2012-2013
UNDERGRADUATE STUDENT EMPLOYMENT HANDBOOK

Everything you need to know about working on campus …from getting a job to getting paid!
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I. Introduction

The Clark University Student Employment Program consists of two categories of job opportunities for students. The first is the Federal Work-Study Program (FWSP) which is a federally funded financial aid program administered by the Office of Financial Assistance. The goals of work-study are to assist students in contributing to their college costs as well as to provide opportunities for practical experiences that supplement classroom activities.

It is important to note that an offer of work-study is not a guarantee of that amount, but rather a limit of potential earnings. Potential earnings may not be deducted from a student’s bill prior to being earned. Students receive pay for actual hours worked that can be used for books, supplies, personal expenses, or saved for future billed charges.

The second program is called Non-Work Study. Under this program, Clark University offers opportunities for students who are not eligible for employment under FWSP to seek jobs on campus.

The Office of Financial Assistance coordinates both programs during the Fall/Spring terms and summer break. Students may apply for summer work-study eligibility beginning in April. The deadline for submitting applications for summer work study is May 1. The availability of summer work study may fluctuate from year to year. Students should check with the Office of Financial Assistance each spring regarding the summer work study program.

If you have been awarded federal work-study and having difficulty finding a job on-campus, stop by the Office of Financial Assistance. Each semester, for those students having difficulty with their job search, we maintain a list of students who are seeking employment, both federal work-study and non-work-study. When a job becomes available we contact the students on this list about each job opportunity before the opening is posted on the job directory.

The following information is a guide to assist students with their work experience and a reference for supervisors.
II. Where to Begin

A. New Students
New students awarded and accepting Federal Work-Study will receive a work-study authorization form in their campus mailbox when they arrive for Orientation in August.

Returning Students
Returning students will find their Federal Work-Study Authorization in their campus mailbox at the beginning of the academic year. Students not awarded federal work-study will need a Non Work-Study authorization which can be obtained from the Financial Assistance Office or online in the student employment section on our website.

B. How to Obtain a Job
The first step to finding a job is to read the jobs available in the Job Directory. The Job Directory may be accessed at www.clarku.edu (select Resources and scroll down and select Financial Assistance, then Student Employment and the Job Directory). You may apply for any job on the list that interests you. Application is made directly to the supervisor listed in the Job Directory. Job descriptions will provide information concerning duties, performance expectations, and skills necessary for each position listed.

*Please note that jobs specified as Work-Study Positions are reserved for students who receive Federal Work-Study funds on their most recent financial aid award notification. If you plan on utilizing the work-study funds allotted to you, try contacting the specific departments who are strictly looking for work-study students (not Non-WS).
C. Returning Students

Students returning to the same position as a prior year must still complete a Work Authorization and obtain the appropriate signatures from their supervisors before they will be paid.

If you are not returning to a prior position, you may seek employment from any employer listed in the Job Directory.

Returning students do not have to complete a new I-9, W-4, or MA Withholding form if they have already completed one, but must submit the Work Authorization before they will be paid.

For both New and Returning student employees, all necessary paperwork should be returned to the Office of Financial Assistance as soon as possible. Your student employment record cannot be created and entered into the payroll system until all necessary documents are received. You need to allow at least two business days for your student employment record to be created before you will be able to use Web Time Entry, our electronic timesheet process.

D. What is Due Before You May Begin Work

Work Authorization Formed signed by Supervisor
I-9 Form (new employees)
W-4 forms
Direct Deposit Form

When you receive your work-study authorization form, you should review the federal work-study allotment to confirm it matches the awarded amount from your financial aid award letter. If there are any discrepancies, contact our office immediately. You should then complete the student section of the Work Authorization.
Present the Work Authorization form to prospective employers at the interview to help identify you as a work-study participant. When you are hired, have the supervisor complete the supervisor section.

