

Eastern University- Student Employment Handbook

The Handbook's intent is to provide equity and consistency in student employment arrangements as well as a clear understanding of the requirements and expectations of the student and of the Supervisor/University in the employment relationship.

Each student and Supervisor is responsible for reading the Student Employment Handbook, for being familiar with, and for abiding by all Student Employment policies. This Student Employment Handbook is a general source of information and is not "all inclusive". This version supersedes any previous handbook or any unwritten policies. The Handbook is subject to change at any time by the University.

The Supervisor is responsible for managing individual student employees in his/her department in a manner that is consistent with all Human Resource policies, Payroll policies, and Student Employment policies. The supervisor should direct any questions about the Handbook to the Student Employment Coordinator. Questions concerning specific supervisory roles should be directed to the Human Resource Office.

Goal of Student Employment

It is the goal of Eastern University's student employment programs to provide an opportunity for students to earn money for tuition and other educationally related expenses and to gain helpful skills and valuable work experience. Student employment supplements, rather than provides, departmental functions and staff. Student workers are not permitted to replace or displace staff employees or positions.

In order to permit more students to take advantage of on-campus employment, students are limited to one job on campus. There are a few exceptions to this policy. Some jobs are simply on an "as needed" basis; restricting a student to that particular job would not allow the student the full opportunity for work experience. The exceptions to the one job policy are for those students working as Van Drivers, Tutors, Teaching Assistants, Lab/Research Assistants, Writing Assistants, Turning Point, Resident Assistants, and for the temporary Phonathon and Conferences assignments.

Student Employment at Eastern University is "at-will" whether administered through Federal Work Study, Eastern Campus Employment or through the Graduate Assistantship Program.

Eastern University adopts the policy of Title VII of the Civil Rights Act of 1964, as amended by the Equal Employment Opportunity Act of 1972, and Executive Order 11246, as amended by E.O. 11375 as found on the EEOC website- <http://www.eeoc.gov/eeoc/history/35th/thelaw/>.

Questions regarding the information contained in this Handbook or any of the Student Employment processes, policies, or procedures, should be directed to the Student Employment Coordinator, Andréa Ruth- aruth@eastern.edu.

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Student Employment – The Basics

Who:

Most students currently accepted and enrolled at least half time in a degree seeking program at Eastern University or one of its branch campuses are eligible for student employment.

1. A student must be a US citizen or an eligible non-citizen for employment.
2. A student must possess a valid Social Security number.
3. A student must be able to complete and present documentation to the University for the W-4 form and the I-9 form *before* beginning any work.
4. A student must be able to complete a Local Earned Income Tax Residency Certification Form.
5. A student must be able to complete a Student Employment Application packet.
6. A student must maintain [Satisfactory Academic Progress](#).

Students in the following situations are not eligible for Eastern University work through student employment processes:

1. If the student has satisfied the requirements (including taking finals) for a college degree through Eastern University, whether or not the degree has or will be conferred on the student or whether or not the student will participate in graduation;
2. If the student has already graduated and/or is applying for acceptance into another academic program but has not been fully accepted into that program.

What:

Federal Work Study (FWS) employment is need-based and limited to students who have been granted FWS as part of their financial aid package.

Eastern Campus Employment (ECE) is available only through the departments who set aside part of their operating budget to pay student workers. A Department may hire a student under ECE regardless of financial status.

Graduate/Doctoral Assistantships (GA/DA) are awarded by the CCGPS Admissions Office to eligible Graduate/Doctoral students. Students must qualify for an Assistantship each year.

When:

All students must complete all employment paperwork before any work begins.

1. New incoming students of Eastern University are eligible for on-campus employment consideration once coursework has begun.
2. Returning students who have previously worked through Student Employment may begin working after they have submitted a work contract for the current academic year.
3. Students are eligible for summer employment consideration after completing at least one semester of coursework through Eastern University. Summer employment has additional requirements that are detailed in the “Summer Employment” section of this handbook.

Where:

The Student Employment Coordinator administers FWS, ECE, and GA/DA work programs, but employment opportunities may be available through each of the campus locations and/or each branch campus.

Federal Work Study (FWS)

Definition

The Federal Work Study (FWS) Program, as described in part in the *Federal Student Aid Handbook*, encourages the part-time employment of students who need the income to help pay for their cost of education. The program encourages and pays FWS recipients to participate in community service activities. Community Service work permits students at Eastern University to expand their work experience at approved, local, non-profit organizations. (See FWS Community Service Work section for details.)

