

Eastern Kentucky University
Student Employment

Supervisors' Guide



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GENERAL INFORMATION

INTRODUCTION

Through the Student Employment Programs (Federal Work Study and Institutional Employment) students are provided, in return for services, funds to assist them in achieving their goal of a college degree.

The Student Employment Services 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 work skills.
- 3) It provides academically related work experience, which may be of value vocationally 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 (12 hours undergraduate, 9 hours graduate) during the fall and spring semester in order for them to be considered for campus employment. Students may work during the summer (a possible time of non-enrollment) only if they are registered as full time students in the upcoming fall semester.
2. Verify eligibility by checking with the Student Employment Office (see Federal Work Study Eligibility on page 14).
3. Check with the Student Employment Coordinator for position availability and/or look for a comprehensive job list online at:

[http:// jobs.eku.edu](http://jobs.eku.edu)

4. Obtain and submit completed paperwork listed below:

Returning Students (Students who have worked at ECU in the last calendar year)

- Student Employment Work Authorization (student pick up this form from the Student Employment Office)

New Students (Students without prior ECU work experience)

- Student Employment Authorization Form
- I-9 Employment Form (Picture ID and social security card required)
- K-4 State of Kentucky Withholding form
- Internal Revenue Service (Federal Government) Withholdings W-4 Form
- Direct Deposit form with a voided check

(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 DEPARTMENTAL SUPERVISOR HAS AN APPROVAL TO WORK /VERIFICATION EMAIL 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 that they feel will suit them best. Students then contact the contact person listed at the bottom of the listing to schedule an interview.

Steps for Hiring a Student Worker

- Post your job add on the Online Employment System through EKU's Human Resources
- Interview students
- Once a candidate has been chosen as your student employee :
 - Recommend for hire in the Online Employment System (for help with this process contact Human Resources)
 - Tell the student they have been **“conditionally hired”** - while you are waiting for their back ground check (which is required by Kentucky State Law) to be approved.
- While waiting for the background check to be completed tell your student to come to the Student Employment Office (Student Services Building Room 219- enter through the Financial Aid Office).
- Have the student get a **WORK AUTHORIZATION FORM**.
- Tell the student to bring: an EKU ID, their Social Security Card, and a check that has been voided for their Direct Deposit.
- The student will bring the Work Authorization to you, fill it out and return it (via: student hand delivery or campus mail to: Student Employment, SSB CPO 59, Campus).
- The Student Employment Office will send you a **VERIFICATION EMAIL** once all of the student's paperwork is in order and has sent the student's information to be set up for pay roll.
- **STUDENTS SHOULD NOT BEGIN TO WORK UNTIL YOU HAVE RECEIVED THE VERIFICATION EMAIL FROM THE STUDENT EMPLOYMENT OFFICE.**

Job Descriptions

All available positions are required by federal law to have a current job description. Job descriptions are to be submitted to the ON LINE EMPLOYMENT system. Questions about posting jobs should be directed to Human Resources.

Available Positions

All available positions are posted on the Student Employment web site:

<http://jobs.eku.edu>

No student will be hired until they have applied through the ON LINE EMPLOYMENT SYSTEM.

Applications and Interviews

Interviews allow for the evaluation of potential employees, and allow a potential employee to evaluate and gain a better understanding of the expectations and requirements for the position you have to offer. Generally, the more emphasis put on professionalism, the more professional the employee's performance will be.

Paperwork

The student will have to have the following paper work on file at the Student Employment Office before they can be working.

1. The background check (the check will begin once you recommend a student for hire in the On Line Employment System).
2. The Student Work Authorization.
3. I-9 establishes employment eligibility. A social security card and an EKU ID will be required to complete this form.
4. W-4 Form. The Internal Revenue Service (Federal Government) Form for federal tax withholdings.
5. K-4 Form. The State of Kentucky form for state tax withholdings.
6. Direct Deposit. Students should bring check from their personal checking account that has been voided to set up a direct deposit account. Direct deposit is now a requirement for all EKU employees.

STUDENT EMPLOYEES MAY NOT BEGIN TO WORK UNTIL THE HIRING SUPERVISOR HAS RECEIVED A VERIFICATION EMAIL FROM THE STUDENT EMPLOYMENT OFFICE THAT CONFIRMS THAT ALL OF THE PAPERWORK HAS BEEN RECEIVED.

