



**Presbyterian College**  
**2012-2013**

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

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## **Introduction**

### **PC's Work-Study Program**

Students are eligible to work part-time on campus in a variety of settings. Working on campus can provide valuable career experience in addition to helping to offset education expenses.

**Federal Work-Study**: Students who are employed and paid under the Federal Work-Study Program must demonstrate financial need by having completed the FAFSA. Anticipated earnings are not applied to student accounts. Rather, students are paid by check monthly, and are paid a wage per hour based on the position responsibilities.

A Federal Work-Study award does not mean that you are guaranteed a certain amount of earnings, but that you may earn up to a specific total for the academic year. A Federal Work-Study award does not mean that you are "guaranteed" a job for the entire academic year. Other factors are used to determine the period of time a student is eligible to work, i.e. Budget restraints, federal allocation, number of students with need, student's unmet need, etc. Students who work off campus could be asked to stop working earlier than the end of the semester because of some of these circumstances.

Students who have been awarded Federal Work-Study on their financial aid award will be notified during the summer of additional information required to secure a job. Federal Work-Study is considered part-time employment; therefore, the wages earned are taxed.

**Institutional Employment "Presbyterian College Work"**: Students are also able to work part-time under the PC Work Program. The PC Work Program is administered in much the same ways the Federal Work-Study Program with the exception that the students do not have to demonstrate financial need through the FAFSA. All students are paid by check monthly, and are paid a wage based on the position responsibilities. PC Work-Study is considered part-time employment; therefore, the wages earned are taxed.

All work-study related questions should be directed to the Financial Aid Office Work Study Coordinator at 864.833.8290 or email: [finaid@presby.edu](mailto:finaid@presby.edu).

## **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>.

- Student Employment Work Application
- PC Student Employment Authorization Form
- I-9 Tax Form with copies of Driver's License and Social Security Card or Birth Certificate \* Must be E-Verified with 3 days of hire for work for pay.
- W-4 Form
- Receive a pre-printed 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.

Some on campus areas that hire student workers are:

Springs Student Campus Center	Library
Campus Police	Ushers for Cultural Events
Academic Offices/Departments	Athletic Offices
Sports Medicine	Sports Information
Music	Intramural Referees
Special Events	Computer Services
Administrative Offices	Communications

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

**Federal minimum wage is: \$7.25 per hour**

### **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 Tutors	Clinton & Laurens YMCA
Public Library	United Way of Laurens County

**Community Service positions pay \$8.50 per hour.**

**Work Study Job Postings**

To view a list of job **offered** positions 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. **These positions are “not guaranteed” available positions.** By listing three choices on your application, this will give us the information needed to send you more contact information for your interested positions. **You are “not guaranteed” placement in a job. As many students as possible are considered for employment as positions are open.**

**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	<b>AND</b>	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. **A student should “not begin” work for pay until a timesheet has been received.**

**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. **Students are not allowed to be supervisors to other students.** 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 run from the 16<sup>th</sup> of the first month to the 15<sup>th</sup> of the second month.

**All timesheets are due on the 15<sup>th</sup> day of the month, if the 15<sup>th</sup> falls on a Saturday or Sunday, you may turn in your timesheet on the following Monday.**

**When students are PAID**

Students are paid once a month on the **LAST** working day of each month. Student paychecks may be picked up in the Springs Campus Center office between the hours of 9:00 am and 5:00 pm, Monday through Friday. Paychecks for December and May will be mailed home unless otherwise specified.

**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](http://www.presby.edu). Your first month will be a paycheck, but after that your work study money will go directly into your account.

Once you sign-up for Direct Deposit, it stays active until you notify the Financial Aid Office differently. If you close your account or change your account to another bank, you **MUST** notify the Financial Aid Office to make changes and/or updates.

## **Rules and Regulations**

### **For Federal Work-Study students**

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. Also, if the total federal allocation has been spent, then the student and supervisor will be notified that the student will have to stop working. The maximum earnings a student may have per academic year is listed on the Financial Aid Award Letter.

### **Total hours a student may work**

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.

### **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.

Except when a student is enrolled in classes, his/her earnings are subject to the Social Security tax deduction. Social Security tax deduction usually is deducted in the summer months if a student is not enrolled in summer school.

Work-study earnings are subject to **all** federal and state taxes. Every student must complete an I-9 form and a W-4 form. These forms are 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, an I-9 form, and the PC Employment Authorization form signed by student and supervisor.
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 nor is the Federal work-study student guaranteed a position. We try to place as many students as possible, but other circumstances may make it impossible to place everyone in a position.
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.

- 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 SHOULD NOT BEGIN WORKING** until all paperwork is completed in the Financial Aid Office and the student has been given approval to work. **The student information from the completed I-9 form has to be E-Verified within 3 working days of students hire date. This is a federal rule.**
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.

#### **College work-study positions require:**

1. Employment Application
2. PC Student Employment Authorization Form
3. 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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