



**Presbyterian College
2016-2017**

**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. These earnings may be applied to the student's account by notifying the Financial Aid Office or the Office of Student Accounts.

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. 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 subject to federal and state income tax.

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 Programs). 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 Programs 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. All work-study related questions should be directed to the Financial Aid Office Work-Study Coordinator at (864) 833-8287 or Brian Fortman at bjfortman@presby.edu.

Steps to Become a Work-Study Student

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

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/admissions/tuition-aid/office-of-financial-aid/forms/>

Student Employment Work Application

- PC Student Employment Authorization Form
- I-9 Tax Form (to be fully complete the student must visit the Financial Aid Office with proper documents in person per Department of Homeland Security regulations)
- W-4 Form

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:

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

On-campus positions pay federal minimum wage per hour unless it is a specialty position as determined 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:

Clinton & Laurens YMCA	Thornwell
Elementary School Tutors	United Way of Laurens County
Clinton Public Library	

Community Service positions pay \$8.50 per hour.

Work Study Application

Students may choose three job positions and list these on your employment application. These positions are “not guaranteed” available positions but will give the office an idea of what type jobs are sought by the student.

Returning Student Workers

All returning students must have approval from Financial Aid before working, as individual financial circumstances change from year to year. If you are interested in keeping the same job, you may contact your supervisor and have them contact the Financial Aid Office with a preference request. The student will still need to visit the Financial Aid Office for budget approvals and to be set up in the payroll system before they begin working. **No student may begin working without approval from the Financial Aid Office.**

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 Record System

Students are paid monthly according to the provided schedule. Students are to clock in and out in *Performance Payroll* using their unique login and password. Supervisors will have access to each student employee via their specific supervisor login. It is imperative that students see the Financial Aid Office before beginning work or they will not have access to clock in and out. Every student will receive an email with their specific login and password, along with instructions for clocking in and out. Students will also be given instructions on how to access their time record (for reviewing only).

*****A student should not work for pay until a login and password has been received.*****

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

Once the student has completed all necessary paperwork and is established in the payroll system, the student's supervisor will receive time record access for that student. The supervisor and the student should keep track of hours worked and ensure that the student is clocking in and out for every shift worked.

At the end of each pay period, the supervisor will approve the student time clock records and the Financial Aid Office will then process payroll. Both the student and the supervisor should review all time records. Students are not allowed to be supervisors for other students. Unapproved time records will result in the Financial Aid Office contacting the supervisor and the student.

Pay Periods/Paycheck Issue Dates

- Pay periods run from the 16th of the month to the 15th of the next month.
- All time clock records are finalized on the 17th day of the month. If the 17th falls on a Saturday or Sunday, records will be accepted on the following Monday.

When Students are Paid

Students are paid once a month on the last working day of each month. Student paychecks and pay stubs are placed in student mailboxes in Springs Campus Center. Paychecks for December and May are mailed to the home address on file 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.
- **HIGHLY RECOMMENDED**

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 <http://www.presby.edu/admissions/tuition-aid/office-of-financial-aid/forms/> accompanied with a voided check.

Once you sign up for Direct Deposit, it remains active until you notify the Financial Aid Office. 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

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 not to exceed 39 hours per week.

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 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 along with the supporting documents.

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, dishonesty (including falsifying time records), 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

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 for benefits such as sick leave, vacation, and holiday pay.

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 \$1,000 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. Student employees should not engage in reading, homework, or other personal business or phone calls during hours of employment.
5. Each department/organization may have its own specific dress code. Make certain to check with your supervisor to find what his/her expectations are.
6. Students wishing to change work-study jobs may do so at the mid-year break.
7. Paychecks will be available in student mailboxes at Springs Campus Center on the last working day of the month.

Recommendations 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.

Responsibilities for Supervisors

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 electronic timesheet must be approved and submitted monthly to the Financial Aid Office via Performance Payroll.
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 to stay within the department AND student budgets.

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.

While the staff does everything possible to place as many students as possible, the Financial Aid Office cannot guarantee placement of all students.

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

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