Office of Financial Aid/Scholarship

STUDENT EMPLOYMENT HANDBOOK

Department Manual

Office of Financial Aid/Scholarship
Student Employment
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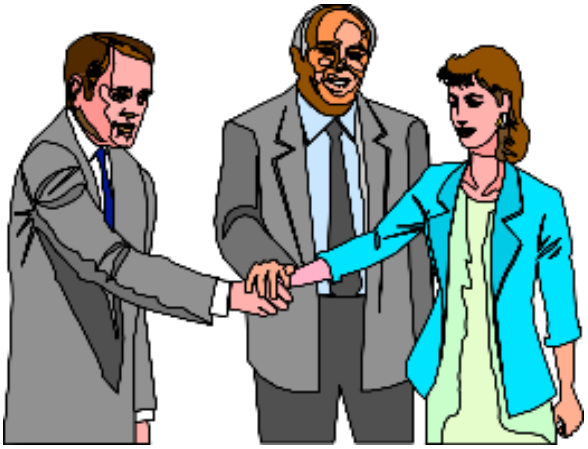

STUDENT EMPLOYMENT PROGRAMS

Information that Applies to
ALL Student Employment Programs

Student's Responsibilities

- *Students* may contact departments/offices on their own regarding employment. Please visit murraystate.edu, click 'Find People' in header listing, and click 'Printable Departmental Phone Listing'.

- *Students* should provide accurate information regarding M#, full, legal name, address, and social security number on required documents.

- *Students* employed on campus for the first time **must** complete an I-9 Form before they begin working. An I-9 Form is simply verification of the student's eligibility to work in the United States. It is a federal form and requires two forms of identification. One must be photo identification, such as a valid driver's license or MSU ID and the other must provide proof of employment eligibility in the United States, such as an original social security card or certified birth certificate. The form must be completed in the department in which the student works and sent to the Office of Financial Aid/Scholarship with all appropriate paperwork.

- *Students* employed on campus for the first time **must** complete an Authorization of Background Information in order for our office to perform a background check. Once you are considered for hiring by the department, they will supply the document for completion.

Department's Responsibilities

- *Departments* must complete a Student Personnel Action form (PA) while accurately following the instructions to hire, terminate, or resign a student on USEP, FWSP, & GA (See myGate, Forms Central for PA Form location and Appendix A for a Sample). The information must be typed, and special attention should be paid to the employee's full, legal name, M#, and other personal information in ensure the payroll records match those on file with the Social Security Administration.

- If there is not a position attached to the FOAPAL provided, a position will have to be created by the Accounting Department, which may delay processing. You must allow sufficient time for processing the PA. The student may not begin working until the PA has been completed and entered by our office. During the Fall Term, it is extremely busy. For this reason, documents must be in our office at least three weeks prior to the start of the first day of employment for the student. If a Background Consent request must be requested by our office, this process may take as long as 2-3 weeks. Please allow for this time when submitted all documents for student employees.

- *Departments* should be certain the information is typed and accurate before sending the PA to our office. This will assist in ensuring proper processing.

- *Departments* must submit a completed I9 Form for students employed for the first time on campus with the PA. The student's PA cannot be processed until this form is completed. There are no exceptions to this federal form. (See myGate, Forms Central for the I9 Form location)

- *Departments* must submit a completed Authorization of Background Information for our office to complete the background check if the student is employed on campus for the first time. (See myGate, Forms Central for the Background Consent Form)

- *Departments* must send the required forms to the Office of Financial Aid/Scholarship to hire a perspective student for employment with their department.

WORK POLICIES

- Individual departments set all work policies and "job descriptions".
- Departments may find it helpful to have a written work policy to be discussed with each student upon hiring.
- Students are expected to report actual hours worked.
- All student workers are to be treated equally.

WORKING ON BOTH PROGRAMS

- It is permissible for a student to be employed on both the FWSP and USEP Programs.
- Though FWSP is limited to a certain number of hours, additional hours may be worked on the USEP program as long as the total does not exceed 40 hours per week.
- Students may work for the same department on FWSP & USEP, or they may work for different departments on USEP. However, FWSP hours must be worked for the same department.
- A student who is employed in more than one program or who is employed by more than one department will receive one paycheck either mailed to them or direct deposited.

UNIVERSITY WORK STUDY STUDENT EMPLOYMENT (USEP)

This program is offered to all students on campus, regardless of financial need. Employment is not guaranteed.