The Federal Work Study program **requires a student to apply for federal financial aid (FAFSA) and meet federal eligibility requirements each year.** The FWS program is not a guaranteed program nor is a FWS award offer a guarantee of employment.

When a student receives a FWS award offer, the amount of this award offer is not directly credited to his/her account with Student Accounts. Rather, the student works for an hourly rate and receives a paycheck or direct deposit of funds for all hours worked. (See "Payroll" for specifics on paychecks and payroll processes.) Students may voluntarily apply FWS earnings to their account by making arrangements with the Student Accounts Office.

The advantage in having a FWS award is that many departments hire FWS students first, saving department ECE funds to continue the employment of the FWS students once they have earned their entire FWS award offer. FWS earnings also benefit the student when filing the FAFSA the next year. FWS wages should be reported on the FAFSA under "need-based earnings".

FWS Eligibility

- 1) The student must file a FAFSA each year.
- 2) To establish FWS eligibility the Financial Aid Office uses:
 - a. The results of the student's FAFSA
 - b. When the FAFSA was filed (the earlier the better)
 - c. All students with "financial need" will not automatically be awarded FWS and a FWS award from one year is NOT guaranteed for the next.
- 3) Eastern University is given a limited amount of funding each year for FWS awards. When the University runs out of funding, no further offers can be made. Student's may request to be put on the FWS Wait List, but this is not a guarantee that FWS will be awarded. If funds become available and the student is eligible, FWS may be awarded.
- 4) Additionally, a student must meet the following Federal requirements:
 - a. The student must be a US citizen, or an eligible non-citizen.
 - b. The student must be enrolled, or accepted for enrollment, at least half time at Eastern University and be in regular attendance in a degree seeking program.
 - c. The student must maintain Satisfactory Academic Progress.
 - d. The student must not owe a refund on a Federal or State Educational Grant.
 - e. The student must not be in default of a State or Federal Educational Loan.
 - f. The student must comply with selective service registration requirements.

Deadlines

There is a *deadline* for securing a FWS job on campus or the student will lose at least half of their FWS award offer. The deadline is usually the last Friday in September and is posted on the main student employment web page before school begins. Students who start or return to the St. David's campus in the spring term are given until the end of January to secure employment.

The student who is awarded FWS accepts responsibility for monitoring his/her earnings to ensure they do not exceed the FWS award offer. (This is a requirement of the FWS program.) If the student's earnings do exceed the FWS award, then it may be necessary to reduce other forms of aid in his/her financial aid package (such as loans or grants).

Increases and Decreases in FWS

A student's FWS award can be increased if his/her financial need allows for an increase and if there are sufficient funds in the FWS budget as determined by the Financial Aid Office.

A FWS student who earns his/her maximum FWS award must either stop working immediately, and/or make arrangements with the supervisor to earn from the departments' ECE funding. Not all Departments have ECE funding available for student workers so it is possible that a student may not be able to continue employment to the end of a term or year.

Federal regulations require the University to adjust aid to stay in compliance with "need" regulations; therefore, it may be necessary for the Financial Aid Office to reduce a student's FWS award. This may occur when a student receives assistance not originally included in his/her initial financial aid package. If a reduction is necessary, it may be compulsory to reduce other aid received or transfer funding from FWS to a departments' ECE budget. The student will be notified immediately of any adjustment made or action taken.

The Financial Aid Office will also reduce FWS award offers when it is determined that the student will not, cannot, or chooses not to earn up to the award amount offered. Students should contact the Student Employment Coordinator as soon as possible if they see they will not earn the full amount of their FWS award offer. It is not a penalty to the student to reduce an award offer that they are not going to earn. Reducing the award offer allows the University to offer those funds to other students who need them.

****A decrease in a student's FWS award offer DOES NOT change the amount owed on a student's bill.** FWS is NOT normally taken into consideration for calculating payment plans or amounts owed to the Student Accounts Office. Therefore a reduction in a FWS award offer will not create an "additional" charge on the student's billing statement. Students must EARN this award. Therefore if the student does not work, the award offered has no value. If you signed a form requesting that your paychecks be directly applied to your bill (whether it be the whole paycheck or a percentage), please notify the Student Accounts Office immediately at stuacct@eastern.edu that you are no longer working.

FWS Community Service Work

Schools who participate in the FWS program are required to make students aware of community service opportunities by encouraging them to get involved in community service activities. Schools are required to utilize a 7% minimum of their total FWS funding for the purpose of community service and a portion of the 7% must be used in a reading program.

