A comprehensive guide detailing on-campus student employment at Anderson University.

Anderson University
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Rice Building
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Congratulations! You have received a job as a student assistant at Anderson University. As an employee of AU, you are part of a staff of about 400 student assistants. Anderson is busy and complex, and each student who works here helps to keep it running smoothly. We think of our student staff as “student essentials”. While working here, you will be:

- Earning spending money
- Gaining valuable work experience
- Providing the university with needed services

You may be feeling somewhat nervous about starting your job. You may also have concerns or questions, such as:

- What are my duties?
- How do I dress?
- What if I don’t know how to do something?

Relax. Do not be afraid to ask questions or for help. It is always better to admit you do not know something but are willing to learn than to give someone incorrect information. We hope this manual will help you feel at ease about these concerns by giving you a good understanding of what you can expect from your job and what will be expected of you.

Absences: If you will be absent or late for work, you must contact your supervisor. NO EXCEPTIONS.

Appearance: Although the university does not have a specific dress code, student employees are expected to dress neatly and appropriately for the position they are assigned. Consult your supervisor about the dress code for the department in which you are working.

Conduct: Since Anderson University employs many students, extended conversation and socializing can be distracting. Friends and family should not visit you at work. Please do not read newspapers/books or “surf the internet” during work hours.

Please understand that you can be terminated for any of the following reasons:

1. Working during a scheduled class.
2. Working under the influence of alcohol, stimulants, or other drugs.
3. Missing work for two consecutive days without notifying your supervisor.
4. Reporting more hours on your time sheet than you actually worked.
5. Violation of the confidentiality policy of student records.
6. Forging your supervisor’s signature.
7. Having your supervisor complete your timesheet for you. (This is YOUR responsibility)

Confidentiality of Student Records: An important responsibility of working in different offices on campus is confidentiality of student records. Records must be treated confidentially and professionally. They may be discussed only with individuals authorized to have access to educational records. YOU MUST NEVER DISCUSS A STUDENT’S RECORD WITH ANYONE - This is cause for immediate termination.

Giving Notice: Give your supervisor at least two weeks notice if you plan to end your employment.
Grade Point Average: In order for students to remain eligible for on-campus employment, all students are required to maintain Satisfactory Academic Progress (SAP) in order to retain their work study position. (Refer to the current college catalog for SAP standards.) **THERE ARE NO EXCEPTIONS.**

- Federal Work Study Students must maintain a 2.0 GPA
- AU Work Study Students must maintain a 2.5 GPA

Telephone Etiquette:
1. Learn how to use the phone. If you have questions, ask your supervisor for help. Do not try to answer the phones until you have been properly trained.
2. Always identify yourself. Give your name and department when you answer or place a call.
3. Each call is important. Use courtesy, and BE A GOOD LISTENER.
4. Your voice creates an image. Use a pleasing tone of voice and speak clearly into the receiver.
5. Take complete messages: caller, area code and phone number, date and time, the message and your name. Keep pads and pencils by the phone.
6. When you put someone on hold, explain what you are doing and check back frequently. If you know the wait will be long, offer to take a message.
7. Be sure of what you intend to say before you place a call.
8. When transferring a call, please tell the caller that you are transferring the call and provide a brief explanation before transferring.

Use of Office Equipment: Employees may not use office equipment, such as computers, copy machines, word processors, or typewriters for personal use. Computers are provided in the library for student’s use in writing papers and checking e-mail. Students who are discovered using office equipment for personal use will be terminated immediately.

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**Federal Work Study Program**

The Federal Work Study Program (FWS) regulations stipulate that up to 75% of a student’s earnings will be paid by the federal government with the remaining 25% paid by the employer.

Students are limited to working no more than twenty 20 hours per week while classes are in session. During breaks and holidays where classes are not being held, students are limited to working no more than 40 hours per week. **No overtime is paid through the FWS program.**

**Qualifying for FWS:** A student must be currently enrolled full time in a degree-seeking program at Anderson University and have received a financial aid award that includes FWS employment eligibility. Since FWS awards are based on need, the student must apply for financial aid using the “Free Application for Federal Student Aid” (FAFSA)

The application process requires students to file a FAFSA each year and indicate an interest in student employment. The Financial Aid Office utilizes this form to establish your eligibility for assistance. If eligible, you will be awarded a financial aid package that includes FWS with a preset earning limit.
Federal Community Service Work Study

Students who have received a financial aid package that includes a FWS award are eligible to work at a designated off-campus agency. Contact the Financial Aid Office for more information if you are interested in working off campus.

America Reads America Counts Challenge

The “America Reads America Counts Challenge” is a national campaign that challenges every American to help our children read and improve their math skills. College students have the opportunity to earn Federal Work Study by tutoring children in a local elementary school. Contact the Financial Aid Office for an America Reads America Counts application.

