



**Presbyterian College
2009-2010**

**Student Employment Handbook
For
PC Students and Supervisors**

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Introduction

The Presbyterian College Student Employment Program consists of two categories of job opportunities for students. The first is the *Federal Work-Study Program (FWSP)* which is a federally funded financial aid program administered by the Financial Aid Office. The goal of the work-study program is to assist students in contributing to their college costs as well as to provide opportunities for practical experiences that supplement classroom activities. These students are eligible to seek jobs both on and off campus.

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

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

The Financial Aid Office coordinates both programs during the Fall/Spring terms and summer break. Students may apply for summer work-study eligibility before the end of Spring semester.

The following information is a guide to assist students with their work experience and a reference for supervisors. Procedures, regulations, rights and responsibilities are covered but if you have any questions regarding a particular matter, please contact our Work Study Coordinator at (864) 833-8290.

Steps to Become a Work Study student

New Student Workers

New students awarded and accepting Federal Work-Study may access all work study forms on our website at <http://www.presby.edu/finaid/work-study.html>.

1. Student Employment Work Application
2. PC Student Employment Authorization Form
3. I-9 Tax Form with copies of Driver's License and Social Security Card or Birth Certificate
4. W-4 Form
5. Received a Student Work Study Timesheet from Financial Aid

A student should not begin work until given approval by the Financial Aid Office.

We will consider the Federal Work-Study (FWSP) students first for job placement and then we will fill jobs that become available with College Work-study students.

Job positions on campus that might be available are:

Springs Student Campus Center	Library
Cultural Event Ushers	Admissions
Campus Police	English Writing Center
Mail Services	Switchboard
Athletic Offices	Academic Offices
Music	Harper Arts Center
Public Relations	Computer Services
Administrative Offices	Sports Information

These on campus positions pay federal minimum wage per hour unless otherwise specified by the supervisor.

On May 25, 2007, President Bush signed into law an amended section of the Fair Labor Standards Act of 1938 by increasing the Federal minimum wage.

The Federal minimum wage will increase to \$7.25 per hour effective July 24, 2009.

Community Service Opportunities (For Federal Work-study Students Only)

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

Community service positions that might be available are:

Elementary School Tutor	Clinton YMCA
Senior Options (Senior Adult Center)	Laurens YMCA
Clinton Public Library	Laurens Chamber of Commerce

The application processes for community service jobs are made in the same way as all other work-study positions. **Community Service positions pay \$8.50 per hour.**

Work Study Job Postings

To view a more complete list of job positions offered on and off campus, a student may go to the following website: <http://www.presby.edu/finaid/work-study.html>

Students may choose three job positions and list these on your employment application. We will try to honor your first choice if at all possible.

Acceptable Identification for the I-9 Form

The United States Citizenship and Immigration Services require that all employees, both citizens and non-citizens, complete the I-9 form at the time of hire. Students should complete Section 1 of this form, and bring it to the Financial Aid Office with either one document from List A **OR** one document from List B **AND** one document from List C.*

List A	List B	AND	List C
US Passport	Driver’s License or ID card issued by a state or outlying possession of the US provided it contains a photograph or information such as name, date of birth, gender, height, eye color and address		US Social Security Card
Permanent Resident Card or Alien Registration Receipt Card (Form I-551)	ID card issued by federal, state or local government agencies or entities, provided it contains a photo or information such as name, date of birth, gender, height, eye color and address		Original or certified Birth Certificate
Unexpired foreign passport w/temporary I-551 stamp	School ID with photo		Certification of Birth Abroad issued by the Dept of State (Form Fs-545 or Form DS-1350)
An unexpired Employment authorization document that contains a photograph (Form I-766, I-688, I-688A, I-688B)	Voter’s registration card		ID Card for use of Resident Citizen in the United States (Form I-179)
An unexpired foreign passport with an unexpired Arrival-Departure Record, I-94	US Military card or draft record		Unexpired employment authorization document issued by DHS (other than those listed under List A)

*for additional forms of acceptable identification, see the Financial Aid Office.

Procedures

The Time Sheet System

Students are paid monthly according to the provided time sheet schedule. Timesheets are pre-printed and are distributed to each department supervisor. Please note that timesheets are student-specific. The student’s name, identification number, position, department and department number are printed on each timesheet. Supervisors may access a Student Timesheet Template at the Financial Aid website under www.presby.edu.

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

Once the student has completed all necessary paperwork and has been established on the payroll system, the student’s supervisor will receive a pre-printed timesheet for that student. Please make additional copies for the year. The supervisor and the student should keep track of hours worked and record these hours on the timesheet.

The student should round to the nearest quarter hour when completing his/her timesheets. Do not use thirds, sixths or minutes.

At the end of each pay period, the student should give the completed, signed timesheet to his/her supervisor. The supervisor will then sign the timesheet and deliver it to the Financial Aid Office.

Timesheets may be delivered in one of three ways:

- 1) delivered through campus mail in a sealed envelope, or
- 2) delivered by student or supervisor in a sealed envelope (signed on the back flap), or
- 3) faxed to Financial Aid at 864-833-8749.

Both the student and the supervisor should sign all timesheets. The supervisor's signature must be that of a PC administrator, faculty or staff member, or a contracted community services supervisor. Unsigned timesheets will be returned to the student, and the student will not be paid until the Financial Aid Office receives the completed, signed timesheet.