Students who have been offered a FWS award for the current year may be interested in FWS Community Service work. Students who want to do off-campus community service work must provide their own transportation. The school is responsible for making sure any off-campus organization is a reliable agency with professional direction and staff and that the work to be performed is adequately supervised and consistent with the purpose of the FWS program. An agreement between the organization and the school sets forth the FWS work conditions and establishes who will control the work of the FWS students. The University must approve Off-Campus sites for community service work before any work commences. In determining whether the service is a community service, the school must always consider whether the service provided by the FWS student primarily benefits the community as opposed to the agency or school. A university or college, public or private, is not considered a 'community' for the purposes of FWS Community Service eligibility. Private, for-profit organizations do not qualify as employers for community service under the FWS program.

Community services are defined as services that are identified by an institution of higher education through formal or informal consultation with local nonprofit, governmental, and community-based organizations, as designed to improve the quality of life for community residents, particularly low-income individuals, or to solve particular problems related to their needs. These services include:

- Such fields as health care, child care, literacy training, education (including tutorial services), welfare, social services, transportation, housing and neighborhood improvements, public safety, crime prevention and control, recreation, rural development, and community improvement
- Work in service opportunities or youth corps as defined in Section 101 of the National and Community Service Act of 1990, and service in the agencies, institutions and activities designated in Section 124(a) of that act
- Support for students with disabilities
- Activities in which an FWS student serves as a mentor for such purposes as tutoring; Supporting educational and recreational activities; and Counseling, including career counseling

The definition of "community services" includes service in agencies, institutions, and activities that are designated in Section 124(a) of the National and Community Service Act of 1990 as found on page 6-59 of the Federal Student Aid Handbook-
<http://ifap.ed.gov/fsahandbook/attachments/1213FSAHbkVol6Ch2.pdf>.

Each location or agency desiring to be an approved Community Service site must sign and submit an Off-campus agreement form and job descriptions. The Student Employment Coordinator uses the information on these forms to determine if the site is an eligible location and makes sure that the agency understands the responsibilities of hiring FWS students from Eastern University.

Eastern University has made agreements with many locations in the past. Each year the agreement forms are reviewed for up-to-date information. Eastern may request Off-

campus locations to resubmit forms each year to validate continued eligibility as an Eastern approved community service site. Approved community service sites are listed on the Student Employment webpage of Eastern.edu.

The FWS program permits the University to “bill” or “charge” off-campus locations for a portion of the student’s wage however, Eastern University elects NOT to charge our community service partners. This way a FWS student worker at an approved community service site is truly a “volunteer” to the organization while being an “employee” to the University.

How does this process work at Eastern University?

The student is usually the first contact for requesting an off-campus community service site.

Example: A student is a nursing major and would be interested in working for the local American Red Cross (ARC). The student contacts the local ARC to find out if they would be interested in working with the student on getting approved as a local FWS Community Service site for Eastern University. If the ARC is willing to work with the student, the student would then request the paperwork (Off-campus agreement form) from the Student Employment Coordinator. The student would then take (or mail if necessary) the paperwork to the local ARC. The local ARC would complete the forms and submit them to the Student Employment Coordinator. (The forms may be returned to Eastern by the student, by mail, or by fax.) After the Student Employment Coordinator has reviewed the forms, a determination is made on the eligibility of the ARC as an approved site. If approved, the student would then be able to take a student work contract to the approved local ARC site and secure an employment relationship. (The local ARC would view the student as a “volunteer” since the student is truly an employee of Eastern University.) Eastern University determines the pay rate. The local ARC would be responsible for validating and submitting time sheets for the student on the appropriate due dates.

Community service sites that already have a current Off-campus agreement form on file with Eastern University may recruit workers by posting approved signs on campus or the Student Employment Coordinator may post openings on the “Open Positions” web page.

Important things to remember:

- Students interested in Community Service work must contact the Student Employment Coordinator for approval BEFORE any work begins.
- The student is responsible for making sure all proper paperwork is on file with the Student Employment Coordinator BEFORE beginning any work.
- The student is responsible for transportation but is eligible for “travel” time pay. (FWS community service work is the *only* approved position for pay going to and from work).
- The student must be responsible and dedicated.
- The student is an Eastern University representative when off campus and proper conduct is expected at all times.
- The student may be asked by the non-profit organization to continue “volunteering” once FWS funds have run out. Students should be willing, but are not required, to honor this request.