AVID: Advancement Via Individual Determination

AVID is an in-school academic support program for grades 4-12 that prepares students for college eligibility and success. College students have the opportunity to earn Federal Work Study by tutoring children in a local middle school. Contact the Financial Aid Office for an AVID application.

Anderson University Work Study Program

There are several positions on campus that are paid through the Anderson University Work Study Program (AUWS). These positions are selected after an interview process and have a preset earning limit.

Qualifying for AUWS: A student must be currently enrolled full time in a degree-seeking program at Anderson University.
Completed paperwork must be submitted to your supervisor and the Financial Aid Office, three business days prior to your first date of work.

**Work Voucher**

**EXAMPLE:**

![Work Voucher Example](image-url)
Work Agreement

Example:

Student Work Agreement
Anderson University 2011-2012

It is agreed that the student does not perform satisfactory work, he/she is to be counseled by the supervisor and given a second chance with a written notice sent to the student and the Financial Aid Planning Office. If the student's work does not improve, the supervisor has the authority to terminate the student and a Disciplinary Action Form will be placed in the student's file.

It is agreed that the student will not work during scheduled class time. Doing so will result in the loss of the student's position for the semester.

It is agreed that the student will submit a timesheet on a monthly basis to their supervisor by the date indicated on the work study pay schedule contained in the Work Study Manual.

It is agreed that times calculated on the timesheet will be rounded to the nearest quarter hour, 11:00 PM or AM next to the time. It will not have any errors (markings, scratches, write-overs, etc.). The supervisor and student working together will be responsible for keeping an accurate record of the hours the student has worked each month.

It is understood by the student that, because of strict regulations, Federal Work and I-9 forms must be on file before beginning work.

It is agreed that continued employment is contingent upon the student maintaining Satisfactory Academic Progress (SAP). (See SAP in the current college catalog)

It is agreed that the student will dress in a professional manner while at work (NO skin showing in the midriff area, skirts, shorts should be a reasonable length). If you have any questions discuss with your supervisor.

It is agreed and understood that the student and supervisor have read the rules and regulations contained in the Student Employee Manual.

I certify that I have attended the required work study and harassment training for the 2011-2012 academic year.

I understand the policies for the work study program and the procedures to follow in order to receive my check on a monthly basis.

I understand that I will be paid by Direct Deposit and must have a Direct Deposit form and voided check on file in the payroll department.

I certify that I have not been adjudicated delinquent or been convicted or pled guilty or non controvert to any felonies or any alcohol or drug related offenses under the laws of this or any other state or under the laws of the United States. I agree to notify the Financial Aid Planning Office should this status change.

I, a US Citizen: [ ] I am NOT a US Citizen: [ ]

Country of Residence: USA

I promise that the information herein is true and complete to the best of my knowledge. I hereby understand that my employment relationship is at-will nature, which means that I can resign at any time or be released at any time for any reason.

Student's Name (Please Print): Rachael Howard

Supervisor's Name (Please Print): Rebekah Burdick

Department: Financial Aid

Student's Job Title: Student Worker

________ [ ] Male

________ [ ] White/Non-Hispanic

________ [ ] Black/African-American

________ [ ] Unknown

________ [ ] Female

________ [ ] American Indian/Alaskan

________ [ ] Asian/Pacific Islander

________ [ ] Hispanic

________ [ ] Non-Resident Alien

Date: 8/5/2011

FAO Return Date:
Statement of Confidentiality

A signed (student and supervisor) Work Agreement must be on file in the Business Office. The Work Agreement, Work Voucher, and Statement of Confidentiality are given to students as the first step in procuring a work study position.

Example:

![Image of Statement of Confidentiality]

Form I-9 (Employment Eligibility Verification Form)
An I-9 form must be completed by the student and certified by the student’s supervisor. This form is used to verify an employee’s identity and eligibility to work in the United States. The student completes and signs Section 1 (top portion) and must provide the proper identification (i.e., passport, driver’s license, social security card, and/or birth certificate.) Documentation must be originals and cannot be copies. This form must be submitted before the student can begin working.

Example:
# Lists of Acceptable Documents

All documents must be UNEXPIRED

Employees may present one selection from List A or a combination of one selection from List B and one selection from List C.

