisor Responsibilities	7
Student Responsibilities	7
Student Expectations.....	8
Confidentiality	8
Work Expectations	8
Appropriate Dress	8
Tardiness	8
Illness	9
Leave of Absence	9
Leaving Early	9
Phone Calls	9
Visitation	9
Mid-Terms / Finals / Homework	9
Terminations	9
Student Initiated Terminations	9
Supervisor Initiated Terminations	9
Satisfactory Academic Progress Terminations	9
Student Rights	10
Training	10
Job Description	10
Fairness	10
Payment and Minimum Wage	10
Overtime	10
Termination and References.....	10
Grievance	10
Grievance	10
FEDERAL WORK STUDY	11
FWS Student Eligibility	11
Paperwork	12

Scheduling	12
INSTITUTIONAL STUDENT EMPLOYMENT	13
Institutional Student Employment	13
Paperwork	13
Scheduling	13
INTERNATIONAL STUDENT EMPLOYMENT	14
International Student Eligibility	14
Paperwork	14
Scheduling	14
APPENDIX:	
Pay roll web site.....	15

GENERAL INFORMATION

INTRODUCTION

The Student Employment Program provides students, in return for services, funds to assist them in achieving their goal of earning a college degree.

The Student Employment Program at Eastern Kentucky University serves three purposes:

1. It provides employment for eligible students enabling them to earn a portion of their expenses while pursuing a college education.
2. It is a part of the educational process whereby students acquire marketable skills.
3. It provides academically related work experience, which may have vocational value in post college years.

Student Eligibility

Before a student is eligible for Student Employment, a student must complete the following steps:

1. Students must be enrolled as full time students (12 hours undergraduate and 9 hours graduate) during the fall and spring semester. Students may work during the summer session, as long as they are enrolled as a full time student for the upcoming fall session.
2. Verify eligibility by checking with the Student Employment Services /Financial Aid Office (see FWS Eligibility on p.11)
3. Check with the Student Employment Coordinator for position availability and/or access a comprehensive job list online. <http://jobs.eku.edu>
4. Obtain and submit completed paperwork listed below:

Returning Students (Students with prior EKU student employment work experience)

1. Student work authorization
2. Direct deposit form with a voided check for direct deposit

New Students (Students without prior EKU student employment work experience)

1. Student work authorization form
2. I-9 Employment Form (Picture ID and social security card)
3. I.R.S. W-4 Form
4. The State of Kentucky K-4 Withholding Exemption Form
5. Direct deposit form with a voided check for direct deposit

(Please see Paperwork section for more details on specific forms.)

NOTE: STUDENTS ARE NOT ELIGIBLE TO START WORKING UNTIL ALL PAPERWORK IS SUBMITTED TO THE STUDENT EMPLOYMENT OFFICE AND THE SUPERVISOR HAS A VERIFICATION OF WORK EMAIL FROM THE STUDENT EMPLOYMENT OFFICE ON FILE.

Job Listings Web Site

Job descriptions for available positions are posted on the Work Study Web site at <http://jobs.eku.edu> Students are able to search for positions for which they feel best suited. Students then schedule an interview by contacting the person listed at the bottom of each job listing.

Paperwork

Students are required to turn in specific paperwork (please refer to Student Eligibility section on p.3). All paperwork is to be submitted to the Student Employment Office. **Remember, students CANNOT begin working until the supervisor has a verification email on file.**

Timesheets

Before approving the timesheets, the supervisor **MUST** review individual paper time cards or Web Time Entry (on line time cards) to ensure they are accurate. For additional information, please refer to the Timesheet section on p. 6.

Student Employment Authorization

The Student Employment Work Authorization is an agreement between the supervisor, the student, and the Student Employment Office for employment in a specific department. Authorizations to work are based on the academic school year and are completed once a year. Changes in the contract, such as pay rate and employment status, are communicated by submitting an email request to the Student Employment Office. The Work Authorization is signed by the supervisor and submitted to the Student Employment Office along with all other necessary paperwork.