On-campus Community Services

On-campus jobs can meet the definition of community services, provided that the services are open and accessible to the community and that they meet the regulatory and statutory provisions pertaining to the applicable FWS Program employment limitations and conditions. A service is considered open to the community if it is publicized to the community and members of the community use the service. Effective October 1, 1998, services to students who have disabilities and are enrolled at the school can count as Community Service.

Tutoring

Schools are required to place at least one student as a reading tutor of preschool-age children or children in elementary school. Tutoring does not have to be held in a school setting, it could take place at a public library or community center. The timing for the tutoring may be during or after school, on weekends or during the summer. The school may construct its own reading tutor program or become involved with existing community programs. Tutoring may be one-on-one or in a group.

A FWS student employed as a reading tutor does not have to meet certain statutory or regulatory educational standards or qualifications for the school to receive an institutional-share waiver. However, a FWS reading tutor must have adequate reading skills, and the Department of Education strongly recommends that the tutors be well trained before they tutor.

A FWS student can tutor a child in a parochial school under certain conditions:

- The IRS or state taxing body must classify the parochial school as a private, nonprofit school.
- The work may not involve construction, operating, or maintaining any part of a building used for religious worship or sectarian instruction.
- The FWS reading tutor may not use religious material to tutor the child.

The Department of Education does not require background checks of FWS reading tutors. However, some state and local jurisdictions may require such checks. The student will be responsible for any costs associated with “clearance checks.”

Eastern Campus Employment (ECE)

Eastern Campus Employment (ECE) is available from specific departments to give part-time employment to undergraduate and graduate students regardless of financial need. Graduate students who work under ECE are not paid the Graduate Assistantship wage rate and must abide by the pay rates posted for the current job description. Students employed under ECE are paid through the department’s budget with no federal funding involved. Students are paid an hourly rate and receive a paycheck for all hours worked.

Refer to the first section of this Handbook for further details on “Who” is an eligible student employee at Eastern University.

Graduate/Doctoral Assistantship Program (GA)

The Graduate Assistantship program assists graduate students in gaining work experience. Interested students must apply for the assistantship through the CCGPS Admissions Office, as they determine and set the criteria for the Graduate/Doctoral Assistantship program.

General Employment Information

Required Paperwork

Before a student may begin working, the W-4 form, the I-9 form, and the Student Employment Work Contract must be properly submitted to Human Resources. The W-4 form and the I-9 form should be submitted together.

- **W-4 Form** (Required by U.S. Internal Revenue Service **before** work begins) Download the form from our website or pick it up at HR, complete it and bring it with the I-9 form to Human Resources. HR does not counsel students on IRS regulations therefore students needing assistance with the W-4 form should consult parents or a tax advisor. International students on an F1 Visa must check that they are “single” and must write “Nonresident Alien” or “NRA” on Line 6 per instructions on Form 8233 of the IRS.
- **I-9 Form** (Required by U.S. Dept. of Homeland Security **before** work begins) The I-9 form requires that an authorized official of the University (a representative of Human Resources) witness certain documents to validate the student's right to work in the United States. Download the form from our website or pick it up from HR and read the instructions ***BEFORE*** bringing the form and the **REQUIRED ORIGINAL DOCUMENTS** to HR. Leave section 2 blank. The University does not keep the original documents needed for witnessing. HR cannot be held responsible for any “identity” document that is mailed to the office. It is the responsibility of the family to send important documents in care of the **STUDENT**, who should then bring the documents to HR. International students with an F1 Visa must submit a copy of their I-20 along with their I-9.

(Often parents do not want their student keeping important documents such as their passport or social security card in the dorm. Therefore a representative from Human Resources is usually available in the fall on Move-In Day to witness and accept W-4 forms and I-9 forms. This allows parents to take back home any documents they consider too risky for their student to have in the dorm. If this “open” date is missed, the student must bring the documents in to HR during regular office hours.)

- **Local Earned Income Tax Residency Certification Form**
 - Must be filled out by each student at the time of completing the W4 and I9 forms
 - Must also be completed if your address changes
- **Student Employment Work Contract**
 - Student contracts are valid for the entire academic year but must be re-submitted with each new academic year.
 - Contracts are distributed to *returning student employees* at the beginning of the fall semester through campus boxes. Returning students who did not receive a contract in their campus mailbox should email (from their Eastern email account) Human Resources (hr@eastern.edu) and request a contract.
 - Contracts to new student employees are distributed directly to students upon completion of the W-4 form and I-9 form.
 - Contracts will not be given out to any student without a valid W-4 form and I-9 form on file with HR.
 - Students cannot receive a paycheck until all required forms are complete and approved by HR.

