

Student Employment Manual

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One of the benefits of working on a college campus is the relationships that we establish with the students. I've advised as they changed majors, listened as they wrestled with weighty problems, loosened the reins of the family, and struggled to establish their place in the world. I've praised, cajoled, threatened, and flattered in attempts to improve study habits or work performance. I've attended their weddings, shared the defeats and victories of their postgraduate careers, consoled and encouraged as they took on the yoke of a lifetime of adult responsibility. I have received the joyous call announcing the birth of a child. I have made friendships across a generation, friendships made possible by my work. What these friends have in common is that I knew them all first as student employees. My campus, like so many others, is a large place. I meet lots of people and cannot count the number I greet and nod to in passing. The students I know, the ones with whom I have shared hopes and worries, aspirations and frustrations, are those I work with. I see them several times a week. They are my window on all students, and how students see the university. They help me do my job better, both by the work they perform and by the suggestions and improvements they make. The majority of us who work at colleges are not faculty; we are support staff. We do not know students through our teaching. Our interactions may be one-time appointments or brief transactions. But we know students through student employment. Student employment is our bridge to those we serve, a bridge that brings me help, friendship, ideas, and motivation.

-from "Journal of Student Employment", Winter 1994

MEDITATIONS

ON

STUDENT

EMPLOYMENT

contributed by an anonymous supervisor

PREFACE

The Student Employment Office has prepared this manual to familiarize student employers and employees with the policies and the programs of student employment at Southern Methodist University. This manual is designed to inform students about the process of finding employment as well as educating students about what is expected from them over the term of their employment. It is also designed to inform employers about federal, state and institutional guidelines in relation to employing Work Study students. We hope that the information contained herein will be a help to those involved with the student employment process.

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NOTICE OF NON-DISCRIMINATION

Southern Methodist University does not discriminate on the basis of race, color, national or ethnic origin, sex or disability. The Director of Affirmative Action has been designated to handle inquiries regarding the nondiscrimination policies and may be contacted at: Southern Methodist University, Dallas, Texas 75275, (214) 768-3601.

During the course of their college career, many students at Southern Methodist University find it possible to meet a portion of their expenses by seeking employment through either a Federal Work Study offer (which includes the option of a Community Service or Tutor job), Texas College Work Study, on-campus employment, or off-campus employment. A brief description of each of these programs follows:

FEDERAL WORK-STUDY PROGRAM

*Funds are matched by the employer in a percentage agreement dictated by SMU policy.

*To be eligible the student must have documented financial need as defined by federal guidelines. The award is included as part of a need-based financial aid package.

*On-campus, community service, and tutor jobs are available through this program.

*Job referrals are available from the Student Employment Office at www.smu.edu/financial_aid/StEmploy.asp.

TEXAS COLLEGE WORK STUDY PROGRAM

*State funds are matched by the employer.

*To be eligible the student must have documented financial need as defined by state guidelines. The award is included as part of a need-based financial aid package.

*Job referrals are available from the Student Employment Office at

www.smu.edu/financial_aid/StEmploy.asp.

COMMUNITY SERVICE JOBS

- *This program is a part of the Federal Work Study Program. You must be awarded Federal Work Study in your financial aid package to participate.
- *Funds are matched by the employer.
- *The employing organization must be non-profit and the program in which the student is employed must serve primarily individuals or families whose needs are defined in program regulations.
- *Job referrals are available from the Student Employment Office at www.smu.edu/financial_aid/StEmploy.asp.

OFF-CAMPUS EMPLOYMENT

- *Based solely on the students desire to work
- *Job listings are available at the SMU Career Center job database:

www.smu.edu/financial_aid/StEmploy.asp

- *Follow the link to the SMU Jobs Database:

<https://www.myinterfase.com/smu/student/>

- *Enter the password when prompted. To access the password, visit the Student Employment Office in the Laura Lee Blanton Student Services Building, Room 119, or email stu_employ@mail.smu.edu, or Call (214) 768-2414.

TUTOR JOBS

- *Offered as part of community service.
- *Earnings paid solely by Federal Work Study funds.
- *The employing organizations must be providing reading tutoring as defined by program regulations.
- *Job referrals are available from the Student Employment Office at

www.smu.edu/financial_aid/StEmploy.asp.

ON-CAMPUS EMPLOYMENT

- *Based solely on the students desire to work..
- *Job referrals are available from the Student Employment Office at the same web addresses.

INTRODUCTION TO STUDENT EMPLOYMENT

These programs are available to any student at SMU with financial need as determined by their need analysis. Please note that the programs available to students without financial need are the on campus and off-campus employment offerings. used for religious worship; or involve political activity or federal lobbying.

Work Study is seldom awarded in the summer due to limited funds.