Confidentiality Agreement (FERPA)

(As is written on the Confidentiality Agreement)

Eastern Kentucky University employees support a variety of University functions. Employees may, as part of their duties, need to access confidential individual information from various sources including, but not limited to, financial aid, personal health, tax, credit, bank, loan, personnel and academic records, and other information protected by the Family Educational Rights and Privacy Act of 1974 (FERPA), the Health Information Portability and Accountability Act (HIPAA) and the Gramm Leach-Bliley Act (GLB). With respect to these records and information, and all other confidential property, all University employees are required to read and agree to the following.

1. The employee acknowledges the confidentiality of all student, alumni, donor and employee information of Eastern Kentucky University and understands this information will not be revealed to, distributed to or discussed with anyone other than the appropriate, designated supervisor and other University officials as designated by the supervisor.
2. The employee will not attempt to alter, change, modify, add, or delete student or employee record information or University documents unless specifically instructed to do so by the employee's supervisor or other University official.
3. The employee will access only the information specified and authorized by the supervisor. Access to information should be through normal office procedures for obtaining specific access to the information in written documents, computer files, student records, or other University information.
4. All procedures, creative work, written documents, records, and computer programs are created and documented according to standards set by the supervisor and the General Partnership of Eastern Kentucky University. ECU policies and materials are considered property of Eastern Kentucky University and not for public disclosure or use.

The employee understands that failure to abide fully by the above agreements is grounds for immediate discipline, up to and including dismissal from the work position and the University, and may further subject the employee to other disciplinary actions.

I-9, W-4 and the K-4

These forms are required by federal law for employment.

The I-9 is a form distributed by the U.S. Department of Justice and is necessary to verify employment eligibility through the U.S. Government.

The W-4, a form distributed by the U.S. Department of Treasury, provides information for the employer (EKU) to withhold the correct federal income tax from the employee's earnings.

The K-4 is the State of Kentucky's withholding form. It provides information for the employer (EKU) to withhold the correct state income tax from the employee's earnings.

Scheduling

Scheduling is based on student need and the job assignment. The recommended average is 8-10 hrs per week.

Institutional and Federal regulations **do not** allow for payment of overtime or holiday pay. Students may **not** work more than 8 hours a day and 20 hours a week while enrolled in classes. Students may **not** volunteer to work additional hours without pay. FWS Students may **NOT** earn in excess of their Federal Work Study Award.

Returning Students

If a returning student wishes to continue working a previously contracted position, both the supervisor and student must be in agreement before the student leaves for vacation. Returning students must obtain and submit completed paperwork to the Student Employment Office as listed under the Student Eligibility section on page 3, before beginning work.

Employment During Non-Enrollment Periods

(Summer and Christmas breaks)

Periods of non-enrollment include Summer and semester breaks. The Student Employment Office verifies a student's eligibility to work during periods of non enrollment. However, employment during these periods is based on the condition the student plans to return for the next session of enrollment.

Payroll Procedures

Pay Periods

Each pay check covers hours worked during the two week pay period. The Payroll Office notifies supervisors of exceptions. Refer to the pay schedule at <http://www.accounts.edu.edu/payroll//>

Timesheets

Timesheets are legal requirements and must be submitted to the Payroll Office (or as indicated on the Pay Schedule). Incomplete timesheets and incomplete personnel files result in the timesheet being returned to the supervisor, often delaying the receipt of the paycheck. Audit regulations require supervisor signatures on timesheets/ or approval on the computer time records. It is a federal offense for a student or employee to falsify any information on a student's payroll timesheet.

To ensure that a timesheet is accurately completed and submitted, both students and supervisors should adhere to the following:

- Work out a system to record hours worked on a daily basis.
- Timesheets should be submitted in accordance with the timesheet schedule.
- Ensure there is only one pay period per timesheet. Please do not split the pay periods.
- Ensure 10 minute mandatory breaks were taken after four consecutive hours of work.
- Ensure 30 minute unpaid mandatory breaks were taken after five consecutive hours of work.
- Ensure total hours worked should not include any breaks.
- The supervisor has approved and recorded all changes.