Pay Periods/Timesheet Due Dates/Paycheck Issue Dates

Pay periods and timesheet due dates will be posted on the student timesheet and the PC Work Study site at <http://www.presby.edu/finaid/work-study.html>.

Students are paid once a month on the **LAST** working day of each month. Paychecks for December and May will be mailed home unless otherwise specified.

Timesheets are due in the Financial Aid Office by 5:00 PM on scheduled days.

Direct Deposit for Work Study Students

- Student workers can take the hassle out of picking up their paycheck.
- Full service Direct Deposit automatically deposits your paycheck into the bank account(s) you select.
- Distribute your pay among multiple accounts (ie. Checking and/or savings).
- Students will not have to go by the Springs Campus Center office and pick up their paycheck. The student's pay will be in your account(s) ready for immediate use – even if you can't get to the bank.

How to enroll . . . To sign up for Full service Direct Deposit, complete an enrollment form obtained from the Work Study Coordinator in the Financial Aid Office or online at www.presby.edu.

Your first month will be a paycheck, but after that your work study money will go directly into your account.

Rules and Regulations

Employment Period & Maximum Hours

Work-study awards are to be used only for the time period indicated on the award letter. **Awards cannot be transferred to other time periods, to other students or carried over to the next year.**

Once the authorized amount has been earned, the student should stop working. The Financial Aid Office will notify the student and supervisor upon the student reaching their maximum award.

While classes are in session, students may work up to a **maximum of twenty (20) hours** per week. During vacation periods of one week or more, students may be allowed to work additional hours. The maximum earnings a student may have per academic year is listed on the Financial Aid Award Letter.

Tax Information

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

Work-study earnings are subject to **all** federal and state taxes. Except when a student is enrolled in classes, his/her earnings are subject to the Social Security tax deduction. Every student must complete a W-4 form that is part of his/her work-study package. The form is to be returned to the Financial Aid Office with the Employment Application.

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

Performance Expectations/Disciplinary Action

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

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

Federal Regulations

Definition of Hourly Employment

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

Penalties for Fraud and Other Work-Study

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

fraud, false statement, or forgery does not exceed \$100, the fine shall not be more than \$1000 and imprisonment shall not exceed one year, or both.”

Responsibilities of the Student Employee

1. Students must have a valid Social Security number.
2. Before you begin working, you should be certain all necessary paperwork has been completed and returned to the Financial Aid Office. This paperwork includes the Employment Application form, a W-4 form and an I-9 form.
3. You should report to work on time. If you are going to be late or absent, you should always notify your supervisor in advance.
4. Timesheets should be signed and turned in to your supervisor on time. Late timesheets will be paid in the following pay period.
5. Student employees should not engage in reading, homework, or other personal business or phone calls during hours of employment.
6. Each department/organization may have its own specific dress code. Make certain to check with your supervisor to find what his/her expectations are.
7. Students wishing to change work-study jobs may do so at the mid-year break.
8. While the staff does everything possible to place as many students as possible, the Financial Aid Office cannot guarantee placement of all students.
9. The awarded amount of Federal work-study is not a guaranteed amount that the student will earn.
10. Paychecks can be picked up at Springs Campus Center on the last working day of the month between 8:30-12:30 and 1:30-5:00.
11. No student is to work and report his/her time on another student’s time sheet.

Hints for Supervisors

Supervisors are interested in hiring student employees whose personality, skills and schedule meet the needs of the department/organization. However, certain guidelines should be followed to ensure that your student receives timely paychecks.

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

Supervisor Checklist for Hiring a Student Worker

1. Complete a PC Student Employment Authorization Form and have on file in the Financial Aid Office for each student employed in your department/organization.
2. **THE STUDENT CANNOT BEGIN WORKING** until all paperwork is completed in the Financial Aid Office and the student has been given approval to work.
3. The student employee's timesheet must be signed and submitted monthly to the Financial Aid Office. Please submit the timesheet in one of three ways:
 - Fax a copy to 864.833.8749
 - Supervisor or student may deliver in a sealed (signed on the flap) envelopeOR
 - Supervisor can deliver through campus mail in a sealed envelope
4. The employer should have on file in the Financial Aid Office a written job description.
5. The employer should provide training and supervise the student to the degree necessary for adequate job performance. The student should also be made aware of important office policies and procedures.
6. The employer is responsible for dealing with a student's work-related problems. Do not hesitate to contact our office if you have any questions.
7. **An employer who hires a work-study student shares responsibility with the student for monitoring his/her earnings.**
8. While the staff does everything possible to place as many students as possible, the Financial Aid Office cannot guarantee placement of students in all departments/organizations.

College Work Study Employment

Students who are not eligible for employment under the Federal Work-Study program may choose to seek employment through departments that hire college work-study students or through off-campus employment (Career Services). Students interested in this option may wish to visit the Financial Aid Office to speak with our staff for referrals to on-campus departments, which may be hiring for college work-study positions.

If a student is interested in off-campus employment (not connected with the Federal Work-Study program), they may contact the office of Career Services to obtain a list of these available positions.

1. College work-study positions require:
2. Employment Application
3. PC Student Employment Authorization Form
4. W-4 form and I-9 form

All these forms must be completed and returned to the Financial Aid Office before a student can begin working.

If you have any questions regarding College work-study employment, please feel free to contact our office.

Thanks to You

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

It is the policy of Presbyterian College that each qualified individual, regardless of race, color, sex, sexual orientation, religion, national origin, age as define by law, or handicap have equal opportunity in education, employment or services of Presbyterian College.

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