Timesheets

The supervisor **MUST** review timesheets/ Web Time Entry (computer) time card to ensure accuracy and completeness before submitting to the pay roll office.

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 University policies and materials are considered property of Eastern Kentucky University and not for public disclosure or use.

The employee understands 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 & K-4 Forms

These two forms are required by federal and state 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 (Internal Revenue Service), provides information for the employer (EKU) to withhold the correct federal income tax from the employee's earnings.

The K-4, a form distributed by the State of Kentucky, provided 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 10-20 hrs per week. Maximum number of hours that a student may work while enrolled in classes will be 20 hours per week. **As the Student Employment Supervisor you must make certain that your department's budget has enough money in the Student Employment line items to be able to pay the student at the wage and the hours per week that you have requested.**

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. Students may **not** volunteer to work additional hours without pay.

Students may **NOT** earn in excess of their FWS eligibility (Please refer to FWS Student Eligibility on page 14).

Returning Students

If a returning student wishes to continue working a previously held 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 to work.

Employment during a Period of Non-Enrollment- semester breaks

Periods of non-enrollment are the semester breaks. The Student Employment office notifies supervisors of updated policies regarding periods of non-enrollment, however, employment during these periods is based on the condition the student is registered as a full time for the upcoming semester.

Employment during the Summer

Students working during the summer must be enrolled must be enrolled as full time students (12 hours undergraduate and 9 hours graduate) for the upcoming fall semester.

Payroll Procedures

Pay Periods

Students are paid every two weeks. Pay calendars/schedules can be found on the ECU homepage under 'payroll calendars'. Website: <http://www.accounts.ecu.edu/payroll//>

Timesheets

Timesheets are legal requirements and must be submitted to the Payroll office on the pay date (or as indicated on the Pay Schedule/Calendar). Incomplete electronic timesheets and incomplete personnel files result in the web time card being returned to the supervisor, often delaying the receipt of the paycheck. Audit regulations require supervisor's approval on Web Time Entry time cards. It is a federal offense for a student 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.
- *WEB TIME* timecards should be submitted in accordance with the timesheet schedule /Calendar.
- 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.
- Ensure hours on timesheet do not exceed twenty (20) hours per week eligibility limits.

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.

Training and Orientation

Student employees can be competent and effective in their positions, and often are a refreshing addition to the complexity of the department. However, as with all new employees, in order to foster a sense of belonging and encourage growth and commitment, it is important to provide the students with an orientation, support, continual training, and constructive feedback. Toward these efforts the following list may be helpful.

Orientation:

- Introductions to co-workers (faculty, staff and other student employees). An organizational chart is helpful.
- Introduction to an alternate supervisor
- Restrooms; water fountains; vending machines; lunchroom
- Storage for coats and backpacks
- Work space
- Printer; fax machine; copier; phone

Office Procedures and Policies

- Emergency procedures and exits
- Dress code
- Eating/drinking at workstation (allowed or not)
- Breaks (where, when, how long)
- Personal calls and visitors (allowed or not)

Job Responsibilities

- Provide written job description; discuss daily duties, expectations, consequences
- Training schedule
- Overview/training for exposure to hazardous materials and/or processes
- Work schedule; clarify expectations, requirements, and consequences. Specifically identify requirements to work during breaks; cover expectation for timely notification to supervisor for absences (planned or unexpected), and expectations for work schedule through end of semester and / or academic year.
- Explain procedures when primary supervisor is absent; identify alternate supervisors
- Performance dialogue procedures; departmental disciplinary procedures
- Computers / Phones / Fax / Copier / Printer
- Office and university policies for computer usage and security
- Computer password; log on / off procedures; web address
- Personal use of computer (e-mail, homework, web surfing, etc.- allowed or not allowed)
- Phone use: answering and transferring calls; taking messages; long distance codes; phone etiquette and important numbers
- Fax use: how to send / receive fax; department fax number; policy for personal use
- Copier and Printer: how to use; fill paper; manual for errors; policy for personal use

Student Responsibilities

(As is written in the Student Employment Services Handbook Student Guide)

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

Confidentiality

Please refer to the Confidentiality Agreement (FERPA) section on page 5.

Work Expectations

Students are expected to work through the term. 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 is expected to contact the supervisor and explain the problem prior to scheduled work time.