Getting A Job

Securing an employment position is the responsibility of the student – Eastern does not “place” students in jobs. It is beneficial for the student to develop the necessary skills to secure and maintain an employment relationship.

The student should look for available employment opportunities on Eastern's Student Employment web page. The list will provide the student with contact information and a brief summary of the job requirements or a link to the job requirements.

Departments often post jobs on the campus monitors, bulletin boards, or in the weekly email newsletter “At Eastern”. Students should also talk with other student workers in departments where they might be interested in working – a good referral goes a long way in the employment process. A student should select the department where s/he is interested in working and contact the supervisor to set up an interview or to request the department’s student employment application.

When going for an interview, the student should take their Student Employment Contract with them as well as his/her class schedule and the hours s/he is available to work. When an agreement has been made for work, both the student and supervisor must complete, sign, and return the original Student Employment Contract to Human Resources located in HHC at least one week before the student’s first day of work. The supervisor should make a copy of the contract before submitting the original.

The student must complete an electronic time card every two weeks for all hours worked within the scheduled pay period online at my.Eastern.edu. The Fair Labor Standard Act of 1938, as amended, prohibits employers from accepting voluntary services from any paid employee. Hourly employees must account for and be compensated for all hours worked.

Students are restricted to working a maximum 20 hours per week during periods of enrollment. Any week in which class would be in attendance is considered to be a week of enrollment. If a student is working in the summer AND attending classes, the student is restricted to a 20 hour work week and therefore would NOT be eligible for summer housing remission. During periods of non-enrollment (summer, Christmas break and Spring break) eligible students may work up to 40 hours per week if permitted and approved by their department.

In the state of Pennsylvania students MAY work over 8 hours in any given day and not be eligible for overtime. Federal regulations state that any time worked over 40 hours in ONE designated week (hourly employees only) entitles the employee to overtime at 1.5 times his/her regular rate of pay. Eastern University’s designated workweek is Sunday through Saturday. Students are not required to work a minimum number of hours per day or week, but each department may require a minimum number of hours per day or week.

All student employees are expected to fulfill the responsibilities of their position and in a manner that is consistent with departmental goals. Appropriate personal conduct, dress, and positive work attitudes are important aspects of satisfactory job performance.

When to Start or End Work

Eligible students may begin working as soon as they have completed the necessary paperwork as required by Federal and State laws and after completing an Eastern University Student Employment Work Contract. The Work Contract should be submitted to Human Resources at least one week prior to their first day of work.

During the Christmas break a student may only work if they are currently enrolled at least half-time for the spring semester. Students may work up until the last day of the semester, which is determined by Federal regulations as the last day of finals. For restrictions on summer work please read the section specific to “Summer Employment”.

Graduated students are NOT eligible to work for the University through any Student Employment Program. See the section on “WHO” for further explanation on student employee eligibility.

Benefits

Student employees are not eligible for benefits such as paid time off (sick leave, vacation, holidays), employer provided medical coverage, or retirement plan contributions.

Students are eligible for worker's compensation as provided for by law of the Commonwealth of Pennsylvania. Worker's compensation covers expenses for medical care and loss of pay resulting directly from injuries incurred on the job. The student is responsible for contacting his/her immediate supervisor and Human Resources at (610) 341-1481 as soon as possible after an on-the-job injury to complete an Accident/Injury Report Form (form is located on my.Eastern.edu).

Confidentiality of Information

An employee may not disclose, to any person who has no need to know, any confidential or material non-public information acquired in the exercise of his/her responsibilities as an employee of Eastern University. All employees of Eastern University will abide by the Family Educational Rights and Privacy Act Regulations. (34 CFR Part 99) and supervisor's are strongly encouraged to have students sign a FERPA agreement.

Use of Equipment and Systems

Eastern University has provided computer and communications systems to support and conduct University's business activities. These systems include any computer and related software; telephone, voice mail and electronic mail systems; all centralized computer equipment; and any local and wide-area networks. Unauthorized alterations to University technology are prohibited.

Copy machines and fax machines are intended for business use. University tools and supplies are to be used on University projects. Permission from a department must be obtained before borrowing tools and anything borrowed must be returned to the department immediately after use. It is not appropriate to enter a department area and borrow tools while no one is present.