Ensure hours on timecards do not exceed FWS eligibility limits. Students cannot be paid from FWS funds for hours worked beyond those specified by the Student Employment/Financial Aid Office.

NOTE: FAILURE TO SUBMIT COMPLETED TIMESHEETS ON TIME DELAYS RECEIPT OF PAYCHECK.

Pay Rates

Pay rates begin at the current minimum wage. All pay levels must fall within approved budget parameters. To communicate pay rate changes, an email request should be sent by the supervisor and submitted to the Student Employment Office

Pay Checks

Students are required to have their paychecks set up for direct deposit or a pay card. Direct deposits can be assigned to a student's current checking account or to the Colonel One Account activated on their ECU ID cards. If the student chooses not to exercise either option they may go to Human Resources (Jones 203) and request a pay card.

Supervisor Responsibilities

It is the responsibility of the supervisor to assign work for each student employee under direct supervision. Student employees are expected to refrain from homework or personal business during scheduled employment.

Supervisors are also responsible for setting appropriate professional standards for all students, including but not limited to, confidentiality, work expectations, appropriate dress, tardiness, illnesses, leave of absences, leaving early, phone calls, visitations, and mid-terms/finals/homework.

Student Responsibilities

Students employed through the Student Employment Program are employees of ECU; therefore, student employees are expected to abide by certain responsibilities.

- Report to work promptly
- Notify their supervisors in advance when they will be tardy or absent from work
- Refrain from conducting personal business on the job including academic studies and personal email
- Report accurately the hours worked
- Perform the job duties to the best of their ability
- Dress appropriately for the job (some departments have dress codes)
- Act in a professional manner concerning confidentiality of student records
- Take the job seriously

EXPECTATIONS

1. This is a real job, please regard it as one.
2. Please be on time for your shift.
3. It is important for our office to know if you expect to be absent or late, and we require notice by phone or in person at least one day in advance. Unexpected incidents or circumstances that keep you from letting us know in advance will be handled on an individual basis
4. Three absences without advance notification may be cause for termination. Ask questions if you don't know something – it is best to get it right the first time.
5. Do not leave the office unless you are accomplishing a task given to you by someone in our office.
6. No personal calls or visits from friends.
7. No sleeping on the job. Please ask to be excused to return to your room if you are too tired to be at work.
8. Please cheerfully put homework aside, if we request help from you.
9. Misrepresentation of the hours worked on your time sheet is fraud, and grounds for automatic firing. Please be aware that your time sheet is a legal document, and be very careful about accurately recording your time at the end of each shift that you work. It is very quick and easy to record your time worked on-line.

Confidentiality

Please refer to the Confidentiality Agreement (FERPA) section on p.4.

Work Expectations

Students are expected to work through the semester. This includes finals week. If schedule conflicts arise, contact the supervisor.

Appropriate Dress

Employees are expected to dress in a neat, clean, modest, and appropriate manner. Dress codes vary from job to job. Check with the supervisor.

Tardiness

Employees are expected to report to work on time. Please call the supervisor if an unforeseen problem delays arrival.

Illness

In case of illness, the employee needs to contact the supervisor and explain the problem prior to scheduled work time.

Leave of Absence

All leaves of absences, changes, or substitutions of personnel must be cleared with the supervisor **24 hours in advance**. The supervisor has final authority to grant these types of leaves or changes. **Messages, such as a voicemail or e-mail are not acceptable forms of communication.**

Leaving Early

The employee is paid only for hours worked.

Phone Calls

Personal phone calls are not permitted during work hours. If an urgent phone call is necessary, permission from the supervisor prior to the call is required.

Visitation

Employees should not have friends visit them during working hours.

Mid-terms/Finals/Homework

Employees are expected to practice responsible study habits. The university expects student employees to maintain regular office hours; however, the employee is a STUDENT first and foremost and therefore, if a situation arises in which the employee needs more time for schoolwork, it is expected the supervisor will receive a request of leave.