*You must turn in all documents with the necessary signatures to the Office of Financial Assistance before any work may begin.*

**E. Acceptable Identification for the I-9 Form**

The United States Department of Homeland Security requires that all employees, both citizens and non-citizens, complete the I-9 form at the time of hire. Students should complete Section 1 of this form and bring it to the Office of Financial Assistance with either *one* document from List A or *two* documents from List B.* Documents brought to the office must be originals.

<table>
<thead>
<tr>
<th>List A or List B</th>
<th>One from this list:</th>
<th>One from this list:</th>
</tr>
</thead>
<tbody>
<tr>
<td>US Passport</td>
<td>Driver’s License</td>
<td>US Social Security</td>
</tr>
<tr>
<td>Permanent Resident Card or Alien Registration Receipt</td>
<td>Picture ID Card Issued by government agency</td>
<td>Certification of Birth</td>
</tr>
<tr>
<td>Employment Authorization Document that contains a photograph (Form I-766)</td>
<td>School ID Card with picture Abroad</td>
<td></td>
</tr>
<tr>
<td>Foreign Passport with Form I-94</td>
<td>Voter’s Registration Card Original or Certified</td>
<td></td>
</tr>
<tr>
<td>Passport from the Form I-94</td>
<td>Military dependent’s ID card tribal document</td>
<td></td>
</tr>
<tr>
<td>FSM or RMI with I-94</td>
<td>US Coast Guard Merchant US Citizen ID Card</td>
<td></td>
</tr>
</tbody>
</table>

*For additional forms of acceptable identification, see the Office of Financial Assistance.*
F. Community Service Opportunities

In order to create a culture of service, improve the quality of life for community residents, and create a community that addresses its needs together while providing work-learning experiences for students, we are pleased to offer a limited number of community service work-study positions for interested students. Clark University, through the University Park Partnership, has made a strong commitment to involvement in its local community, and in doing so, has created a number of exciting and interesting work-study positions for students.

Community service positions are listed in the Job Directory under the Community Service heading. The application processes for community service jobs are made in the same way as all other work-study positions.

III. Procedures

A. The Job Classification System

The intent of the classification system is to compensate students equitably by increasing wages for students who perform tasks requiring more skill or have more responsibility. The following ranges determine a student’s individual wage rate:

**Job Rates:**

- It is up to the supervisor to hire a student at a rate appropriate to the position. Job description and amount of experience the student has will determine the code and rate.
- The Office of Financial Assistance must have a current job description on file for all jobs on campus and has the final authority to determine the wage rate a student is to be paid. If the student feels that he/she is not being paid at the appropriate code, he/she should contact the Office of Financial Assistance.
- A Work Authorization Form must be submitted for each student in each position. Students must be paid according to the payroll system and pay rates on page 7. Check Requests for student employment and students on salary (Except for Grants and RA Stipends), are not acceptable. Electronic timesheets must be submitted to the Payroll Office for each student in each position in order to be paid by the University. Students cannot earn more than the stated maximum within a pay rate code.
- Due to frequently changing federal regulations, any rule regarding this system is subject to change. All students will be notified of any procedural changes.
B. The Payroll System and Pay Rates

A student’s wage is determined by his/her code and the rate pertaining to his/her job.

Code A:  

Student Assistant I ~
Duties include those which can be readily learned with little or no experience. This can be an entry level position, trainee level position, or a position with moderate to low level of responsibility.
Experience Requirement: Some or None

Pay Rate: $8.00 per hour*

Supervisors must have a written job description on file with the Student Employment Office.

Code B:  

Student Assistant II ~
Position requires a semi-skilled individual with previous knowledge or experience in the work assignment/department. May require previous knowledge in the tasks of the position.
Experience Requirement: Some

Pay Rate: $8.50 per hour*

Supervisors must have a written job description on file with the Student Employment Office.

Code C:  

Student Assistant III ~
This is a specialist position level. Position requires an individual with previous knowledge of assigned tasks. Often requires specialized communication skills or expertise to others. May require supervision of other students. (Example, Supervisor Position)
Experience Requirement: One year of related experience.

Pay Rate: $8.75 per hour*

Supervisors must have a written job description on file with the Student Employment Office.