THE FEDERAL WORK STUDY PROGRAM

Work Study is a federal program whereby the government allocates funds to a university to award to qualifying students according to federal regulations and SMU policy. According to regulations, a school must provide Federal Work Study jobs that will complement and reinforce each recipient's educational program and career goals. Students then have the opportunity to accept employment and are employed in any one of various jobs offered by participating employers. Once the student is employed the employer is responsible for paying only a percentage of the student's wages. The amount of the percentage is determined by University policy. The University is responsible for paying the remaining percentage of the wages from the Work Study grant. The student receives a consolidated paycheck issued by the SMU Payroll Department. Every eligible student is awarded Work-Study. The student has the opportunity to earn up to that amount but not in excess of that amount. If hours worked and pay per hour differ, a student may not earn their total award. Southern Methodist University does not guarantee total earnings. According to federal guidelines Work Study employment may not impair existing service contracts; displace employees; involve the construction, operation or maintenance of a facility

COMMUNITY SERVICE JOBS

Community Service jobs are an option open to students who qualify for Federal Work Study and afford the opportunity to help the community. Fields that are included in the Federal Community Service job description are: health care, childcare, literacy training, education, (including tutorial services), welfare, social services, transportation, housing and neighborhood improvement, public safety, crime prevention and control, recreation, rural development and community improvement, support services to students with disabilities and activities in which a student is serving as a mentor for such purposes as tutoring, supporting recreational activities and counseling, including career counseling. SMU has a variety of positions both on and off-campus that meet these criteria. A Community Service job provides an excellent opportunity for a student to develop experience working directly with non-profit agencies.

THE TEXAS COLLEGE WORK STUDY PROGRAM

The Texas College Work Study program is identical to the Federal College Work Study Program except the funds come from the State of Texas. Southern Methodist University administers the Texas College Work Study program in the same way as the federal program. Checks are issued by the SMU Payroll Department. Awards are determined by established state guidelines.

TUTOR JOBS

Tutorial positions are available for students who qualify for a Federal Work Study and have a desire to equip younger generations with necessary academic skills. These positions may include working with specific schools or neighborhood programs, tutoring in reading or mathematics with children ranging from pre-kindergarten to the sixth grade. Family Literacy programs may also be implemented to serve a broader range of the community.

ON AND OFFCAMPUS EMPLOYMENT

These jobs are designed for students who wish to work either on or off-campus during the school year and have not received a Work Study award. For those who wish to work on-campus, referrals are available from the Student Employment Office website at www.smu.edu/financial_aid/StEmploy.asp. For those who wish to work off-campus, a listing of jobs are posted in the SMU Career Center in the Hughes Trigg Student Center. Please refer to the information on responsibilities and expectations of student employees.

AWARDING WORK ELIGIBILITY

SMU will determine work program eligibility according to demonstrated financial need (under the federal needs analysis methodology system), year classification and program funding. A Free Application for Federal Student Aid (FAFSA) must be completed by the student so their need can be determined. Depending on program funding, as well as the number of students who request employment, work is offered until funding limits have been reached. The maximum amount of money a student is eligible to earn is included in the financial aid award letter. Students are eligible to earn up to the amount awarded on the Financial Aid Award Notification which can be viewed through access.smu.edu. The actual amount earned depends on the number of hours worked and the per hour pay rate during the academic year (See Appendix A for pay rates).

FINDING A JOB

Jobs are entered into the SMU Jobs Database on the web at www.smu.edu/financial_aid/StEmploy.asp. Both on campus and off campus jobs are listed in the Database. The Student Employment Office is available to help students access the Jobs Database. The Student Employment Office is located in the Laura Lee Blanton Student Services Building in Room 119.

PAYMENT OF WAGES

Students clock in and out at their job location by inputting their Student ID number into the KRONOS system. The Student Employment Office will audit hours and net earnings. The Student's earnings are deposited automatically through Direct Deposit. They are paid their wages bi-weekly. Earnings are not deposited directly into the student's SMU account or credited to a balance due. To enable Direct Deposit to be used, students are required to attach a voided check to their Direct Deposit Form

HOW TO APPLY FOR STUDENT EMPLOYMENT

Upon being awarded financial aid, the student will have a Work Study allocation amount in their award notification. This amount is the maximum amount of money that they may earn each academic year under the Work Study Program. They then seek employment by visiting the Student Employment homepage at www.smu.edu/financial_aid/StEmploy.asp and following the directions entailed on the page.

RATE OF PAY FOR WORK-STUDY JOBS

A student employee must be paid at least the federal minimum hourly rate. The employer determines the wage rate at the time of job listing. The employer may use Appendix A as a guideline in determining this amount. Depending upon skill and experience, the nature of work to be performed, and the quality of work effort, a higher wage rate can be assigned.

STUDENT EXPECTATIONS FOR WORK-STUDY AWARDS

Students do not automatically qualify for Work Study eligibility. A student's eligibility to participate in the Work Study Program depends on need as determined by the needs analysis document and may change from year to year due to variable financial need.

