Clark University Student Employment Handbook

2016-2017
Introduction

Student employment plays an important role in the Clark experience for many of our students. These positions offer opportunities for students to gain professional development experience and skills and help students connect with a broader network of faculty and administrators on campus.

This handbook outlines policies and procedures for seeking and retaining student employment at Clark. All student employees are required to follow these policies and should familiarize themselves with the material. It is also important to note that students are not guaranteed jobs on campus. If a student is actively seeking employing but has not found a position, contact the Office of Financial Assistance. This office maintains a list of students actively seeking employment.

Student employment is a collaborative effort among campus departments including the Office of Financial Assistance, the LEEP Center, and Human Resources. This guidebook will direct you to the appropriate office for handling specific questions.
Student Employment Process

Applying for student employment

All open positions are posted in the LEEP Center Clark Recruiter. While most positions will be posted over the summer, additional jobs will be posted on a rolling basis as they become available. It is up to the student to visit the LEEP Center Clark Recruiter and browse open positions.

To apply for a position, students must submit a LEEP Center approved resume. Instructions on how to do that can be found here. Students are encouraged to apply for multiple positions that fit their interests and schedule. Please make sure you meet the listed qualifications for hiring listed in the position description. Some positions will require only a resume, while others might require additional documentation. Supervisors will review applications, select candidates to contact (and typically interview), and hire the best applicant for each position. Application review will not begin until after Friday, August 26th. Please do NOT contact hiring managers before this date to inquire about the status of a position.

If you are returning to the same position as a previous year, you do not need to re-apply for the position (unless your supervisor has indicated otherwise). However, you must complete the Student Employee Hire Form before you begin work. If you have worked on campus, but are not returning to the same position, you should seek employment through the LEEP Center Clark Recruiter system.

After you are hired

After you have been offered a student employment position, you are responsible for completing all of the required paperwork and submitting it to the Office of Financial Assistance. Students should NOT begin working until all paperwork has been submitted and approved.

Once paperwork is submitted, students can connect with their direct supervisor to establish a work schedule. Before or during your first work shift, supervisors should review all expectations for the position and provide a general orientation to the position and department.
What is Due Before You May Begin Work

I-9 (Form (new employees))
W-4 form
M-4 form
Direct Deposit Form
Student Employee Hire Form

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.

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

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.*

**LIST A**

One from this list:
- U.S. Passport
- Permanent Resident Card or Alien Registration Receipt
- Employment Authorization document that contains and photograph (Form I-766)
- Foreign Passport with form I-94
- Passport from the FSM or RMI with I-94

**LIST B**

One from this list:
- Driver's License
- Photo ID issued by government agency
- University Photo Student ID
- Voter's Registration Card
- U.S. Military Card or Draft Record
- Military dependent's ID card
- U.S. Coast Guard Merchant Mariner Card
- U.S. Social Security Card
- Original or Certified copy of U.S. birth certificate
- Certification of birth abroad
- Native American tribal document
- U.S. Citizen ID card

*For additional forms of acceptable identification, see the Office of Financial Assistance.*
Before You Can Be Paid

In order to be paid in the first payroll of the academic year (September 16), students must have the following items turned into the Office of Financial Assistance by 12:00 pm on Friday, September 9th: Completed I-9 and tax forms, appropriate identification items for I-9, a completed Student Employee Hire Form 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).

Returning students do NOT need to complete a new I-9, W-4, or MA withholding form if they have already completed one, but must submit the Student Employee Hire Form before they will be paid.

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.

Student 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 Student Employee Hire 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. You will receive this electronically from the payroll office.

For tax purposes, Clark University provides each student with a W-2 form listing all taxable earnings paid to the student. These forms are found online under your Student Employment tab. The student will need to give consent to receive this information electronically should they wish to download it. This will 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.

The Payroll System and Pay Rates

NOTE: All student employees must be paid nothing below the Massachusetts minimum wage rate, currently set at $10.00/hr. Your hiring supervisor will discuss with you and determine your hourly rate, if above the minimum hourly wage, when you are hired.
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 Student Employee Hire 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, we will just need a Student Employee Hire form completed.
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. Late timesheets must still be approved online. However once approved, it will need to be printed out, signed by the approver or proxy and walked over the payroll office for processing.
5. Students hired for the academic year may not begin working before the first day of classes.
6. Your timesheet will indicate the amount of student employment funding the department has budgeted for you to earn. As you earn funds for each payroll period, your timesheet will reflect the remaining “balance” you have left to earn. It is your responsibility, along with your supervisor, to track your earnings throughout the year to ensure you are earning within the department budget.