### List A
Documents that Establish Both Identity and Employment Authorization

1. U.S. Passport or U.S. Passport Card
2. Permanent Resident Card or Alien Registration Receipt Card (Form I-551)
3. Foreign passport that contains a temporary I-551 stamp or temporary I-551 printed notation on a machine-readable immigrant visa
4. Employment Authorization Document that contains a photograph (Form I-766)
5. For a nonimmigrant alien authorized to work for a specific employer because of his or her status:
   a. Foreign passport and
   b. Form I-64 or Form I-64A that has the following:
      i. The same name as the passport
      ii. An endorsement of the alien's nonimmigrant status as long as that period of endorsement has not yet expired and the proposed employment is not in conflict with any restrictions or limitations identified on the form
   c. Passport from the Federated States of Micronesia (FSM) or the Republic of the Marshall Islands (RMI) with Form I-64 or Form I-64A indicating nonimmigrant admission under the Compact of Free Association between the United States and the FSM or RMI

### List B
Documents that Establish Identity

1. Driver's license or ID card issued by a State or purifying possession of the United States provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address
2. ID card issued by federal, state, or local government agencies or entities, provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address
3. Social Security card
4. Voter's registration card
5. U.S. Military Card or draft record
6. Military dependents ID card
7. U.S. Coast Guard, Merchant Marine Card
8. Native American tribal document
9. Driver's license issued by a Canadian government authority
10. School ID card with a photograph
11. School record or report card
12. Clinic, doctor, or hospital record
13. Day-care or nursery school record
14. For persons under age 18 who are unable to present a document listed above:

### List C
Documents that Establish Employment Authorization

1. A Social Security Account Number card, unless the card includes one of the following restrictions:
   i. NOT VALID FOR EMPLOYMENT
   ii. VALID FOR WORK ONLY WITH INS AUTHORIZATION
   iii. VALID FOR WORK ONLY WITH DHS AUTHORIZATION
2. Certification of Birth Abroad issued by the Department of State (Form FS-545)
3. Certification of Report of Birth issued by the Department of State (Form DS-1350)
4. Original or certified copy of birth certificate issued by a State, county, municipal authority, or territory of the United States bearing an official seal
5. Native American tribal document
6. U.S. Citizen ID Card (Form I-197)
7. Identification Card for Use of Resident Citizen in the United States (Form I-179)
8. Employment authorization document issued by the Department of Homeland Security

Illustrations of many of these documents appear in Part 8 of the Handbook for Employers (M-274).

Refer to Section 2 of the instructions, titled "Employer or Authorized Representative Review and Verification," for more information about acceptable receipts.
The W-4 certificate (Employee’s Withholding Allowance Certificate) is used to designate the appropriate income tax withholding status for employees. This determines the amount of tax withheld from your paycheck. Students must complete a W-4 certificate (federal and state). All student W-4 certificates are kept on file in the Business Office. To make changes or corrections, students should go to the Business Office and see Sandy James.

When completing your W-4 certificate be sure to use a permanent (home/parental) address to which your W-2 form (Annual Wage Earnings Statement) may be mailed at the end of the calendar year.

When completing your W-4 certificate, you have two choices concerning your preferred withholding status: 1) to claim EXEMPT (no money will be withheld); or 2) to claim ZERO (0), ONE (1), or more exemptions. If you claim ZERO (0), ONE (1), or more exemptions, the Internal Revenue Service (IRS) will withhold a portion of your earnings.

Example:

Exemption from FICA Taxes
Students who are part of the College’s work study program are subject to taxation.

To be exempt from FICA, you must be enrolled and attending classes in the fall or spring semester.

**Direct Deposit Form**

Students are paid once a month through Direct Deposit into their checking and/or savings account. All students must have a direct deposit form on file in the Business Office before they can receive a pay check. A **VOIDED check or letter from your bank with routing and account number** must be attached to the Direct Deposit form.

**Example:**

![Example Direct Deposit Form Image]
America Reads America Counts

Volunteer Form

Tutors in the schools are required to have a background check before they can begin tutoring. The cost of the background check is $25.

Example:

ANDERSON SCHOOL DISTRICT FIVE
School Volunteer Form
TO BE COMPLETED BY ALL VOLUNTEERS HAVING A SUPERVISORY ROLE WITH STUDENTS, FOR EXAMPLE, TUTORS AND CHAPERONES.

PRINT ALL RESPONSES USING BLUE OR BLACK INK

First Name: RACHAEL
Middle Name: ANN
Last Name: HOWARD
Address: 5 S HAPPY TRAIL
City: ANDERSON State: SC
Gender (circle): M ☐ F ☐ Race: White

Area(s) in which you are a volunteer: Please check below all that apply
☐ TUTOR ☐ CHAPERONE ☐ OTHER

Social Security Number: 5 5 5 5 5 5 5 5 5
Phone #’s: (H) 555-5555 (W) 55555555 (C) 555-5555

Date of Birth: October 01 91

Have you served as a tutor or chaperone in one of our schools before? YES ☐ NO ☐

If YES, which school(s): ________________

Child’s Name: ________________ Grade: ________________

Anderson School District Five promises to provide a safe, nurturing environment for our students. We respectfully request that all volunteers having a supervisory role with students complete a background check. All of our school employees do this at time of hire. All background check information is confidential and is kept in accordance with state, federal and local regulations. Thank you so much for helping our students and our schools!