ELIGIBILITY

When a student's financial need is lowered the student may not qualify for need-based work. Questions concerning eligibility should be addressed to a Financial Aid advisor for review.

MONITORING ALLOCATIONS

The Student Employment Office will monitor bi-weekly and monthly payroll reports and notify employers by email when students are nearing the end of their Work Study allocations.

HOW SMU FACULTY AND STAFF REQUEST A STUDENT EMPLOYEE

An employer may contact the Student Employment Office to list a new or open position. The employer is responsible for verifying, changing, or deleting position information with the Student Employment Office. Jobs are then entered into the SMU Jobs Database by the Student Employment Office. The database is accessible through www.smu.edu/financial_aid/StEmploy.asp and the Jobs Database link.

PAYRATES FOR WORK STUDY JOBS

A student employee must be paid at least the federal minimum hourly rate. The employer determines the wage rate at the time of the job listing. The employer may use Appendix A as a guideline in determining this amount. Depending upon skill and experience, the nature of work to be performed, and the quality of work effort, a higher wage rate can be assigned.

OTHER EMPLOYMENT OPPORTUNITIES

Assistantships are not referred through the Student Employment Office. For information about these employment arrangements, students should contact their academic advisor or college department chair.

***CONTINUATION OF
WORK-STUDY ELIGIBILITY***

Students must reapply for aid each academic year by filing a FAFSA.

TRANSFERRING JOBS

Once a student has accepted a campus job, they will be expected to remain with that employer for the academic year. Students may terminate their employment, however, at any time by giving the customary two weeks notice

***REACHING THE WORK-STUDY
ALLOCATION***

The maximum amount that can be earned by a Work Study student is set yearly by SMU policy. Pending further arrangements, Work Study students who reach their maximum award limit must stop working immediately. However, if the employer wishes to continue employing the student, they may do so, while assuming 100% of the payroll charges. The Student Employment Office must be notified of this change immediately.

***SMU POLICY ON SEXUAL
HARASSMENT***

Southern Methodist University is committed to providing a work and study environment that encourages intellectual and academic excellence and emotional well being of its students, faculty and staff. Circumstances, facts and conduct that violate this policy contradict the University's educational philosophy and standard. Southern Methodist University expressly prohibits sexual harassment of its students, faculty and staff, or of applicants who seek to join the University community in any capacity.

If you feel that you have been a victim of sexual harassment:

1. Say NO!, without smiling, without apologizing.
2. Keep a diary or log of what has happened. If possible, include direct quotes, witnesses, or patterns of harassment. Have the log witnessed, periodically, by someone you can trust. Save any written materials (cards, letters) which may be used to corroborate the harassment and keep them in a safe place.
3. Ask other people who come in contact with the harasser if they have been harassed, or if they know of anyone who left because of this behavior.
4. Tell the harasser, in writing, that you object to this behavior. Describe the specific things that offend or upset you. Keep a copy in a safe place.
5. Consult the Affirmative Action Office. Phone: (214) 768-3601.
6. Contact security, phone: (214) 768-3388, if there has been a physical assault.

Questions about any of the University's equal opportunity policies may be directed to the SMU Affirmative Action Office.

***BASIC CONDITIONS OF
EMPLOYMENT FOR ALL STUDENTS***

1. The Fair Labor Standards Act of 1983, as amended, prohibits institutions from accepting voluntary service from any employee without prior agreement between employer and employee. Moreover, voluntary activity may not be the same as the job for which the employee has been paid.
2. Supervisors of Work-Study students must not permit students to work beyond their allotment. Further, no student may work before securing an authorization. Hours worked may not be "banked" and paid at a later date.
3. The recommended weekly average hours of employment is ten to twelve hours. During the summer and vacation periods, students may work a forty-hour week. Generally they will be paid completely by their employer during the summer.
4. Students who exceed forty hours per week will be compensated on the regular payroll at time-and-one-half for any hours exceeding forty per week. Overtime earnings are paid completely by the employer.
5. All financial aid recipients must have their eligibility to work determined by the Student Employment Office in order to ensure that non-Work-Study earnings will not adversely affect future aid. Financial aid recipients paid on the non-Work-Study payroll could have their aid affected to the extent that other forms of aid are reduced.
6. Student employees are expected to fulfill duties in a responsible, competent manner, regardless of the fund out of which they are paid. Any student failing to perform satisfactorily should be counseled immediately by the hiring department/agency to ensure the student's full understanding of the job before further time elapses.