All employees are expected to exercise reasonable care to safeguard personal items brought to work. The University is not responsible for the loss, damage or theft of personal belongings, and employees are advised not to carry unnecessary amounts of cash or other valuables with them when they come to work.

Universal Policies

The University is committed to maintaining an employment environment free of objectionable and disrespectful conduct of a sexual nature. Please refer to Eastern University's Human Resources Handbook and Policies page on my.Eastern.edu for specifics on the Sexual Harassment & Anti-Harassment Policy, Mandated Child Abuse Reporting Procedures, Whistle Blower Policy, and Conflict of Interest Policy (log into my.Eastern.edu-my.eastern.edu/ICS/Human_Resources/Handbook_and_Policies.jnz).

Misconduct or Performance Issues

When the performance or actions of the student employees are not consistent with the stated expectations, every attempt will be made to remedy the problematic area(s) in a progressive, developmental mode to ensure a successful employment experience.

The Office of Human Resources recommends that departments use the following procedures when dealing with misconduct problems or performance:

- 1) *First offense:* Student is given a verbal warning.
- 2) *Second offense:* Student is given a written warning. (A copy should be sent to HR.)
- 3) *Third offense:* Student's position is terminated and the Termination Form is submitted to HR.

In situations of gross misconduct, such as any of the following, a student employee may be terminated and/or reported to the Dean of Students:

1. Insubordination
2. Use, possession, or distribution of a controlled substance
3. Theft
4. Abuse
5. Sexual Harassment
6. Violation of law
7. Falsification of any employment document, including forging supervisor's signature

Absenteeism and Tardiness

Students are required to report to work at the beginning of the agreed upon hours. If a student reports to work more than five minutes after normal starting time, s/he is considered tardy. If the student anticipates being absent or tardy s/he should contact the immediate supervisor prior to the normal starting time.

The Office of Human Resources recommends that departments use the same procedures for handling tardiness and unexcused absences as those stated for misconduct or performance problems. In the case that tardiness was to become excessive, the supervisor has the right to terminate a student's employment. The student and the supervisor must complete the "Termination of Employment" Form and submit it to HR.

Termination

The seriousness of the termination will determine if the student loses employment eligibility for the remainder of the semester, academic year, or academic career at Eastern University. The department supervisor must notify HR of any termination by submitting a completed Termination Form along with all supporting documentation. Upon termination, a final paycheck is issued (under normal circumstances) on the next scheduled payday.

Resignation

Two weeks written notice should be provided to a supervisor before resigning from a position. The student and the supervisor must complete the Termination Form and submit it to HR.

Performance Evaluations

Supervisors are encouraged to complete and discuss with student employees a brief performance evaluation at the conclusion of their time in your department. Performance Evaluations can also be submitted at the time of a termination, along with the completed Termination Form.

Forms

- Position Description Form- on the Student Employment page of eastern.edu
- Termination Form- on HR's page of my.Eastern.edu
- Performance Evaluation Form- on HR's page of my.Eastern.edu

Supervisor Responsibilities

The supervisor should notify the Student Employment Coordinator of any and all open positions by emailing the Student Employment Coordinator, Andréa Ruth, aruth@eastern.edu.

The supervisor must know the proper Department budget code (aka cost center code) for hiring student workers. The budget code is required on the contract. A work contract indicates to the Supervisor that the student has completed all the necessary paperwork to be employed; therefore if a student brings a work contract bearing the student's name and Eastern ID number on the contract, the supervisor may assume that all is cleared for the student to begin working. Supervisors do not need to wait for an additional "approval" from the Student Employment Coordinator or HR if the student has a Student Employment Work Contract. The supervisor should interview all candidates and sign the appropriate Student Employment Contract when hiring any student in his/her department. Please note that the student must also sign the work contract. Supervisors who sign work contracts are held responsible for employee training and compliance to University policies and procedures. Pay rates for student workers are set ONCE per year at the BEGINNING of the job assignment. Pay rates must comply with the approved pay rate structure. If a pay rate is not assigned, then this will result in a delay in processing.

The United States Department of Labor holds the supervisor responsible (as well as the employer) for compliance to labor laws therefore each department must submit supervisor signature cards for each budget code that will be used for student payroll purposes. ***The signature page must be submitted each time a supervisory position changes or adds personnel.*** The supervisor/department will be responsible for notifying the Payroll Department as soon as changes occur in departmental student employment supervisor changes.

