

Anderson University Student Employee Handbook 2011-2012

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



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Introduction

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 money to contribute toward your education
- Gaining valuable work experience
- Providing the college 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 ask 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: Your supervisor will tell you who to notify in case you must be absent. If you will be absent or late for work, you **must** contact your supervisor. **NO EXCEPTIONS.**

Appearance: Although the college 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 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 without permission.
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.

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.**

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.

Types of Student Employment

Federal College Work Study Program

The Federal College Work Study Program (FCWS) 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.

It is suggested that students work no more than twenty (20) hours per week during the academic year. **No overtime is paid through the FCWS program.**

Qualifying for FCWS: 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 FCWS employment eligibility. Since FCWS 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 FCWS with a preset earning limit.

Federal Community Service Work Study

Students who have received a financial aid package that includes a FCWS award are eligible to work at a designated off-campus agency. A Federal Community Service Work Study application is required. Contact the Financial Aid Office for an application.

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 Kindergarten through 8th grade in a local elementary school. Contact the Financial Aid Office for an America Reads*America Counts 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. For a list of these positions, check the list of current positions.

Qualifying for AUWS: A student must be currently enrolled full time in a degree-seeking program at Anderson University

Required Documents

for FCWS, AR*AC, Community Service, and AUWS

I-9 (Employment Eligibility Verification Form)

A I-9 form must be completed by the student and certified by the Work Study Coordinator. 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.)

W-4 Certificate

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, Room 223 in Rice Building.

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.

Work Agreement

A signed (student and supervisor) Work Agreement must be on file in the Business Office. Work Agreements and Work Vouchers are given to students with your work study paperwork.

Exemption from FICA Taxes

Students who are part of the College's work study program are subject to taxation.

To be exempt from FICA within a pay period, you must be registered for a minimum of 6 credit hours in any fall or spring semester.

Direct Deposit

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. **You MUST attach either a voided check or a letter from your bank with your account number and routing number to the direct deposit form.**

Responsible Persons

The Student is responsible for:

- Completing and returning all paperwork to the supervisor by the requested date
- Submitting his/her completed time sheets to the Financial Aid Office each month by the date required on the Work Study Pay Schedule
- 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:

- Signing all paperwork for the student and submitting the paperwork to the Office of Financial Aid Planning within three business days prior to student starting work
- Training the student completely about all aspects of the job
- 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
- Ensuring that all paperwork is complete and on file before student can begin work
- 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 firing of all student workers
- Sending monthly reports to supervisors and students regarding the total hours to work, total hours earned, and total hours remaining to work
- Collecting time sheets and submitting them to the Business Office to be paid

The Business Office is responsible for:

- Keeping the Work Agreement, I-9, and W-4 on file
- Issuing pay checks
- Mailing W-2 forms by January 31st

Work Schedule

METHOD OF PAYMENT

Students are responsible for submitting time sheets to the Financial Aid Office 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. **The direct deposit form MUST include either a voided check or a letter from your bank with your account number and routing number.**

If a student has been issued a Work Voucher and fails to submit a time sheet after the first month of employment, the student and the supervisor will be notified by the Work Study Coordinator to determine if the student has begun his/her work study. If after the second month of employment the student does not submit a time sheet the student **will be terminated**. Both the student and the supervisor will be notified. The job will then be reposted for placement.

HOURS PER WEEK TO WORK

The following is an estimated amount of hours you need to work per week in order to earn the full amount of your scholarship.

**Scholarship amounts are based on award per year (30 weeks).

<u>Scholarship Amount</u>	<u>Hours per week</u>
\$500	2.3
\$1000	4.6
\$1500	6.9
\$2000	9.2
\$2500	11.5
\$3000	13.8

TIME SHEETS DUE

Time sheets are due in the Financial Aid Office (Rice Building) by 5:00 pm according to the date on the Work Study Pay Schedule.

WORK STUDY PAY SCHEDULE

<u>Hours worked in</u>	<u>Due date for time sheets</u>	<u>Pay check date</u>
August	September 1 st	September 15 th
September	October 1 st	October 15 th
October	November 1 st	November 15 th
November	December 1 st	December 15 th
December	December 17 th	January 15 th
January	February 1 st	February 15 th
February	March 1 st	March 15 th
March	April 1 st	April 15 th
April	May 2 nd	May 15 th
May	June 1 st	June 15 th
June	July 1 st	July 15 th

Rules and Regulations of Campus Work Programs

1. Timesheets MUST be completed on the appropriate electronic timesheet found on Anderson University's Website under Student Employment.
2. Time sheets must be completed using the following format:
 - a. Your name printed & signature
 - 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 the Financial Aid Office (Rice Building) each month by 5:00 pm according to the date on the Work Study Pay Schedule. **The time sheet must be signed by the student and supervisor.**
4. All paperwork must be completed and submitted to the Office of Financial Aid Planning three business days prior to the student starting work.
5. All student employees must complete Form I-9 (Employment Eligibility Verification Form.)
NO EXCEPTIONS.