Terminations

Student Initiated

The student is expected to give proper notice (2 weeks) in writing for resignation of position. This allows time for the supervisor to make other arrangements. The supervisor must email the Student Employment Office that the student is leaving their job.

Supervisor Initiated Terminations

There are many reasons a supervisor may need to end the employment relationship. For example, if one of the following occurs, it will be considered grounds for the supervisor to terminate a student employee:

1. Violation of the confidentiality agreement
2. Inappropriate dress
3. Tardiness
4. Failure to report to work
5. Inadequate performance of work responsibilities

Satisfactory Academic Progress Terminations

Satisfactory Academic Progress is a process of the Financial Aid Office reviewing a student's academic eligibility for aid received. If a student is not meeting standards, financial aid may be suspended. In such cases, students lose their Federal Work Study eligibility and are no longer eligible to continue working in the Federal Work Study program. Students and supervisors are notified of the termination by the Student Employment Office.

Student Rights

Student employees are guaranteed certain rights:

Training

The supervisor is responsible for providing training, direction, and education necessary to fulfill job responsibilities. Supervisors are also responsible for providing information on job-related health and safety issues.

Job description

The supervisor provides a clear statement of expectations and responsibilities requisite to the assignment before beginning work. Job expectations should be described in the official job description made available to the employee at the time of hiring.

Fairness

Student Employees have a right to fair treatment as an employee and to fair consideration of needs and responsibilities as a student at Eastern Kentucky University.

Payment and Minimum Wage

EKU requires that student employees be paid, by direct deposit, for all hours worked. Minimum wage paid is set by the Federal Government.

Overtime

EKU does **NOT** permit overtime or overtime pay. Overtime is defined by the State of Kentucky and the Federal Government as more than 40 hours in one week. (Student employees are limited to twenty hours per week while enrolled.) Students **MAY NOT** volunteer to work additional hours.

Termination and References

Supervisors are responsible for providing an explanation if student is terminated. Students also have the right to use ECU's Student Employment Services for employment verification for future employment.

Grievance

A student employee has the right to use the grievance process outlined below:

Grievance

While it is the intention of Eastern Kentucky University that all grievance complaints be settled informally, it is sometimes necessary to proceed in a more formal manner. In the event of the need of such formal processes, the student should proceed as follows:

1. Attempt to resolve the problem with the immediate supervisor and the person(s) involved.
2. Should step 1 prove unsuccessful, the student employee consults with the Student Employment Coordinator to attempt a positive resolution to the grievance.
3. Should step 2 prove unsuccessful, the student may request a hearing by the Equal Opportunity Office. Equal Opportunity hears all parties and recommends a resolution.

FEDERAL WORK STUDY

Introduction

The Federal Work Study (FWS) Program provides on campus student employment to eligible students as part of a student's financial aid package provided by Eastern Kentucky University and the Federal Government.

This federally funded program is the primary means by which students are employed. Because it is federally funded it is governed by federal regulations. As such, employment of students is based on financial need as determined from the Free Application for Federal Student Aid (FAFSA).

FWS Student Eligibility

If a student declines their federal work study award they forfeit the opportunity to work on campus for the rest of the current academic year.

To be eligible for the Federal Work Study program a student must be one of the following:

- U.S. Citizen or National
- U.S. permanent resident and have an Alien Registration Receipt Card (I-151 or I-55 1)
- Permanent resident of the Trust Territories of the Pacific Islands
- Otherwise eligible non-citizen with a Departure Record (I-94) from the U.S. Bureau of Citizenship and Immigration Services showing one of the following designations:
 - Refugee
 - Asylum Granted indefinite
 - Parole and/or Humanitarian Parole
 - Cuban-Haitian Entrant.

To determine eligibility for Federal Work Study, a student must submit a FAFSA (copy on file in the FAO). Each student applying for financial aid from ECU is reviewed for eligibility in the work study program. If the student is eligible and desires work study as a form of assistance, the following steps must be completed to obtain an on-campus position:

1. Check with the Student Employment Office to ensure eligibility for work study funds. Financial resources affect financial aid awarding, which may result in a reduction or elimination of FWS eligibility.
2. Follow Steps 2-3 listed under Student Eligibility on p.3.