Supervisors are held responsible for the timely submission of time cards. The supervisor must verify hours worked and submit their time cards by the appropriate posted due date. The U.S. Department of Labor **REQUIRES** accurate reporting of days and hours worked. Willful violations can result in fines from the government as well as jail sentences. Any hours missed being reported from a previous time card must be included in the Edit Hours/Comments Section of the current time card and must provide specific dates. The supervisor must monitor the number of hours worked to ensure a student does not work more than 20 hours per week during the academic enrollment and 40 hours per week during summer, Christmas break and Spring break.

A student is **NOT** required to work a minimum number of hours per week but supervisors are reminded that it is costly to the University to process and print paychecks for students with only one or two hours posted and should therefore maximize employment opportunities for student workers. **HOWEVER**, do not “save up” hours. Federal law prohibits such activity. Student’s work schedules should be coordinated with their supervisor and should not conflict with their academics.

Departments or Supervisors who do not consistently meet the requirements of the Student Employment procedures and policies may lose eligibility for hiring FWS students. Departments who lose this eligibility to hire FWS students may appeal to the Director of Financial Aid for re-instatement procedures.

Payroll

Payroll Forms

Before a student may begin working, the W-4 form, the I-9 form, and the Student Employment Work Contract (or Graduate Assistantship Work Contract) must be properly submitted to the Student Employment Office. Please see “Required Paperwork” for more details on the W4, I9, work contract, and Local Earned Income Tax Residency Certification Form. Direct Deposit is also available for students. It is strongly encouraged, but not required.

Pay Rate Structure

The Eastern University Student Employment Pay Rate Structure was established in an effort to provide equality for all student employees and to comply with State and Federal regulations.

Pay rates are assigned to a position based on the information in the standard student employment position descriptions on file with the Student Employment Coordinator. Pay rates are established by taking into consideration criteria such as the type of work expected, the location of the work, the environmental factors surrounding the work, and the difficulty of the work. *Job titles do not determine pay rates.* The Student Employment Coordinator has established charts depicting the basic functions student workers might be requested to perform. Standard job titles indicating the level or type of work are “Clerk”, “Associate” and “Specialist”. A pay scale range is assigned to each level or type of work. Department Supervisors should have copies of their department’s student worker job descriptions on file.

If a new position is being formed, complete a Position Description form and submit it to the Student Employment Coordinator for approval. If approved, the Student Employment Coordinator will determine the appropriate pay range for compliance with the United States Equal Pay Act.

It is the supervisor's responsibility to assign each student's pay rate by completing the Supervisor Section of the student's work contract. Supervisors should carefully consider assigning pay rates to each student by taking into consideration previous experience and the expertise of a student. Pay raises are not available once the contract has been submitted to the Student Employment Coordinator. Contracts turned in without a pay rate assigned will be assigned the minimum pay rate. All student employees must be paid at an hourly rate within their departments approved pay rate range. If it is discovered that a pay rate has been assigned that is outside the posted pay rate schedule:

- A pay rate decrease may be necessary, but will not be retroactive. (A student will not be penalized or need to "pay back" overages received due to incorrect pay rates, but they also will not be allowed to continue at the incorrect higher rate.)
- A pay rate increase may be validated, but it will not be made retroactive unless it is determined that the pay rate assigned was an error.

Payroll Deductions

Government regulations require the University to make certain deductions from all earnings. These include Federal Income Tax, PA or NJ State Income Tax, PA Local Tax for PA Residents, and Philadelphia Tax if working in the City of Philadelphia. The University calculates tax liability according to IRS Tax Tables. Specific questions regarding tax withholding should be directed to the Payroll Office. The University is permitted by law NOT to withhold Social Security Tax during periods of enrollment. All wages earned are considered taxable income.

Payroll Schedule

Student employees are paid on an hourly basis according to the university bi-weekly payroll schedule, with one possible exception- the end of Spring semester. We end the payroll period on the day of graduation in compliance with the FWS program; sometimes this coincides with the standard payroll period, but sometime it does not. Students should have new contracts covering work beginning the day after graduation but the processing of the time will be included with the next complete payroll period depending on the date of graduation in relationship with the payroll schedule.

Time Cards

Electronic time cards are online at my.Eastern.edu. A student's time card will become available to them within two days after they turn in their work contract. With this in mind, work contracts should be submitted to HR at least one week before the student's first day of work.

All hours worked must be accurately entered on the time card. Any break in work should be documented on the time card using the clock in and clock out features. Students are not paid for lunch breaks. Students who are required to conduct "work" while eating are not considered to have taken a "lunch" break. **Students should finalize their time cards by Sunday at noon. Supervisors should review and submit time cards by Monday at noon.** See "Supervisor" section for more details.