NOTE: All Undergraduate work study and non-work study student employees are expected to be paid within one of these codes. Any exceptions to these established hourly rates must be approved by the Office of Budget and Planning indicated by the required signature on the work authorization form.
C. Web Time Entry System

Web Time Entry is the University electronic timesheet system. WTE is an easy way for student employees to enter their time worked, for their approvers to review it and to approve it. Students are paid bi-weekly according to the provided payroll schedule.

Here is a brief outline of how the payroll system works:

1. All students must turn in a completed and signed work authorization form. A student who has not previously worked on campus must complete I-9, appropriate tax forms and a Direct Deposit Form. If you are a returning student employee a new Direct Deposit Form is not necessary unless your banking information has changed and/or how you want your funds distributed changes.

2. Once the student has completed all necessary paperwork and has been established on the payroll system, both supervisor/approver will be able to begin the Web Time Entry Process. Your approver will provide you with the necessary training to use WTE.

3. Students are required to complete their electronic timesheet for each bi-weekly pay period and submit it for approval. The approver will approve the hours worked and submit the approved timesheet electronically to the Payroll Office for processing. Students should submit their electronic timesheet to their approver no later than Monday at 10:00 am to give the approver the necessary time to review the hours worked by the student, approve the timesheet and submit it to payroll for processing. Approvers must have timesheets approved and submitted no later than Monday at noontime.

4. All timesheets submitted must be approved by either the student’s approver, or the person who has been designated as a proxy for that approver. There is no option for a manual timesheet to be submitted by either the student or the approver.
### D. Payroll Schedule for Academic Year 2012-2013

<table>
<thead>
<tr>
<th>From – To</th>
<th>Due</th>
<th>Issued</th>
</tr>
</thead>
<tbody>
<tr>
<td>8/20/2012-9/2/2012</td>
<td>9/3/2012</td>
<td>9/7/2012</td>
</tr>
<tr>
<td>9/3/2012-9/16/2012</td>
<td>9/17/2012</td>
<td>9/21/2012</td>
</tr>
<tr>
<td>9/17/2012-9/30/2012</td>
<td>10/1/2012</td>
<td>10/5/2012</td>
</tr>
<tr>
<td>10/1/2012-10/14/2012</td>
<td>10/15/2012</td>
<td>10/19/2012</td>
</tr>
<tr>
<td>10/15/2012-10/28/2012</td>
<td>10/29/2012</td>
<td>11/2/2012</td>
</tr>
<tr>
<td>11/26/2012-12/9/2012</td>
<td>12/10/2012</td>
<td>12/14/2012</td>
</tr>
<tr>
<td>12/10/2012-12/23/2012</td>
<td>*12/24/2012</td>
<td>12/28/2012</td>
</tr>
<tr>
<td>12/24/2012-1/6/2013</td>
<td>1/7/2013</td>
<td>1/11/2013</td>
</tr>
<tr>
<td>1/7/2013-1/20/2013</td>
<td>1/21/2013</td>
<td>1/25/2013</td>
</tr>
</tbody>
</table>

* Please submit timesheets for approval before leaving for winter break

Your electronic timesheets must be submitted to Approvers by 10:00 a.m. on scheduled dates and Approvers must submit approved timesheets to payroll by noontime on those dates. Late timesheets will not be paid until the following payroll.

Last work day for seniors is **April 29, 2013**. All other undergraduates can work through commencement, May 19th.

The Summer Work-Study Program begins the day after commencement, May 19th. Please note the availability of summer work study funds may fluctuate from year to year. Check with the Office of Financial Assistance regarding the summer work study program.
E. Direct Deposit

Direct Deposit is a condition of employment for all student employees. The direct deposit forms are available in the Office of Financial Assistance and must be completed and returned to the Office of Financial Assistance. You must submit a completed Direct Deposit Form before you can be set up in the payroll system. If the student has already had direct deposit at Clark, there is no need to complete another form unless there is a change in bank, account number, deposited amounts, etc.

