

**Federal Work Study Student Employment**  
**Student Financial Aid Office, Ellington**  
**Phone: (931)-221-6256**

Federal Work Study Student Employment is initiated in the Ellington Building in the Student Financial Aid Office (SFAO), Room 216.

Because Federal/State laws or University policies regulate much of student employment policy and practice, it is important that all department members who deal with student employment read this information.

Students that desire to work at the University must be paid through the Student Payroll Employment Process and cannot be paid as temporary employees.

### **EMPLOYMENT PROCESS FOR DEPARTMENTS**

Annual correspondence will be sent by the Student Financial Aid Office to all departments requesting an assessment of their Federal Work Study student employment needs. Departments will have the opportunity to list returning students that they wish to continue to employ, as well as request new student employees. If departments have additional needs throughout the year, the department may submit a Federal Work Study/Scholarship Request Form (<http://www.apsu.edu/hrhomepage/Student-worker/FWSScholarship-Request-Form.pdf>) to Student Financial Aid.

1. Student Financial Aid will supply to the HR Office a Banner-generated report (RJRAUTH) that authorizes the federal work study student to work. The report will contain the employee name, employee class, Banner ID, pay period start and end dates, hourly rate, position number, etc.

2. The Department must deliver all completed forms **to the HR Office** with the Federal Work Study Placement Form (<http://www.apsu.edu/hrhomepage/Student-worker/FWSScholarship-placement-form.pdf>):

- I-9 Form (<http://www.uscis.gov/files/form/I-9.pdf>);
- W-4 Form (<http://www.irs.gov/pub/irs-pdf/fw4.pdf>);
- Direct Deposit Authorization (<http://www.apsu.edu/hrhomepage/forms/Direct-Deposit-Form.pdf>);  
the Direct Deposit Statement will be emailed to the student's APSU email address;
- Copy of Social Security Card (for payroll purposes)

All student workers must either have a current I-9 (less than 3 years old) and a current federal W-4 form already on file or must complete this paperwork when hired. All forms must be completed in the Department and delivered to HR.

3. A copy of the FWS Placement Form must be submitted to the Student Financial Aid Office.

4. After the paperwork has been processed for payroll by HR, an e-mail notification will be sent by HR to the departmental contact person and to the student employee with an effective date of employment. **The student may then begin work.**

Before a student works **any** hours, policy is that the student must have an I-9 form on file and be approved by HR to work. Failure to do so is a violation of APSU policy and may also be a violation of the Immigration Reform and Control Act of 1986/1990. The completion and approval process is completed as described in the following paragraph.

### **Documentation of Student Employees**

It is federal law that each employee prove to be a US citizen or legally authorized to work in this country.

- **FORM I-9;**
  - It is federal law that each employee prove to be a US citizen or legally authorized to work in this country.
  - Employee **is allowed** to choose which documents to present; **do not** ask to see specific documents.
  - The documents presented:
    - 1. Prove Employee Identity
    - 2. Provide proof of eligibility to work in the US
  - Employee must present **original** documents.
  - *Do not accept any document that does not appear to be genuine or appears to be photocopied*
  - Review the List of Acceptable Documents on the back of the I-9 Form to ensure that all documents presented will qualify.
  - List only **one** document in List A, **or one** document for List B & **one** document for List C.
  - **Note:** Only regular APSU employees can complete this form (temporary employees cannot).

**International students** must present their passport, I-94, # I-20, and Visa to HR in order to complete paperwork for student employment. International students will need to obtain a Social Security card before they can start to work. The students will need to begin this process for a card in HR. Generally it takes a minimum of two weeks to receive a card from the Social Security Office. Students who work before receiving a card and who are then denied a work permit **may not** be paid for their work.

## **Hourly Pay Rate Information**

- The hiring department may choose to use any one of four (4) generic Job Descriptions ([http://www.apsu.edu/hrhomepage/student\\_workers.htm](http://www.apsu.edu/hrhomepage/student_workers.htm)) or develop one of their own.
- Students may be paid more than \$6.55/hour depending on classification.
- The maximum pay rate is \$12.00.
- Pay rates of more than \$12.00 per hour are decided on a case-by-case basis by the APSU Executive Committee.
- To change a student's pay rate, the department must complete the Student Employment Change Form (<http://www.apsu.edu/hrhomepage/Student-worker/Student-Employment-ChgForm.pdf>) and submit the original to Human Resources and a copy to Student Financial Aid.

## **Qualifications of Student Employees**

All student employees must be enrolled as students at APSU. Federal law requires that students must be enrolled as at least half-time students to work on campus:

- Undergraduates must be enrolled for at least 6 hours;
- Graduate Students must be enrolled for at least 4 hours;
- Summer Term- Students must be enrolled for at least 3 hours or registered for Fall semester at above minimums.

All student employees must maintain a minimum 1.5 GPA.

## **Timesheets Issued**

A timesheet **will not** be issued until all paperwork is completed by the department/student and processed by HR. Generally, a student's first timesheet is handwritten with future timesheets printed and mailed to the department. HR distributes printed timesheets based on the Student Payroll Schedule (<http://www.apsu.edu/hrhomepage/Miscellaneous/fy09-PayrollSchedule.pdf>). Each department must check the timesheets upon receipt to make certain that all of their student workers were issued a timesheet.