STUDENT INFORMATION

**PROCEDURES FOR
OBTAINING A JOB**

The student should:

1. Visit the SMU Student Employment homepage at www.smu.edu/financial_aid/StEmploy.asp. Open SMU positions are posted daily to this site.
2. Contact the employers. All jobs are posted with a phone number and a department address. It is your responsibility to contact the employers regarding interviews.
3. Report to perspective employers promptly for interviews. If not hired, the student can return to the SMU Student Jobs Database for another referral. Employers have the right not to hire students whom they feel are not fully qualified or whose schedules will not fill the required times. Likewise, students have the right not to take the jobs to which they are referred.

PAYROLL PROCEDURES

Once the student has a job, he or she must complete four forms for the Payroll Department. Failure to complete all of the forms may result in the student not being paid in a timely manner.

1. The student must complete an I-9 before employment begins. An I-9, or Work Authorization Form, will be provided to the student from the 2nd floor of Expressway Tower, Human Resources Department. The I-9 is attached to the Payroll Authorization Form. The student must provide the employer with the work authorization form obtained from the Human Resources Department.
2. The student's employer will provide a Payroll Authorization Form (PAF)-the hiring department will have one or the student may obtain one from the Payroll Department or the Student Employment Office.

3. The W-4 is a separate form that must also be completed. If it is first time employment, it is necessary for the student to complete a W-4. If the student claimed exempt status, a new form must be completed every year otherwise it will automatically default to single status with zero exemptions at the beginning of the new year. The student or the student's employer may download the form from payroll site or it can be picked up directly from the payroll department (Perkins 317) or from the Student Employment Office (Blanton 119).

4. The student must complete a Direct Deposit Form and attach a voided personal check. The Form can be downloaded from the Student Employment page or picked up in the payroll office (Perkins 317). This form must be completed so that the student's payroll check can be directly deposited into the student's checking/savings account.

**LISTS OF ACCEPTABLE
DOCUMENTS**

To prove eligibility for employment, the student must have proper documentation of name, address, and age. Lists of documents acceptable for this purpose are available in the Human Resources Department in Perkins Administration Building and the Student Employment Office in the Laura Lee Blanton Student Services Building (Room 119). Lists are also available for viewing online at

<http://hr.tamu.edu/employment/legal.html#EFE>

GENERAL RESPONSIBILITIES OF THE STUDENT EMPLOYEE

- * To know and to satisfactorily perform specific duties assigned to the employee.
- * To cooperate in scheduling work periods. Once a schedule is established the student is responsible for working those hours. A student may be required to work during holidays or during finals week. This should be verified with the supervisor well in advance of the holiday or finals.
- * To conduct him or herself in an appropriate manner at all times. This includes proper attire, reporting to work on time and notifying the employer of intended absences, and using proper office etiquette. Remember that all actions reflect on the University as well as the student employee.
- * To report to work on time and to inform the employer or the supervisor whenever it is not possible to do so. Notification should be given as soon as possible so the employer can make arrangements to cover for the absence. The same procedure should be taken when the student is unable to work a scheduled shift. The student should be prepared to give a reason for absence as this may be necessary for employment records.
- * To try to establish a good working relationship with their supervisor and other department members.
- * To know student employee rights such as basic non-discrimination and employment rights. A student has the right to file grievances, if a problem with a supervisor cannot be resolved by discussion.
- * To inform the supervisor of any plans to end employment. The customary notification time period is two weeks.

* To notify the employer of any changes in their Work-Study awards.

* To remember that the work experience earned here will establish work behaviors that will carry over into future jobs.

GUIDELINES FOR STUDENT EMPLOYEES

These guidelines are intended to provide answers to the many questions raised regarding student employment. The student's supervisor and the Coordinator of Student Employment are ready to give any assistance not covered in this booklet. Whether or not students are financial recipients working on either Work Study or other work programs, jobs for students are "real work". Hence, job performance is subject to evaluation and high standards are demanded.

EMPLOYEE RESPONSIBILITIES

1. Students are expected to maintain high standards of behavior on the job that reflect well on both students and the University.
2. Students are expected to perform assigned duties promptly.
3. Students are expected to exercise good judgment and show courtesy to fellow employees and the general public.
4. Students are expected to learn all of the duties that are assigned thoroughly and perform them to the best of their ability.
5. Students are expected to maintain the confidentiality of all information available to them through their duties and responsibilities.

PERSONAL APPEARANCE

1. Students are expected to maintain an appropriate appearance and to conduct themselves in a business-like manner while on the job. Discuss any questions on attire and grooming with the supervisor before starting a job. Remember, first impressions are important.
2. Inappropriate dress or lack of personal hygiene that adversely affects proper performance of duties or constitutes a health or safety hazard is prohibited.

ATTENDANCE AND PUNCTUALITY

1. Students are expected to report promptly at the scheduled time and work for the required period of time.
2. Always notify the supervisor if scheduled hours cannot be worked. Give sufficient advance notice when possible.