Leave of Absence

All leaves of absence, 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 voice mail 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 discourage friends from visiting during working hours.

Mid-terms/Finals/Homework

Employees are expected to keep 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

The following are the appropriate steps in the event of termination.

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.

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 university's confidentiality agreement
2. Inappropriate dress
3. Tardiness
4. Failure to report to work
5. Inadequate performance of work responsibilities
- 6.

Appropriate Steps for Student Employment Termination:

Verbal Warning

Speak with the student in a private area and discuss the problematic student behavior. Send the student an email that reviews the conversation that you had with them.

Employee Warning Notice: Communicate in writing (email is acceptable) your concerns to the student employee. Express specific areas requiring improvement. Suggest steps for improvement and clearly define expectations. Document verbal warnings for the departmental personnel records.

Termination

If Step One and Step Two do not lead to improved performance, release the employee from the position. Notify the Student Employment office before the release to arrange for final paycheck.

Satisfactory Academic Progress Terminations

Satisfactory Academic Progress is a process of the Financial Aid Office reviewing a student's academic eligibility for aid received and for Federal Work Study eligibility. If a student is not

meeting standards, their Financial Aid /Federal Work Study may be suspended. In such cases, students lose their FWS eligibility and are no longer eligible to continue working in the FWS program. Students are notified of their ineligibility by the Financial Aid Office.

IMPORTANT: Documentation of your concerns, problems, and the intervention process are key ingredients to the termination process.

Student Rights

(As is written in the Student Employment Services Handbook Student Guide)
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. See Training and Orientation under Supervisor Responsibilities on page 8 for further information.

Job description

The supervisor provides a clear statement of expectations and responsibilities requisite to the assignment before beginning work. Job expectations are described in the official job description.

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

Federal Guidelines require that student employees be paid, by check (direct deposit), for all hours worked.

Overtime

Eastern Kentucky University **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. Students **MAY NOT** volunteer to work additional hours. Remember that the maximum a student is permitted to work on campus per week is twenty (20) hours.

Termination and References

Supervisors are responsible for providing an explanation if student is terminated. Students also have the right to use ECU 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. The equal opportunity officer hears all parties and recommends a resolution.

Encouragement and Recognition

All staff flourishes with a little encouragement and recognition. An employee who feels included, appreciated, and respected is often a happier employee despite particular job responsibilities. A happier employee is more often a satisfied employee who in turn, tends to be committed to the job and the goals of the department. This applies to student employees as well as regular staff!

The following may be offered as incentives towards achieving a happier, satisfied, committed student employee.

- Include students, when appropriate, in office celebrations (holiday parties, summer picnics, birthdays, etc.); recognize the student's birthday and other special life events.
- Schedule a student employee appreciation day each semester. Bring in treats, deserts or other food items specifically for student staff.
- Recognize and honor a different student (or group of students) each week/month; photograph the students and list outstanding job, academic, and volunteer accomplishments.
- Create an office-wide "Who's Who" display: photograph student and staff employees, and decorate an office bulletin board or door with information about each individual (name, hometown, college, class year, major, job title, hobbies, activities, job title, supervisor, etc.).
- Thank student staff by flying a banner in the office or chalking the sidewalk; send thank you notes or memos detailing a specific job done well; notify the student's parents to brag about the student's work performance.
- Make an effort to know the student employee as a person not just a worker; discuss ambitions, career plans, academics, and everyday life; be astute to body language and changes in behavior. Don't be afraid to show an interest in the individual.
- Communicate openly and frequently; be accessible and welcoming.
- Include student staff in the department/unit newsletter.

- Start friendship plants by taking cuttings from a plant in the office to give each student employee as a “live connection” to the office.
- Recognize graduating seniors with a special luncheon and a thank you gift from co-workers.
- Ask student staff for their ideas and suggestions for office functions both fun and work-related. Be inclusive. Provide opportunities for the student to report to staff about work-related projects and research. Include the student’s signature on reports and publications to which they contributed.
- Make the work meaningful: take time to plan and train the student; allow the student to be creative; break up monotonous jobs with significant projects...don’t be afraid to increase job responsibilities and accountability.
- Appreciate the student staff: identify the importance of their job and recognize their contribution to the office; be sincere.
- Set goals, provide deadlines, and recognize achievements.
- Be a supervisor: Identify what the student does well and what needs improvement.
- Be flexible...remember, a student employee is a student first and a part-time employee second.