Pay Check Distribution

The Mail Center distributes pay checks via campus mail by 5:00 pm on each scheduled pay day except for the final paycheck processing each semester. Students cannot receive a paycheck until all required forms are complete and approved by HR.

Paychecks for students without campus boxes are mailed to the address that prints on the paycheck*. The final paychecks (or any payroll process taking place while the students are not normally on campus) of each semester are *mailed* to the address printed on the paycheck*.

*Students should make sure that the Registrar's Office has current, valid addresses on file. Eastern University's payroll module pulls addresses from the "local" address first, then from the "permanent" address if no "local" address is on file with the Registrar's Office. Address changes submitted to the Registrar's Office must be made *BEFORE TIME CARDS* are due in order to take effect in time before paychecks print. **Student Employment does not have access to change addresses in the payroll system and does not re-route paychecks.**

Direct Deposit

Direct Deposit is now available for all student workers. Students interested in signing up for Direct Deposit must fully complete the Direct Deposit Authorization Form available on the Student Employment webpage or in HR and submit it along with a voided check to HR. It can take up to two weeks from the date you submit the form for Direct Deposit to take effect. Once it takes effect, your funds will be available in the banking account of your choosing at the beginning of the pay day.

Replacement Paychecks

Situations may occur where a student loses or thinks he/she is missing a paycheck. Paychecks that are re-issued must be picked up from the Payroll Department unless the student is no longer attending Eastern University.

- If the student thinks a paycheck should have been issued and has not received it by the payroll delivery date;
- If the student originally received a paycheck but has now lost or misplaced it;
- If a student originally received a paycheck, lost it and now has found the paycheck but the paycheck is out-of-date;

contact Helen Sparks at hsparks@eastern.edu with the student's name, ID #, and date of check. The student must send the email to Helen from their Eastern email account. (Emails from outside vendors such as yahoo, hotmail, msn, etc. cannot be accepted for confidentiality reasons.)

Paychecks to the Student Accounts Office

Students may make voluntary arrangements with the Student Accounts Office to have all or a percentage of their paychecks applied to their student account. When students make this arrangement, the check is delivered to the Student Accounts Office and the check is applied to the student's account. If the student wants only a portion of the check applied to the account, the student must go to the Student Accounts Office to receive any remaining amount from the check. Once the form is voluntarily signed by the student to have his/her paycheck sent to the Student Accounts Office, any further paychecks will automatically be delivered to Student Accounts. A student wishing to cancel their voluntary form must arrange with the Student Accounts Office the necessary steps to clear their paycheck from being delivered to Student Accounts.

Summer Employment

Students are not automatically eligible for summer employment. All students wanting to work for Eastern during the summer must meet the following criteria:

1. Must complete a Summer Employment Application.
2. Must have been an EU student enrolled in classes for the current year's Spring term AND be enrolled at least half time for classes in the immediate upcoming FALL term.
3. Must not work more than a total of 40 hours per week when not currently enrolled/attending classes or 20 hours per week while enrolled/attending classes.
4. Must have valid employment forms and clearances on file.
5. Must complete a new employment contract BEFORE beginning work.
6. Must read the Student Employment Handbook posted on Eastern's web site.
7. Must properly submit electronic time card in a timely manner.
8. Must contact the Housing Office for determination of eligibility and rules regarding room remission for summer student workers. (The Financial Aid Office does not determine housing eligibility and summer employment IS NOT a guarantee of on-campus housing.)
9. See "FWS Eligibility" section for Summer FWS Eligibility information

Other Important Information for Summer Employment:

- Students and Supervisors need to discuss the timing of "student vacation" schedules before summer work begins.
- Students are not eligible for any paid sick days, holidays, or vacation days or early dismissal time.
- US Dept. of Labor requires accurate listing of hours worked. **Students may work over 8 hours per day without incurring overtime, BUT all work over 40 hours per week will be paid in overtime wages.**
- FWS is an academic year award. Funds earned during the summer are counted against the academic year offer. Students may earn their entire award during the summer and then will not be eligible for any FWS work during the academic year.
- FWS funding is limited. A student offered FWS will NOT have enough funding to cover working for the entire summer and into the academic year. The department will need to cover any additional work through their department's ECE funds.
- Supervisors should not permit students to work "overtime" one week (or day) and then record those on the next time sheet to "cover" hours needed for housing remission. This is a violation of U.S. Department of Labor Law.