Signature: Rachael Howard Date: 8/5/2011

School: ________________

Principal’s Signature: ________________
Responsible Persons

The Student is responsible for:

- Scheduling a time to complete the new hire paperwork with Work Study Coordinator.
- Returning the completed paperwork to Work Study Coordinator once Direct Supervisor has signed.
- Submitting completed time sheets to the hiring supervisor each month by the date your supervisor sets.
- Scheduling hours per week with the supervisor (You may not exceed your award limit).
- Contacting the supervisor if he/she will NOT report to work as scheduled.

The Supervisor is responsible for:

- Contact Work Study Coordinator, via email, once you have hired a Work Study Student to confirm they are eligible.
- Verifying the student’s time sheet each month (including verification that the student did not work during a scheduled class)
- Checking the accuracy of time sheets
- Signing the student’s time sheet

The Financial Aid Office is responsible for:

- Overseeing the overall coordination of the student work program.
- Providing Work Study training and completing needed documents with students.
- Keeping a running total of hours on all students on campus work programs and insuring that they do not exceed the amount which they are awarded.
- Making final decisions concerning the hiring and terminating of all student workers.
- Collecting time sheets and submitting them to the Business Office to be paid.

The Business Office is responsible for:

- Keeping the Work Voucher, W-4 and Direct Deposit information on file.
- Processing Payroll
- Mailing W-2 forms by January 31st
METHOD OF PAYMENT

Students are responsible for submitting time sheets to their supervisor by the last date of each month.

Late time sheets and time sheets with errors will not be paid until the payment date of the following month.

Students are paid once a month through Direct Deposit into their checking and/or savings account. All students must have a direct deposit form on file in the Business Office before they can receive a pay check.

*************************************************************************************************************

HOURS PER WEEK TO WORK

Freshman can work up to 10 hours per week.
Sophomores through Seniors can work up to 20 hours per week.
Graduate students can work up to 20 hours per week.

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TIME SHEETS DUE

Time sheets are due in the Financial Aid Office (Rice Building) by 4:30 pm according to the date on the Work Study Pay Schedule.

*************************************************************************************************************
1. Timesheets MUST be completed on the appropriate electronic timesheet found on Anderson University’s Website under Admission & Financial Aid, Freshmen, Financial Aid & Scholarships, Work-Study Program then Timesheets.

   You can also go directly to www.andersonuniversity.edu/workstudy.

2. Time sheets must be completed using the following format:
   a. Your name printed & signature in ink.
   b. Your student ID #
   c. Supervisor’s name printed & signature
   d. List the time in and time out each day in the appropriate block
   e. Round to the nearest quarter hour
   f. List AM/PM
   g. Attach an Updated Schedule to timesheet

3. Time sheets should be submitted to your hiring supervisor each month by the deadline your supervisor sets. Your supervisor will process the timesheet and submit it to the Financial Aid Office by 4:30pm on the due date according to the Work Study Pay Schedule. The time sheet must be signed by the student and supervisor in pen.

4. All Work Study paperwork must be completed and submitted to the Financial Aid Office three days before the student begins work.

5. Federal Work Study regulations stipulate employees must file a Tax Exemption Certificate. A W-4 form (Employee’s Withholding Allowance Certificate) must be on file in the Business Office before the student begins work.

6. All student employees must complete Form I-9 (Employment Eligibility Verification Form.) NO EXCEPTIONS.
Timesheet Instructions

1. Download the timesheet from the AU website.
   a. www.andersonuniversity.edu/workstudy
   b. Click on Timesheets
   c. Select the correct month
   d. Make sure you save a copy of the timesheet so you can access it later.

2. Type in your information.
   a. Student ID number.
   b. Name
   c. Type in your Department Account number if it is provided to you.
3. Enter the times you worked using the drop-down boxes in the appropriate cells.
   a. Pay close attention to select the right AM/PM times.
   b. Your total hours will calculate automatically.
4. Print out your timesheet and turn it in to your supervisor.
   a. Make sure you sign your timesheet before turning it in.
   b. Your supervisor will sign and date your timesheet.
   c. You must attach a current copy of your class schedule to the first timesheet of each
      semester.
      i. If you turn in more than one timesheet, attach a copy of your schedule to each
         timesheet.
      ii. You can print your timesheet from your Self-Service account. Please print your
          schedule in list/text form, NOT in grid form.

5. Turn your timesheet into the Financial Aid Office. You will receive an email reminder
   letting you know when your timesheets are due from your Supervisor.