PERFORMANCE PROHIBITIONS

1. Failure to comply with departmental health, safety, and sanitation standards.
2. Unauthorized disclosure of confidential information, or falsifying information.
3. Unauthorized personal business is not to be conducted on the job, i.e. completing homework (unless permission is given), using the telephone for personal calls, etc.
4. Improper use of any SMU property, including office supplies, keys, equipment, vehicles, mail, telephone or copy services.
5. Unauthorized entry into SMU buildings outside of normal working hours or entry into restricted areas.
6. Threatening, attempting, or committing bodily harm to another person.

7. Making false, malicious statements concerning other employees, supervisors, students or SMU.

8. Use of alcohol or illegal drugs during working hours or reporting to work under the influence of such.

9. Possession of illegal weapons.

10. Falsification of hours worked on a time report.

11. Theft of money, equipment, and personal or SMU property.

CONSEQUENCES OF VIOLATING RULES

Violation of these rules could result in immediate termination and exclusion from the Work-Study Program. However, additional work rules may exist. Please see your supervisor about any additional rules or regulations for your specific position.

PERFORMANCE EXPECTATIONS

Student employees are expected to perform job assignments in a manner that is consistent with department or agency goals. Appropriate personal conduct and positive work attitudes are also important aspects of satisfactory job performance.

MEANS OF COPING WITH STRESS

1. Set realistic academic and personal priorities, reevaluate them periodically. Don't overload with unimportant responsibilities or tasks. Be flexible.
2. Don't wait until the last minute to do things! Plan the day and week so you are able to accomplish what is necessary and comprehend all the responsibilities and activities required.
3. Consider alternative ways of viewing the situation. Sometimes it is not the situation, but the particular way it is interpreted that creates undue stress.
4. Be aware of support systems: friends, family members, professors, counselors, etc., and be willing to ask them for help.
5. Learn about the campus resources that are available.

INTERVIEW TIPS

- Be on time for your appointment or five minutes early.
- Do your homework before your interview. Have in mind two or three questions you want to ask. Be prepared to give two or three reasons why you are interested in this particular job.
- Be prepared with all details on prior employment.
- Have a firm handshake. Do not smoke or chew gum.
- Do not bring anyone with you.
- Dress the way other student workers do. If in doubt, visit the business before your interview to check on dress. Usually inappropriate: flip-flops, shorts, excess perfume or after-shave.
- Be sure you can pronounce the interviewer's name correctly.
- Your attitude is an influence; present your positive qualities. Show an interest, listen carefully and ask questions. Do not offer negative comments about yourself, previous jobs, employers you have had, or other applicants.
- Maintain direct eye contact.
- A little nervousness is to be expected. Try to avoid doing things that might make your nervousness more obvious. Put your hands in your lap and keep them still. Sit up in your chair and be alert.
- Clarify all information. Do not apply for a position if you are not able or willing to work the hours requested or to perform the duties required.
- When answering questions during the interview, be as specific as you can. Do not answer by just saying “yes” or “no”. On the other hand, do not talk too much. Be informative without boasting or telling your troubles. The two questions uppermost in the interviewer’s mind are “Can you do the job?” and “Will you do the job?”. The interviewer needs to know if you have the ability, skills, and knowledge required to perform the duties. They also need to know if you want the job, will work hard, and be dependable.
- **REMEMBER!** Your commitment to accept a position closes that opportunity to another student. Please fulfill your commitment. Do not accept a job if you are uncertain about the situation or your desire to stick with it.
- Analyze yourself: your financial need, hours available to work (consider your class load *honestly*), your talents, skills and experience.
- **Remember that you represent SMU.** Present yourself in a manner which reflects the ability, willingness, and courtesy of our students and our institution.
- Relax, be enthusiastic, lively, honest, Sincere, and smile!
- Be responsive to any sign that the interview is over. Thank the interviewer for their time.

WORK RELATED PROBLEMS

Occasionally work related problems may arise. When this happens, attempts to resolve the situation should always begin with the student's immediate supervisor, who is responsible for all communications involving the employee's work. Many problems may be resolved on an informal basis if both parties earnestly try to discover the root of the problem. To assist employers and employees in resolving serious work related problems, the following problem resolution procedure should be followed:

Step 1: The student employee and their immediate supervisor should discuss the problem. In many cases, problems can be solved satisfactorily at this point. If an employee is dissatisfied with the proposed solution, they should present the problem in writing to the supervisor and request a written reply. The supervisor should respond in writing within two full working days, unless unusual circumstances warrant additional investigation.

Step 2: If the student employee is not satisfied after considering the supervisor's written reply, the problem should be referred to the person at the next level of authority within the department or administrative area. The individual should meet with the student to discuss the problem and should send the student a written reply within five working days following the meeting. A copy of this reply should be sent to the Student Employment Office.

Step 3: If the student employee still believes that the problem is unresolved, they may appeal the decision by contacting the Student Employment Office.