F. Before You Can Be Paid

In order to be paid in the first payroll of the academic year (September 7), students must have the following items turned into the Office of Financial Assistance by 12:00 pm on Wednesday, August 29th: Completed I-9 and tax forms, appropriate identification items for I-9, a completed work authorization and a direct deposit form. If your paperwork does not arrive by that deadline or is incomplete, you will be paid on the next payroll cycle, which will be in two weeks (if all paperwork is complete).

IV. Rules & Regulations

A. Employment Period & Maximum Hours

- Work-study awards are to be used only for the time period indicated on the award letter and Work Authorization. Awards cannot be transferred to other time periods, to other students, or carried over to summer or the next academic year.
- Once the authorized amount has been earned, the student must stop working.
While classes are in session, students may work up to a maximum of twenty hours per week. During vacation periods of one week or more, students may be allowed to work additional hours. It is the responsibility of the student to keep track of earnings, as students will not be paid from work-study funds for hours exceeding their allotment. The maximum earnings a student may have per academic year is listed on the financial aid award letter and the Work Authorization.

You must apply for a summer work study award. This is considered a separate semester. It is not considered part of the academic year. The deadline for applying for summer work study is May 1, 2013. In order to determine your eligibility for summer work study, your application for financial aid for the 2013-2014 academic year must be complete.

B. Tax Information

All working students must have a social security number. If you do not have a social security number, you must apply for one with the Social Security Administration.

Work-study earnings are subject to all federal and state taxes. Except when a student is enrolled in classes, his/her earnings are subject to the Social Security tax deduction. Every student must complete a W-4 form that is part of his/her employee paperwork. The form is to be returned to the Office of Financial Assistance with the Work Authorization form. If you claim exempt on your W-4, you will be required to complete a new W-4 each year at the end of the fall semester.

For tax purposes, Clark University provides each student with a W-2 form listing all taxable earnings paid to the student. These forms are
distributed by the end of January and reflect the student’s earnings for the preceding year.

Students must also complete a Massachusetts State Tax withholding form; however, the form includes an exempt check-off for those students who anticipate annual earnings of less than $8000 earned in Massachusetts.

**C. Performance Expectations/Disciplinary Action**

Students are expected to perform their jobs to the best of their ability. If a problem arises, the supervisor should attempt to resolve the issue by speaking with the student first. If the problem continues, the supervisor should warn the student employee in writing at least once. If the problem persists, the supervisor should provide advance notice of termination and the reason(s) to the student in writing, with a copy to the Office of Financial Assistance.

Reasons for termination could be, but are not limited to: violation of confidentiality, dishonesty (including falsifying timesheets), poor work performance, habitual tardiness or absences. If a student is terminated from a work-study position, it is unlikely that the student will be allowed to work another work-study job for the remainder of the academic year.

**D. Federal Regulations**

1. **Definition of Hourly Employment** - Since federal work-study is a part-time employment program, students are paid on an hourly basis only, under an “hours pay for an hours work” arrangement.

   Undergraduate students may not be compensated fringe benefits such as sick leave, vacation, or holiday pay. These are not part of the pattern of compensation under the federal work-study program. Brief interruptions in the daily work schedule, such as a rest or coffee break, are allowed only if it
is the employer’s policy and practice to permit those interruptions for its regular hourly employees.

2. Penalties for Fraud and Other Work-Study

Violations - Student employees should be aware of the following regulations that are published in the December 31, 1980 Federal Register, Section 668.10: “(a) (1) Any person who knowingly and willfully embezzles, misapplies, steals or obtains by fraud, false statement or forgery, any funds, assets, or property provided or insured under any Title IV Student Assistance Program, including federal work-study shall be fined no more than $10,000 or imprisoned for not more than five years, or both. However, if the amount so embezzled, misapplied, stolen, or obtained by fraud, false statement, or forgery does not exceed $200, the fine shall not be more than $1000 and imprisonment shall not exceed one year, or both.”