Any student enrolled during the term may work on the University Student Employment Program (with the exception of summer; explained in the following paragraph. Each department employing students as USEP determines the number of students who will be employed and the number of hours worked per week.

Students should contact departments on their own regarding employment on the University Student Employment Program. Please visit murraystate.edu, click 'Find People' in the header listing, and click 'Printable Departmental Phone Listing'.

Students must be enrolled in summer school to work during the summer. However, you must be returning to school in the upcoming Fall Term. Entering students may work on the University Student Employment Program during the summer if they have been accepted for admission to Murray State University.

Student's Responsibilities

- Refer to section 'Applies to ALL Student Employment Programs'
- *Students* may not work more than 40 hours per week.

Department's Responsibilities

- Refer to section 'Applies to ALL Student Employment Programs'

- Departments determine the number of students who will be employed and the number of hours worked per week (up to 40 hours).

- Departments are responsible of keeping track of their own budgets and rate of spending.

- If more than one department employs a student, the student cannot work over a total of 40 hours per week combined. The PA from each department must reflect a total of 40 hours combined, not 40 hours each.

FEDERAL WORK STUDY
STUDENT EMPLOYMENT (FWSP)

This program is offered to students based on their financial need. Federal Work Study is part of the student's financial aid package. Employment is not guaranteed.

Federal Work Study is money the student can earn in the form of a paycheck once he/she finds a position. Federal Work Study IS NOT guaranteed. Departments may contact the student or the student may contact departments to inquire about a job. Federal Work Study money IS NOT applied to the student's bill.

A Federal Work Study assignment does not guarantee the student a fixed amount of earnings. By federal wage and labor regulations, the student *must* report the *actual* hours worked during a pay period. Small variations between the actual number of hours worked per week may occur occasionally.

The purpose of the Federal Work Study Program is to provide a consistent number of work hours and income per pay period to the student throughout the assignment period. The hours worked each pay period are subject to audit by the federal auditors each year.

Student's Responsibilities

Refer to section 'Applies to ALL Student Employment Programs'

Students must complete the Free Application for Federal Student Aid and the Murray State University Federal Work Study Application for each academic year.

FWSP eligibility is a part of a student's financial aid package. The number of hours per week a student may work is determined by the student's need. The maximum number of hours for FWSP various with each award year per the amount of the FWSP award.

Each department will receive notification or you may contact our office for the number of hours per week that can be worked. The department will receive a report confirming employment record and the total hours and funding each student has available.

Students must maintain Satisfactory Academic Progress. If the student's status changes because of academic reasons at some point during the work assignment, the department will be notified to cease employment.

Department's Responsibilities

- Refer to section 'Applies to ALL Student Employment Programs'
- Departments may contact the Office of Financial Aid/Scholarship to request access to review the Murray State University Federal Work Study Applications electronically.
- If you have not access the database prior, a Network Request Form must be completed and returned to our office for appropriate processing.
- Departments will be notified via email if the number of FWSP position slot allocation has changed from the previous aid year.
- Departments should not hire a student before confirmation form our office has been established and eligibility is confirmed.
- Once the PA process is completed, you will receive notification via email, telephone call, or a copy of the completed/signed PA from the Office of Financial Aid/Scholarship.
- The Office of Financial Aid/Scholarship will send report updates noting the number of hours and amount of funding a student has remaining on their FWSP eligibility.
- Please pay close attending to the number of total hours worked and remaining hours to work. This will be great assistance in budgeting and maintaining student employment within your department.
- The number of hours and amounts, per the report, is the maximum to be earned by the student as of the date indicated.
- Federal Work Study students are paid $7.25 effective July 1, 2009.
- Federal Work Study Program funding is not available during the summer.

GRADUATE ASSISTANSHIP STUDENT EMPLOYMENT (GA)

- This program is offered to graduate students only.
- Refer to section 'Applies to ALL Student Employment Programs'
- Individual colleges and the Graduate Studies Office set policies.
- The PA form must have the proper signatures, including the Department Chair or Supervisor, Director or Dean of the College, and the Graduate Coordinator's.
- Departments should contact the Graduate Studies Office at #3752 to answer any questions concerning Graduate Assistantships.

INTERNATIONAL STUDENT EMPLOYMENT

International Student Employment is for any student who is not a U. S. Citizen. Immigration and Naturalization Services have very strict rules concerning International students. Students risk deportation and place Murray State University's International Program in jeopardy by not following the rules listed below.