INTERNATIONAL STUDENTS

Immigration regulations place certain restrictions on hiring International students who are enrolled in higher education institutions in the United States. International students may work only on campus when enrolled in an educational institution in the United States and must obtain the necessary documents from the Immigration and Naturalization Services. A U.S. Social Security number will be required before employment can begin. Students are restricted to working twenty hours per week while enrolled in classes and up to forty hours per week during periods of non-enrollment. Any further questions may be addressed to the International Advisor. International students are not eligible for any federal work program funds.

INCOME TAX

All Work Study and non-Work Study earnings are subject to Federal Income Tax. Students must fill out a W-4 form when they are hired. A W-2 statement will be provided to the student from the University by January 31st of the following calendar year. In the event that a student is not working on-campus in January, the W-2 will be mailed to the last address shown on the W-4. Changes in address should always be communicated to the Payroll Department. If students are paid by an off-campus employer, they will receive their W-2 directly from their employer and not from SMU.

***IMMIGRATION REFORM AND
CONTROL ACT OF 1986***

A completed I-9 Authorization to Work form is required before any individual may begin work. Federal regulations prohibit payments for hours worked prior to submitting the following documents to the SMU Personnel Office. The I-9 may be completed at the SMU Personnel Office, Expressway Tower, 2nd Floor.

The following documentation is required in order for the form to be completed:

A. A valid passport; or one item from both B and C.

B. A driver's license, voter's registration card, or an ID card.

C. Social Security Card or a certified copy of your birth certificate.

A list of further acceptable documents is available in the Human Resources Department in Perkins Administration, the Student Employment Office in the Laura Lee Blanton Student Services Building (Room 119) or online at

<http://hr.tamu.edu/employment/legal.html#EFE>

BENEFITS

Student employees are not eligible for benefits such as sick leave, holiday pay, accrual of vacation time or retirement benefits while working as a student employee.

EMPLOYER INFORMATION

***GENERAL RESPONSIBILITIES
OF EMPLOYER***

* To develop accurate and useful job descriptions for all positions.

* To interview each applicant in a similar fashion. It is recommended that the supervisor ask each candidate of a particular position similar questions and to put the interviewee at ease during the interviewing process. All questions asked should be job related.

* To complete all of the necessary paperwork once a student is hired and return the appropriate forms to the Student Employment Office.

* To agree upon scheduled work hours which are compatible with the employer and the student's class schedule.

* To inform students of all duties and responsibilities.

* To convey to the student specifically what is appropriate attire, behavior and actions while on the job as well as what the procedures are regarding the reporting of tardiness and absence.

* To inform student employees of any changes in procedures, scheduling, or working conditions.

* To see that each employee's work hours are reported accurately and that work performed during that time was satisfactory.

* To develop good working relations with all employees.

* To correct inappropriate behavior as soon as possible. Immediate action should be taken when explaining to the student why the behavior was incorrect and exactly what is expected of the employee.

* To resolve any problems pertaining to performance or work relations with an employee. If no resolution can be reached, The supervisor should bring the problem to the attention of the department head.

* To provide reasonable explanations for terminating employment of a student to both the worker and the department head.

* To evaluate student employees at least once a semester. An evaluation system should be established for each department. The immediate supervisor performs the evaluation. It should be made available to the students to let them know how they have been performing assigned duties and responsibilities and methods of improvement if necessary. (See Appendix B).

* To recommend pay increases for continuing student employees. This can be done at the beginning of each semester and be given to students who merit this increase to serve as motivation for continued good work and increased responsibility. (See Appendix A).

* To maintain accurate accounting of employee's hours worked and to meet payroll deadline dates.

* To keep track of Work-Study awards, balances available to earn, and not to exceed the award without prior approval of the Student Employment Office.

* To take the time to "teach" new student employees what is expected of them.

WORK AWARD

AMOUNTS AND EARNINGS

Student employees who receive work program awards generally may not earn more than the dollar amount of their award. The Student Employment Office will monitor the earnings to ensure that students do not exceed their awarded amount. It is possible for a student's work program and amount to change before and during the academic year. Changes could be the result of changing financial circumstances, receipt of additional financial aid, etc.

INTERVIEWING

During the job interview it is the employer's responsibility to fully explain the requirements and expectations of the job to the student. The employer must also make clear any additional requirements of the job that will also be expected of the student that were not mentioned in the job description. Also, the employer and the student should establish the number of hours the student will work should they be hired so that both parties are clear on expectations of the job. (See Appendix C)

STUDENT EMPLOYEE'S PROGRESS REPORT

The Student Employment Office provides a sample form (See Appendix B) with which the employer may evaluate the student employee's performance over the previous term of work. The form can be used as tool to evaluate productivity, to commend progress, offer constructive criticism, point out areas that need improvement, etc. The evaluation is also a useful tool to determine merit increases. Please remember that student employment is a learning experience for the students also and they would appreciate some feedback on how they are doing their job.