FEDERAL WORK STUDY

Introduction

The Federal Work Study (FWS) Program provides student employment as part of financial aid programs provided by Eastern Kentucky University and the Federal Government.

This federally funded program is one of the 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

To be eligible for the FWS Program a student must be:

- Enrolled for a minimum of six hours each fall and spring semester. If working during the summer in a period of non-enrollment the student must be enrolled in the upcoming fall session.
- 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
- Other 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 be eligible for Federal Work Study, a student must first submit a FAFSA, copy on file in the FAO. Each student applying for financial aid from the 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
3. Students must be enrolled for a minimum of six (6) hours of academic classes during the semester.

NOTE: STUDENTS ARE NOT ELIGIBLE FOR FWS 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

Steps for Hiring

After ensuring Federal Work Study eligibility, please follow the guidelines for hiring:

- Post your job add on the Online Employment System through EKU's Human Resources
- Interview students
- Once a candidate has been chosen as your student employee :
 - Recommend for hire in the Online Employment System (for help with this process contact Human Resources)
 - Tell the student they have been **“conditionally hired”** - while you are waiting for their back ground check (which is required by Kentucky State Law) to be approved.
- While waiting for the background check to be completed tell your student to come to the Student Employment Office (Student Services Building Room 219- enter through the Financial Aid Office).
- Have the student get a **WORK AUTHORIZATION FORM**.
- Tell the student to bring: an EKU ID, their Social Security Card, and a check that has been voided for their Direct Deposit.
- The student will bring the Work Authorization to you, fill it out and return it (via: student hand delivery or campus mail to: Student Employment, SSB CPO 59, Campus).
- The Student Employment Office will send you a **VERIFICATION EMAIL** once all of the student's paperwork is in order and has sent the student's information to be set up for pay roll.
- **STUDENTS SHOULD NOT BEGIN TO WORK UNTIL YOU HAVE RECEIVED THE VERIFICATION EMAIL FROM THE STUDENT EMPLOYMENT OFFICE.**

Paperwork

Please follow the guidelines for paperwork:

Returning Students (Students who have worked at EKU in the last calendar year)

- Student Employment Work Authorization (student pick up this form from the Student Employment Office)

New Students (Students without prior EKU work experience)

- Student Employment Authorization Form
- I-9 Employment Form (Picture ID and social security card required)
- K-4 State of Kentucky Withholding form
- Internal Revenue Service (Federal Government) Withholdings W-4 Form
- Direct Deposit form with a voided check

Scheduling

Students may not work over their twenty hours per week limit. Student supervisors must make certain that the department has enough funding in their budget's student employment line item, before committing to set number of hours for your student worker. If your department goes over the department's allotment of money for institutional and federal work study wages, the cost will have to come from the department's operating costs.

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 wages through the Institutional program.

Institutional Student Eligibility

Institutional employment eligibility, unlike federal work eligibility, is not limited by financial need or awards. Students are eligible to begin working once the paperwork process has been completed. Student must be registered as full time (12 hours per semester). Please refer to the Eligibility section in General information.

If a student declines their federal work study award in their financial aid package they will automatically forfeit their opportunity to work on campus.

Steps for Hiring

- Post your job add on the Online Employment System through ECU's Human Resources
- Interview students
- Once a candidate has been chosen as your student employee :
 - Recommend for hire in the Online Employment System (for help with this process contact Human Resources)
 - Tell the student they have been **"conditionally hired"** - while you are waiting for their back ground check (which is required by Kentucky State Law) to be approved.
- While waiting for the background check to be completed tell your student to come to the Student Employment Office (Student Services Building Room 219- enter through the Financial Aid Office).
- Have the student get a **WORK AUTHORIZATION FORM**.
- Tell the student to bring: an ECU ID, their Social Security Card, and a check that has been voided for their Direct Deposit.
- The student will bring the Work Authorization to you, fill it out and return it (via: student hand delivery or campus mail to: Student Employment, SSB CPO 59, Campus).

- The Student Employment Office will send you a **VERIFICATION EMAIL** once all of the student's paperwork is in order and has sent the student's information to be set up for pay roll.