- Refer to section 'Applies to ALL Student Employment Programs'
- *International students* may only work up to 20 hours per week due to Immigration laws. If the student is working in several departments, the number of hours worked per week combined cannot exceed 20.
- *International students* must be admitted as an MSU student and enrolled at least half time to be eligible to work.
- *International students* must have an actual Social Security Card and number <u>before</u> beginning to work.
- ***Never*** use the 900 number (e.g. 900-00-0000) issued by the Admission's Office as a Social Security Number.
- *International students* are allowed to work 40 hours per week during official school breaks.
- *International students* are allowed to work 40 hours per week during the summer as long as the student is not enrolled in summer school.
- *International students* complete their I-9 Form in the Center for International Programs Office, Woods Hall, # 4152.

STUDENT EMPLOYMENT GRIEVANCE

1. Definition of a Grievance

For the purpose of this policy, a grievance is a complaint by the student directly related to a situation or encounter between the student and the department. Reasons for the grievance may be due to any of the following:

a. alleged unfair or unequal treatment;

b. inadequate working conditions; and/or

c. unfair disciplinary action(s).

2. Exemptions to this Policy

A grievance may not be pursued due to any of the following:

a. misinterpretation of the policy guideline(s) or the inability to meet deadlines set by the policy

b. the work environment that has been established to accomplish the work activities, such as antiquated equipment or the technique(s) required to perform the assigned tasks

c. discrimination based upon race, color, creed, religion, sex, age, national origin, disability, or veteran's status

3. Procedure

a. A grievance must be specific in nature and must set forth the exact complaint. The student should request a satisfactory solution to his/her complaint.

b. Copies of all written grievances will be placed in a separate file maintained by the Student Employment Grievance Committee. The action of filing a grievance shall not be cause for negative remarks. The student will not be criticized or mistreated for using the grievance procedure.

Step 1:

(a) The student must discuss his/her grievance with his/her immediate supervisor. The notice must be specific with regard to the offense charged and the factual situation relating to the charge. This first step must be initiated within fourteen (14) days of the occurrence creating the grievance. This includes weekends.

(b) If the student believes his/her grievance has not been dealt with satisfactorily, he/she may proceed to each successive level of supervision, Dean, Department Chair, etc. The student must not allow more than three (3) working days* between a reply and his/her appeal to the next level.

(c) Each supervisor must reply within three (3) working days* from the discussion with the student.

(d) If the supervisor is the administrative head of the department, the written grievance procedure will begin at Step (e).

(e) If the grievance is not resolved by the supervisor's response, the student must provide a written statement to the administrative head of the department with a copy to the Student Employment Grievance Committee, Attention Teresa A Palmer. The administrative head must give a written decision within five (5) working days of receipt of the grievance. A copy should be sent to the Student Employment Grievance Committee, Attention Teresa A Palmer.

*The term "working days" excludes weekends and University holidays.

Step 2:

(a) If the student's grievance still has not been resolved, he/she should contact the Student Employment Grievance Committee within five (5) working days of the completion of Step 1, above.

(b) The Student Employment Grievance Committee will attempt to resolve the grievance and respond in writing within five (5) working days. The committee members are Fred Dietz, Executive Director of Enrollment Management, Lori Mitchum, Director of Financial Aid/Scholarship, and Teresa A Palmer, Associate Director, Financial Aid/Scholarship.

Step 3:

(c) The Student Employment Grievance Committee will send the written decision to the employee, supervisor, and the administrative head of the department within ten (10) working days.

NOTE: *In all cases where a response is required, the response shall be completed and forwarded within the stated time unless there is a reason beyond the student, supervisor, or administrative head's control. In such circumstances, an estimate of the delay will be provided.*

STUDENT EMPLOYMENT FORMS

AUTHORIZATION OF BACKGROUND INFORMATION

Each student must fill out this form prior to starting work on campus. The form may be obtained from myGate, Forms Central.

MURRAY STATE UNIVERSITY FEDERAL WORK-STUDY APPLICATION

A federal work-study application is available on-line to students once they accepted FWSP. The form must be completed and sent to the Office of Financial Aid/Scholarship to be eligible to work in the FWSP program.

FEDERAL WORK STUDY PROGRAM (FWSP) STUDENT AWARD / EMPLOYMENT HISTORY REPORT

An assignment report is generated for students whom the department has hired to work. The department is sent the report to assist in the monitoring of each student's remaining eligibility for the academic year.