HOW TO HELP A STUDENT UNDER STRESS

1. Be available. When you talk with a student, put aside all other work in order to give him or her 100% of your attention.
2. Help the student define what is causing stress, how the stress is affecting them, what they are doing to cope and how effective their coping skills are.
3. After the previous items have been discussed, you can suggest alternative ways of viewing the situation and other ways of coping with or minimizing the stress.
4. Take the time to follow up with the student, i.e., asking generally how the student is getting along.
5. If it seems that the student has made little or no progress with resolving the stress situation or employing various coping mechanisms, refer the student to the Counseling and Testing Center or to other appropriate resources.

IMMIGRATION REFORM AND CONTROL ACT OF 1986

A completed I-9 Authorization to Work form is required before any individual may begin work. Federal regulations prohibit payments for hours worked prior to submitting the following documents to the SMU Personnel Office, 2nd Floor Expressway Tower. International students must complete this form in the International Student Advisor office. The following documentation is required in order for the form to be completed:

- A. A valid passport; or one item from both B and C.
- B. A driver's license, voter's registration card, or an ID card.
- C. Social Security Card or a certified copy of your birth certificate.

ON THE JOB INJURIES

Any injury to a student that occurs while performing work for SMU should be reported to the student's supervisor immediately. The supervisor, after completing an investigation of the facts surrounding the injury, should then immediately report the nature of the claim to the Office of Risk Management, ideally within twenty-four hours of the injury. If an on the job injury occurs at an off-campus job assignment as part of an agreed upon Work Study Program position with an outside organization, that employer will be responsible for processing the claim under the mechanism chosen to cover worker injuries. The employer also needs to notify the Student Employment Office when an on the job injury occurs, within twenty-four hours.

OVERTIME

Work Study students working more than a 40-hour week are paid at time-and-one-half for hours over 40 hours and are paid 100% from the employer's account. Work Study eligible student cannot be paid Work-Study wages for overtime hours.

MAINTAINING JOB LISTINGS WITH THE STUDENT EMPLOYMENT OFFICE

To maintain a job listing with the Student Employment Office the employer must submit a job description that clearly describes the duties and qualifications necessary for the position. When the position is filled the employer must notify The Student Employment Office. If the employer fails to notify the Student Employment Office that a job has been the students will still be able to view the open job on the SMU Student Jobs Database. It is also necessary that an employer notify the Student Employment Office when a job re-opens. (See Appendix B).

TERMINATION

If performance of behavior on the job is unsatisfactory, the immediate supervisor should discuss the action with the student. When improvement is not sufficient, the supervisor should give a written evaluation of the employee's performance, stating the deficiencies and the need for improvement. If performance or behavior continues to be unsatisfactory, the supervisor may consider termination.

PAYROLL PROCEDURES

Both on-campus and community service off-campus employers are responsible for making sure the necessary paperwork is completed for the student employee to be in the payroll system. To ensure student payment on a timely basis, the following guidelines should be followed.

1. The I-9 verification process must be completed before the student begins employment at SMU for the first time. (see previous section for details).
2. A W-4 (Employee's Allowance Withholding Certificate) must be completed each year by all student employees. All earnings are taxable. All student employees must have a completed W-4 form on file with the SMU Payroll Office before a paycheck will be issued.
3. A Payroll Authorization Form (PAF) must be completed by the student. These should be provided by the employer.
4. A Direct Deposit Form must be completed and a voided personal check attached to it by the student.
5. Generally, paychecks will be deposited directly on a bi-weekly basis by the Payroll Office.

TIME RECORDS

The KRONOS time sheet is an official document. It must be authorized by both the supervisor and the student at the end of each pay period. It supervisors provide time sheets for students to sign in and out they must provide a place for students to note if they worked during a time that a regularly scheduled class was cancelled.

W-2 STATEMENTS

W-2 statements are made available to Students before January 31st each year. After that date, they will be mailed to student's address recorded on their W-4. Addresses need to be current to facilitate efficient mailing of W-2 statements. For wages subject to withholding, refunds can be obtained only by filing federal income tax returns.

WHY A STUDENT MIGHT NOT RECEIVE A PAYCHECK

Contact the Payroll Office or the Student Employment Office if you have a student in your employ who has not received a paycheck. Even though you may have submitted a time record, there may be other records not completed. Make certain the student has satisfactorily completed the I-9, Payroll Authorization Form (PAF), a W-4, and a Direct Deposit Form.

*Strategies for Helping Supervisors
Succeed with Student Employees*

1. Be an Example

Model strong work habits through efficient, dedicated work practices. Let your own approach to daily work be an example from which students can learn.

2. Be Flexible

Understand that student employees are students first, and employees second. Though it is important to have high standards on the job, it is also important to be flexible to accommodate academic obligations.