STUDENTS SHOULD NOT BEGIN TO WORK UNTIL YOU HAVE RECEIVED THE VERIFICATION EMAIL FROM THE STUDENT EMPLOYMENT OFFICE.

International students must adhere to the regulations found under International Student Employment.

Paperwork

Returning Students (Students who have worked at ECU in the last calendar year)

- Student Employment Work Authorization (student pick up this form from the Student Employment Office)

New Students (Students without prior ECU work experience)

- Student Employment Authorization Form
- I-9 Employment Form (Picture ID and social security card required)
- K-4 State of Kentucky Withholding form
- Internal Revenue Service (Federal Government) Withholdings W-4 Form
- Direct Deposit form with a voided check

Scheduling

Students may not work over their twenty hours per week limit. Student supervisors must make certain that the department has enough funding in their budget's student employment line item, before committing to set number of hours for your student worker. If your department goes over the department's allotment of money for institutional and federal work study wages, the cost will have to come from the department's operating costs. Students are not eligible for overtime, holiday pay, or sick days.

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. Institutional employment allows eligible students to work up to twenty (20) hours during school breaks if they intend to register for the term following the 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 their Visa, I-20, and I-94 along with a completed Student Work Authorization Form (to receive a Request Letter for SS#).
 6. Notify the Student Employment Office if/when they quit or change jobs.
- *Hours listed above are not guaranteed. Hours are based on department need.

Steps for Hiring

- Post your job add on the Online Employment System through EKU’s Human Resources
- Interview students
- Once a candidate has been chosen as your student employee :
 - Recommend for hire in the Online Employment System (for help with this process contact Human Resources)
 - Tell the student they have been **“conditionally hired”** - while you are waiting for their back ground check (which is required by Kentucky State Law) to be approved.
- While waiting for the background check to be completed tell your student to come to the Student Employment Office (Student Services Building Room 219- enter through the Financial Aid Office).
- Have the student get a **WORK AUTHORIZATION FORM**.
- Tell the student to bring: an EKU ID, their Social Security Card, Passport/Visa, I-20, I-94 and a check that has been voided for their Direct Deposit.
- The student will bring the Work Authorization to you, fill it out and return it (via: student hand delivery or campus mail to: Student Employment, SSB CPO 59, Campus).
- The Student Employment Office will send you a **VERIFICATION EMAIL** once all of the student’s paperwork is in order and has sent the student’s information to be set up for pay roll.

STUDENTS SHOULD NOT BEGIN TO WORK UNTIL YOU HAVE RECEIVED THE VERIFICATION EMAIL FROM THE STUDENT EMPLOYMENT OFFICE.

On-Campus Employment

International (F-1) Students are generally permitted to work part-time on the premises of the school issuing their currently valid I-20, while they are attending that school and maintaining their F-1 status.

Types of On-Campus Employment

On-campus employment includes work as a teaching or research assistant as well as jobs in the school library, cafeteria, and administrative offices. If the school is the employer, the

only general restriction on the type of work, is that the work cannot “displace United States residents,” which has been interpreted to mean that an on-campus employer may not remove a U.S. worker to hire an F-1 Student.

Paperwork

International students must submit the following paperwork:

Returning Students (Students who have worked at EKU in the last calendar year)

- Student Employment Work Authorization (student pick up this form from the Student Employment Office)

New Students (Students without prior EKU work experience)

- Student Employment Authorization Form
- I-9 Employment Form (Picture ID and social security card required)
- K-4 State of Kentucky Withholding form
- Internal Revenue Service (Federal Government) Withholdings W-4 Form
- Passport/Visa
- I-24
- I-90
- Direct Deposit form with a voided check
-

A 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

Students may not work over their twenty hours per week limit. Student supervisors must make certain that the department has enough funding in their budget's student employment line item, before committing to set number of hours for your student worker. If your department goes over the department's allotment of money for institutional and federal work study wages, the cost will have to come from the department's operating costs. Students are not eligible for overtime, holiday pay, or sick days.

APPENDIX

The following information can be found at the website:

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

- Time card instructions and schedule information
- Web time information
- Payroll schedule and general information

Personal Payroll Information (Check stubs)

Log in to your EKU Direct account and click on:

- Employee menu
- Pay information
- EKU pay stub
- Display
- Most recent pay date

You will see your most recent pay stub.