**Payroll Schedule for Academic Year 2016-2017**

<table>
<thead>
<tr>
<th>From – To</th>
<th>Due</th>
<th>Issued</th>
</tr>
</thead>
<tbody>
<tr>
<td>08/29/2016-09/11</td>
<td>09/12/2016</td>
<td>09/16/2016</td>
</tr>
<tr>
<td>09/12/2016-09/25</td>
<td>09/26/2016</td>
<td>09/30/2016</td>
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<tr>
<td>09/26/2016-10/09</td>
<td>10/10/2016</td>
<td>10/14/2016</td>
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<td>10/10/2016-10/23</td>
<td>10/24/2016</td>
<td>10/28/2016</td>
</tr>
<tr>
<td>11/21/2016-12/04</td>
<td>12/05/2016</td>
<td>12/09/2016</td>
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<tr>
<td>12/05/2016-12/18</td>
<td>12/19/2016</td>
<td>12/23/2016</td>
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<td>01/06/2017</td>
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<tr>
<td>01/02/2017-01/15</td>
<td>01/16/2017</td>
<td>01/20/2017</td>
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</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 May 1, 2017. All other undergraduates can work through the end of the fiscal year (May 31) under the current 2016-2017 Student Hire Form.

**Direct Deposit**

The [direct deposit forms](#) are available in the Office of Financial Assistance and online. These 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.

**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 position, it is unlikely that the student will be allowed to work another job for the remainder of the academic year.

**Undergraduate International Students**

Undergraduate International students are eligible to utilize Clark University Student Employment opportunities. However, since there may be certain restrictions regarding employment in the United States, international students must first speak to the International Students and Scholars Office at 793-7362 to determine if they are eligible to work.
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 are not 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 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.”

**Policies and Expectations for Student Employees:**

- Student will complete and submit all necessary paperwork before they begin work.
- Arrive on time and prepared for all scheduled shifts. If a student wishes to make a permanent or temporary change to their schedule, they should clear this change with their supervisor as far in advance as is possible. In the event that a student is unable to work a shift due to illness or an emergency, they should communicate this to their supervisor as soon as possible.
- Follow the dress code requirements of their department. As a baseline, students are expected to present a neat and professional appearance at all times.
- Adhere to the confidentiality agreements of the department.
- Submit electronic timesheets by the specified bi-weekly deadlines. Late timesheets will be paid in the following pay period.
- Students with a Federal Work-Study award should be aware of their earnings as it relates to their award limit.
- Follow specific policies and guidelines established by their supervisor.
- While the staff tries to place as many students as possible, the University cannot guarantee a student will secure a position on campus. If you are having difficulty finding a job on campus, it is your responsibility to notify the Office of Financial Assistance and seek assistance.
Effectively Communicating With Your Supervisor
Establishing effective lines of communication is an important first step towards developing a professional working relationship with your supervisor. Clear and regular communication can improve your work experience, boosting your job performance and decreasing the likelihood of future conflict or tension. Follow these tips to increase the effectiveness of your communication:

Ask Questions: Asking questions is a good way to make sure your work is completed in the way your supervisor wants. Don't assume it is a bad thing to seek clarification on an issue or a task you were assigned – questions are typically encouraged as long as you learn from the answers.

Be Mindful of Timing: When you have something to discuss with your supervisor, make sure they are available to have an un-interrupted conversation. Sometimes these conversations can happen spontaneously, but other times scheduling a meeting in advance may be necessary.

Schedule Regular Meetings: Meeting with your supervisor on a regular basis helps you to stay on the same page and provides a space discuss issues, challenges, and progress towards goals.

Come Prepared: When you have an upcoming meeting, write down or email your supervisor a list of discussion topics in advance to make sure nothing gets forgotten.

Proactively Raise Issues: If you are struggling to meet a deadline or need assistance completing a task, let your supervisor know. Supervisors prefer to have a proactive conversation and help you succeed rather than a discussion about unmet expectations after the fact.

Taking Initiative at Work
Student workers are a valuable asset to the departments they work with. As you gain experience in your position, taking initiative is a way to use your skills and experience to make a bigger contribution. These tips can help you identify opportunities to taking initiative:

Identify Unmet Needs and Potential Improvements: Familiarity and conscious observation of your work environment will help you identify opportunities for improvement that others may not have noticed or new solutions to existing problems. Different questions you might ask include:

- Are there ways to improve the experience of those you work with or support?
- Are there small problems that could turn into bigger ones if they are not addressed?
- Are there communication barriers that prevent work from being done efficiently? How can these barriers be minimized or removed?

Expand Your Idea: If you’ve identified a possible improvement or solution to a problem, spend some time working out the details. What are their costs and resources associated? Are their risks? Are the benefits worth the effort it would take? The more feasible your plan is when you bring it to your supervisor, the higher its likelihood of success will be.

Seek Authorization: Check with your supervisor before implementing new ideas, no matter how beneficial you think they may be. It is important to avoid over-stepping boundaries and secure your supervisor’s support before working on something that may not be in your job description.