FREE APPLICATION FOR FEDERAL STUDENT AID (FAFSA)

This form is required by the federal government to apply for federal financial aid. Each student must complete this form every year.

The student may visit fafsa.gov to complete the Free Application for Federal Student Aid.

I-9 FORM

This form is used to verify an employee's eligibility to work in the United States. This form must be completed before a student can begin working and placed on the payroll system.

Delays in completing this form may delay the student's ability to complete the time sheet and receive a paycheck.

APPENDIX A -- STUDENT PERSONNEL ACTION FORM (PA)

- This form is used to hire or terminate a student in any of the programs.

- The student's full, legal name should match the information on his/her social security card. It cannot be a nickname.

- The student's permanent address should be current and correct.

- Always double-check the information on this form. If there is a discrepancy about any of the information or if information is missing, the form must be returned for correction.

- Funds to pay the student's wage come from the FOAPAL listed on this form. A student cannot work and be paid without the completion of this form and an I-9 Form or a background check.

- Allow at least three weeks for the Office of Financial Aid/Scholarship to process the PA and return the departmental and student copy.

- Make sure all items and required signatures are completed. Otherwise, it may delay the student's ability to begin work.

Murray State University Student and Graduate Assistant Personnel Action Form

A completed I-9 form must be attached for all new student or graduate assistant employees.

Federal Workstudy eligibility must be verified with Student Financial Aid prior to submitting this form.

1) Current Date	Form must be typed.	2) MSU ID#

3) Last Name	First Name	Middle Initial	4) Date of Birth (mm/dd/yyyy)

5) Permanent Address	6) Permanent Phone #
(Street) (City) (State) (Zip)	
Local Address	**7) Cell Phone #**
(Street) (City) (State) (Zip)	**8) Gender** ____ Male ____ Female

9) E-mail Address	10) U.S. Citizen	11) Residency
	____ Yes ____ No	_____ In-State _____ Out-Of-State

12) Employment Action	13) Type of Employment
___ Hiring ____ Resignation ____ Termination	____ Univ Stdnt ____ Fed-Wrk Stdy ____ Grad Asst

14) Period of Employment	15) Fiscal Year	16) Pay Rate
_____ Academic Year (Fall & Spring) _____ Fall Only		$_____ Hourly
_____ Spring Only _____ Summer	20___ - 20___	$_____ Pay Per Semester

17) Ethnicity	18) Distribution of Pay (GA Students Only)	20) Effective Date of Action
Check one of the following:	_____ Four Equal Payments	
	_____ Bi-Weekly	_____ 20____
_____ White	_____ Other (Explain Below in #24)	
_____ Black	**19) Max. # of Hours Per Week**	**Last Day of Work**
_____ Hispanic		
_____ Asian/Pacific Islander	_____	_____ 20____
_____American Indian/Alaskan		

21) FOAPAL Information

Dept/FOAPAL Name _____	Position # _____ Student	_____ Fed Wrk Stdy
	GA ONLY _____ Teaching	_____ Research
Contact Name Phone #	_____ Academic	_____ Administrative

COA	Fund	Organization	Account	Program	Cost or Percent	
						%
						%
						%
						%

22) Timesheet Organization	23) Work Duties/Assignments

24) Remarks	
	STUDENT MUST BE ENROLLED AT LEAST HALF-TIME (MIN. OF 6 HRS) TO BE ELIGIBLE FOR UNIV. STUDENT EMPLOYMENT PROGRAM. CHECK WITH PROVOST OFFICE FOR ELIGIBILITY REQUIREMENTS FOR GRAD. ASSISTANTSHIPS. INTERNATIONAL STUDENTS CAN ONLY WORK 20 HRS PER WEEK WITH ANY TYPE OF EMPLOYMENT.

FOR OFFICE USE ONLY

Initialed: _____ Date: _____

I-9 Form: _____ Y _____ N

Primary/Home Organization: _____

Secondary Organization:_____

Withholdings: W-4 _____ K-4 _____ FICA _____

Municipal _____

Budget Funding

Reduce Funds $ _____ To _____

Add Funds $ _____ Source _____

Student/Graduate Assistantship employment is at will and may be terminated at any time without cause.

25) Signatures Required for Employment

Highlighted lines for GA's Only

Department Chairman or Supervisor Date

Dean or Director Date

University Graduate Coordinator Date

FOAPAL Manager (for Student Employment Only) Date

Student Employment Officer (for all positions) Date