If a timesheet is not received by the department, it is the responsibility of the department to contact Payroll at 7433 so that the situation can be investigated to determine what happened.

If a department received extra timesheets, the department should indicate the reason (e.g. student no longer working, not employed by the department, etc.) and return the timesheets to Payroll. The prompt return of extra timesheets helps clear up problems quickly.

If a timesheet was turned in to Payroll with hours reported and payment was not issued, contact the Payroll Office at 7433 directly.

If timesheets are received in Payroll without a supervisor or student signature, the student will not be paid until the pay cycle following receipt of a signature. An adjustment card must be processed for the next pay cycle. A supervisor should always have a proxy designated for signing timesheets in the supervisor's absence.

### **Termination of Student Employees**

When a student's employment terminates with a department, the departmental contact must notify Human Resources and Student Financial Aid via e-mail ([kinslowk@apsu.edu](mailto:kinslowk@apsu.edu) and [smithc@apsu.edu](mailto:smithc@apsu.edu) and [hutht@apsu.edu](mailto:hutht@apsu.edu)) of the student name, Banner I.D., last day worked, and position number. The student employee will be terminated in the payroll system and timesheets will cease to be issued.

### **Reporting Hours Worked**

Hours reported on a timesheet must reflect the actual hours worked on the days indicated. Timesheets that misrepresent actual time worked violate State and Federal employment laws. **Such misrepresentation, either by students and/or by their supervisors is strictly prohibited. Supervisors may be held liable for any deviations or inaccuracies. The students should never sign timecards in advance. Proxy signatures are prohibited.**

Student employees who perform services for a department or office should not be considered volunteers, nor should they be paid as an "independent contractor." **Working without approval, paperwork not completed or "off the clock" is prohibited.**

### **Maximum Work Hours per Week**

During the academic school year: University policy permits students to work a total of 20 hours per week during the school year.

During summer and breaks: Students who **are** enrolled as a minimum half-time student for the upcoming fall session can work all summer. They can work up to 40 hours per week if they are not enrolled in summer classes or up to 20 hours per week during sessions when the student is enrolled in summer classes or until they have met their summer maximum award.

Students who **are not** enrolled for the upcoming fall session must be enrolled in a minimum of 3 hours of classes during each summer session they are working. The student can work 20 hours per week while they are taking classes or until they have met their summer maximum award..

Students not taking any summer classes are subject to Social Security and Medicare tax withholding for employment during the summer break.

Breaks: During a holiday break, any enrolled student may work up to 40 hours per week. During a semester break, they can work up to 40 hours per week if they are enrolled as a half-time (or greater) student for the following semester.

### **Overtime Pay**

**Overtime pay for federal work study student employees is not allowed.** However, if a student works more than 40 hours in one week, overtime must be paid. (The work week is Sunday through Saturday.) An explanation of the reason for the overtime must be forwarded to HR along with the time sheets.

Overtime pay will be charged to the last employer, not necessarily the job where the student put in the most hours. The department must make certain that workers who have more than one job are aware of this rule and how many total hours they can work per week.

### **Graduating and Non-Returning Students**

Seniors and non-returning students lose their student status on graduation day (or the last day of the semester) and can no longer hold a student job. The only exception to this rule is if the student is already enrolled in an APSU graduate program or at least in a half-time status for next academic session.

### **Payment and Timesheet Schedule**

Student pay schedule and timesheet due dates (<http://www.apsu.edu/hrhomepage/Miscellaneous/fy09-PayrollSchedule.pdf>). This schedule may change throughout the year. Check this website often to ensure that there are no surprises regarding payment. **Completed student timesheets must be delivered to the Payroll Office by 9 a.m. on the published date due. Timesheets are not to be sent through campus mail.**

Payment will be issued by direct deposit to the student's designated bank account. Direct deposit is mandatory. The student must complete the Direct Deposit Authorization (<http://www.apsu.edu/hrhomepage/forms/Direct-Deposit-Form.pdf>) and attach a voided check (if available) or a statement from the bank that contains the account number and routing number. A pre-notification will be sent to the bank and the first payment will be a check that will be available for pickup at the Cashier's Window (Main Floor, Browning Building) on the scheduled payday. Each check thereafter will be made 100% to the designated bank account and the direct deposit statement will be emailed to the student's APSU email address.

**If timesheets are received in Payroll without a supervisor or student signature, the student will not be paid until the pay cycle following receipt of a signature. An adjustment card must be processed for the next pay cycle. A supervisor should always have a proxy designated for signing timesheets in the supervisor's absence.**

**Taxes Paid by the Department and Other Information**

Student employees who are not enrolled in summer classes are subject to Social Security and Medicare tax withholding for employment during the summer break. The student and the University both pay 7.65% of the gross pay. For more information on taxes and other payment issues, please contact the Payroll Office (7433) directly.

Student employees are considered temporary, part-time employees and are not eligible for benefits or unemployment insurance.