V. Responsibilities of the Student Employee

- Students must have a valid social security number.
- Before you begin working, you should be certain all necessary paperwork has been completed and returned to the Office of Financial Assistance. This paperwork includes the Work Authorization form, a W-4 form, an I-9 form, and a MA Tax Exemption Form.
- You should report to work on time. If you are going to be late or absent, you should always notify your supervisor in advance.
- Timesheets must be submitted in to your approver on time. Late timesheets will be paid in the following paid period.
- Each department may have its own specific dress code. Make certain to check with your supervisor to find what is appropriate. Students should not engage in personal business during hours of employment.
- Students are responsible for ensuring that their earnings do not exceed their work-study award limit.
While the staff tries to place as many students as possible, the Office of Financial Assistance cannot guarantee placement of all students in work study positions. If you are having difficulty finding a job on-campus stop by the Office of Financial Assistance for guidance on how to secure a job.

VI. Non Work-Study Employment

Students who are not eligible for employment under the Federal Work-Study program may choose to seek employment through departments that hire non work-study students or through off-campus employment.

*The Student Employment Website will be updated with all current job opportunities as they become available throughout the year. Jobs listed will include both Federal WS and Non WS Positions.*

Non work-study positions require a Work Authorization Form for Non work-study, a W-4 form, an I-9 form, MA tax exemption form and a direct deposit form completed and returned to the Office of Financial Assistance before a student can be paid. The Web Time Entry process, submitting and approving of timesheets and the payroll schedule are all the same for students working through the Non work-study employment program. If you have any questions regarding non work-study employment, please feel free to contact our office.

VII. Undergraduate International Students

Undergraduate International students *may* be eligible to utilize the Student Employment Website and referral service. However, since there may be certain restrictions regarding employment in the United States, international students must first speak to the Office of Intercultural Affairs at 793-7362 to determine if they are eligible to work.
VIII. **Hints for Supervisors**

While supervisors are interested in hiring student employees whose personality, skills and schedule meet the needs of the department, certain guidelines should be followed to ensure that your student receives timely paychecks:

- Identify the student as a participant in the federal work-study program by asking to see his/her Federal Work-Study Authorization.
- Secure basic information about the student’s background, training, special skills, schedule and number of hours available.
- Clearly explain job responsibilities, performance expectations, dress codes, pay rates and work schedules associated with the position.
- Give the student a timeline as to when you will notify him/her. Delays in the decision may cause financial hardship to the student and make it more difficult for him/her to find an available job.

IX. **Responsibilities of the Supervisor**

- **Employers must have a signed, approved Position Request Form on file with the Office of Financial Assistance for each position. Students cannot be paid for positions for which no Position Request Form exists.**
- Supervisors are to complete the supervisor portion of the Work Authorization form and promptly return the form to the student. **THE STUDENT SHOULD NOT BEGIN WORKING** until this form has been completed and received by the Office of Financial Assistance.
- The student employee timesheets must be approved bi-weekly and submitted directly to payroll via the WTE system.
The employer should provide the student with a written job description, training, and supervision to the student to the degree necessary for adequate job performance. The student should also be made aware of important office policies and procedures. Timesheet approvers will need to provide the necessary training for the student to utilize the Web Time Entry system.

The employer is responsible for dealing with a student’s work-related problems. Do not hesitate to contact our office if you have any questions.

An employer who hires a work-study student shares responsibility with the student for monitoring his/her earnings.

While the staff does everything possible to place as many students as possible, the Office of Financial Assistance cannot guarantee placement of students in all departments.

X. Thanks To You

The success of the Student Employment Program relies heavily on the enthusiasm and cooperation of its participants. We thank you for participating in this program. Please feel free to contact our office if you have any questions about student employment at Clark University.

*It is the policy of Clark University that each qualified individual, regardless of race, color, sex, sexual orientation, religion, national origin, age as defined by law, or handicap shall have equal opportunity in education, employment or services of Clark University. The University encourages minorities, women, Vietnam Veterans, handicapped persons and persons over 40 to apply.*

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