NOTE: STUDENTS ARE NOT ELIGIBLE FOR FEDERAL WORK STUDY FUNDING UNTIL THE PAPERWORK PROCESS IS COMPLETED.

If Students do NOT meet any of the preceding criteria or do not qualify for FWS Funds due to limited need, please refer to Institutional Student Employment Section found on p.12.

Supervisors are responsible for monitoring the level of approved work study budget and individual student eligibility status. Students **CANNOT** earn over their awarded eligibility.

Paperwork

Please follow the guidelines for paperwork found on p.4.

Scheduling

FWS Students may not work over their Work Study eligibility. The formula for determining hours a student may work is as follows:

Divide the current semester's FWS award by the number of weeks in the semester (usually 17, including finals week). Divide that answer by the rate of pay. This will give the number of hours a week that the student can work.

For example:

$\$1750.00$ (FWS award) / 17 (number of weeks in the semester) / $\$7.25$ (rate of pay)
= 14 hours a week.

INSTITUTIONAL STUDENT EMPLOYMENT

Introduction

Institutional Student Employment is designed to allow students not eligible for a Federal Work Study award to earn money for educational expenses. International students are not eligible for FWS, but may earn through the Institutional work program.

Institutional Student Eligibility

Institutional work eligibility, unlike Federal Work Study eligibility, is not limited by financial need or awards. Students are eligible to begin working once the paperwork process has been completed. Please refer to the Eligibility section in General information located on p.3.

Paperwork

With the exception of International students, all ISE students follow the paperwork guidelines found on p.4.

Scheduling

Students are limited to a maximum of twenty (20) hours per week. Students may work no more than 8 hours (if not scheduled for classes) a day and 20 hours a week, Students are not eligible for overtime, holiday pay, or sick days. Please refer to the general information section for more information.

INTERNATIONAL STUDENT EMPLOYMENT

Introduction

International Student Employment, a subsidiary of the Institutional Student Employment Program provides employment to eligible international students.

International Student Eligibility

Students must:

1. Be in legal F-1 Full-time status and currently enrolled in a course of study.
2. Receive authorization for on-campus employment by completing and returning all Student Employment paperwork to the Student Employment Services office (listed in handbook).
3. Limit employment to a maximum of 20 hours per week. INS allows eligible students to work up to full-time during vacations and school breaks if they intend to register for the term following the vacation or break. *
4. Maintain an academic **GPA** of 2.0 or higher **AND** pass a minimum of 12 undergraduate or 9 graduate credit hours per semester.
5. Show the Student Employment Office your current Passport, Visa, I-20, and I-94 along with a copy of your social security card. For students that don't yet have a social security card, a letter of application (for a social security card) may be provided by the Student Employment Office.
6. **Notify** the Student **Employment Office**- if/when resigning or changing jobs.

*Hours listed above are not guaranteed. Hours are based on department need.

Paperwork

International students must submit the following paperwork:

1. [Student Work Authorization Form](#)
2. I-9 With proper Identification [\(Passport/Visa, I-20, I-94, Social Security Card, EKU ID\)](#)
3. W-4 and K-4
4. Direct Deposit

A [Release-to-Work-verification email from the Student Employment Office](#) **MUST** be in the supervisor's hand before the student may begin working.

Scheduling

Limitations and Special Issues of Student Employment

International student on campus employment is limited to no more than 20 total hours per week while school is in session.

Exception

On-campus employment may be up to full-time during periods of non-enrollment for students who are eligible and ~~intend to~~ are registered ed for the subsequent academic term.

APPENDIX

The following information can be found at the website:

<http://www:accounts.eku.edu/payroll//>

- Time card instructions and schedule information
- Webtime information
- Payroll schedule and general information

Personal Payroll Information (Check Stubs)

Login into your ECU Direct Account and click on:

- Employee Menu
- Pay information
- ECU Pay Stub
- Display
- Most recent pay date

You will see your most recent pay stub