3. Communicate Expectations

Communicate the job standards and expectations to your student employee. One can't assume that these are self-evident to the student, even though they may seem obvious to you.

4. Give Feedback Frequently

Provide consistent and appropriate feedback to your student employees. Student employees, like all employees, benefit from feedback in job performance, providing it is communicated with a positive spirit.

5. Be Fair

Supervisors who are too lenient are not doing students any favors. Student jobs are "real jobs". Treat student employees as you yourself would like to be treated in a given situation.

6. Train, Train, Train!

Take time to train your students in important work skills, attitudes, and habits such as perseverance, time management, phone skills, quality service practices, handling difficult situations. This is the "common sense" from which success is made.

7. Be a Team Player

As a team leader, develop and nurture the unique contributions of each team member. Take a global perspective.

8. Give Recognition

When you see a student "going the extra mile" or "persevering through difficult situations," acknowledge this in front of other staff and peers. People need to feel appreciated.

9. Share the Vision

Have regular staff meetings with your student employees, and inform them how their work fits into a larger purpose of the department and institution. Remember, purposeful work is meaningful work.

10. Be an Educator

To the degree that we each contribute to the lives of others, we are all educators. How can you contribute to the education of your student employees?

*-from NASEA Journal of Student Employment, Winter 1995
by Beth Richter*

GLOSSARY:

BENEFITS: Students are not eligible for benefits such as sick leave, holiday pay, vacation, or retirement.

DIRECT DEPOSIT FORM: The Direct Deposit Form is required by the Student Employment Office and by the Payroll Office for all student workers. It must be completed and filed, with a voided personal check attached, with the Payroll Department before a paycheck can be issued.

DUAL POSITIONS: Students may be employed at more than one location, however, both employers should be notified of the existence of the other job. Employers need to discuss with student employees the possible ramifications of holding more than one job. The work program employee who needs more than one job to reach their award limit needs coordination of work by supervisors so that neither earnings nor hours of work limits are exceeded. Departments may impose conditions or terms of employment that prohibit dual jobs provided that those departments offer students reasonable capability of reaching their earnings needs. A work program recipient may not hold more than two jobs without prior approval of the Student Employment Office.

EXCEPTIONS TO RULES: Student enrollment status is determined by the University Registrar, and student aid exceptions are determined by the Executive Director for Financial Aid.

I-9 FORM: The I-9 form is required by the U.S. Immigration Service for every SMU employee. It must be completed and filed with the Personnel Office before a paycheck will be issued.

INTERPRETATION OF POLICIES: Should any questions arise over the interpretation of these policies, the Executive Director for Financial Aid will be responsible for resolving policy issues.

MAXIMUM AWARD: Student earnings on work programs must remain within student award limits. Departments or agencies allowing students to exceed those limitations pay excess earnings from their own funds. However, a student's earnings in excess of the allocation may constitute an over-award that impacts on the student's other aid. Eligibility to work on any Federal, State, or SMU program is not transferable. Unused portions of a student's award will lapse at the conclusion of either the academic year or summer periods for which the award was made.

MERIT INCREASES: Students who have performed their jobs well should be given merit increases at appropriate intervals in addition to any increases warranted for seniority/time on the job.

NEED: Financial "need" is the difference between the costs of attending the institution and the resources available to the student to meet those costs. To calculate a student's need, Division of Enrollment Services for Financial Aid uses a federal needs analysis methodology system and SMU policy, subtracting the amount which the student and family can contribute to meet educational expenses from the total costs for a year of study.

PAYROLL AUTHORIZATION FORM (PAF): The Payroll Authorization Form is required by the Payroll Office. The hiring department will have one or students may obtain one from the Payroll Office or the Student Employment Office. It must be completed before a paycheck will be issued.

TIME SHEET: The KRONOS Time Card printout is a legal document. Hours recorded in the KRONOS timekeeping system and on the accompanying Time Card printout and signed or authorized by both the student and the supervisor or the supervisor is official information. It is a federal offense for a student to record hours not actually worked.

UNEMPLOYMENT COMPENSATION: Student employees of Southern Methodist University who work less than full-time are excluded from coverage. However, students not enrolled in classes (generally during the summer period) might qualify under some circumstances. Questions on specific cases should be addressed to the Texas Employment Commission.

W-2 STATEMENT: W-2 Statements are made available to students before January 31. After that date, they will be mailed to the student's most recent address recorded in the Payroll Office.

W-4 STATEMENT: The W-4 is a separate form that must also be completed. If it is first time employment, it is necessary for the student to complete a W-4. If the student claimed exempt status, a new form must be completed every year otherwise it will automatically default to single status with zero exemptions at the beginning of the new year. The student or the student's employer may download the form from payroll site or it can be picked up directly from the payroll department (Perkins 317) or from the Student Employment Office (Blanton 119).