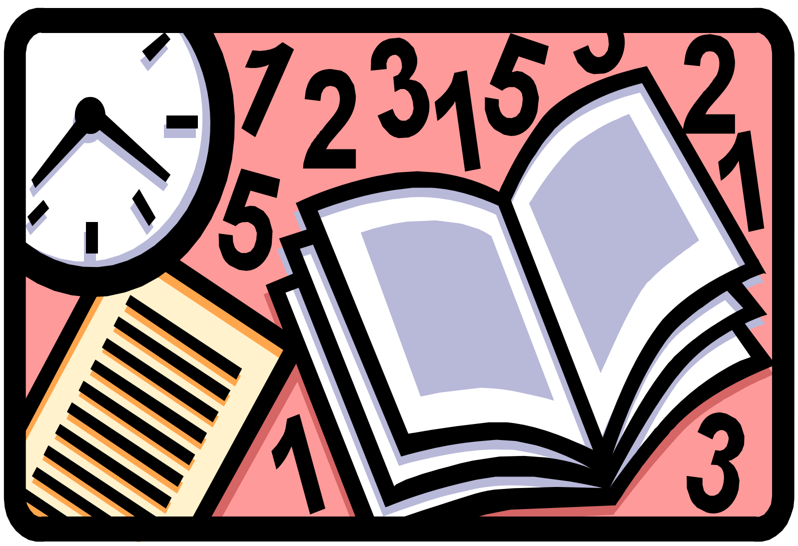
STUDENT EMPLOYER MANUAL



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Employment Programs

On-Campus Employment

There are two types of on-campus student employment: Federal Work-Study (FWS) Program and Regular Student Employment (RSE) Program. Students cannot be employed under both programs simultaneously. To know more about these programs, go to **http://www.enrollment.memphis.edu/financialaid/segeninfo.html**.

The Student Employment Office is now located in Wilder Tower, Room 103. The office phone numbers are 901-678-3708 or 901-678-3680 and the fax number is 901-678-5902. The hours of operation are Monday-Friday, 8:00 am-4:30 pm.

Off-Campus Employment

Career and Employment Services website at **http://saweb.memphis.edu/ces/** offers several services to graduating students looking for off-campus employment. This service is also provided for students who are not graduating and looking for off-campus employment in the Memphis area. The office is located in Wilder Tower, Room 400, and their phone number is 901-678-2239. Their hours of operation during the academic year are Monday-Tuesday, 8:00 am - 5:00 pm, and Wednesday-Friday, 8:00 am - 4:30 pm. During the Summer, they are open Monday-Friday, 8:00 am - 4:30 pm. They list current employment opportunities in the Memphis area and across the country.

Job Placement Procedures (for Student Employers)

The Student Employment Office acts as the central referral agent for students seeking part-time on-campus employment. To advertise a job opening, student employers may submit their job notices in writing by using the **Student Employee Request Form**. This form contains pertinent job description information necessary for posting. Departments may go to **http://www.enrollment.memphis.edu/financialaid/seforms.html** to obtain a copy of this form.

When interviewing student employees, you should use the following strategies:
1. Prepare questions before the interview
2. Try to avoid yes/no answers
3. Give the applicant a thorough overview of the job
4. After the interview tell the applicant when a decision will be made
5. Rate the interview after applicant leaves
6. Offer the position to the best applicant
7. Notify the Student Employment Office when position is filled

Contacting a former employer may be advantageous when making a decision on hiring the student employee; however, the following should not be discussed:
1. marital status
2. age
3. religion
4. other information unrelated to the job performance

It is important to train the new student employees. Things that seem obvious to you may be confusing to the student. It may be helpful to prepare some written instructions in advance to reduce repeatedly asked questions such as:

1. What to say when answering the phone
2. How to transfer calls
3. How to put calls on hold
4. Signing on to the computer
5. Answers to commonly asked questions
6. Frequently used phone numbers
7. Areas of responsibility within your work unit (who does what)
8. Procedures for completing or filing forms
9. Who your supervisor is and what he/she does

Job Placement Procedures (for Student Employees)

The student may come to the Student Employment Office in Wilder Tower, Room 103, to pick up a list of available jobs, or go to the Financial Aid website mentioned on page 1, click on Student Employment, and then click on Regular Student Positions or Federal Work-Study Positions.

The student needs to contact the department(s) they are interested in to set up an interview. Then the **Application for Student Employment** (optional) may be completed and taken to the interview. Once hired, the student will need to complete the appropriate documents in order to be entered into the payroll system. Departments may go to **http://www.enrollment.memphis.edu/financialaid/seforms.html** to obtain a copy of this form.

Documents Required to Hire Students

Federal Work-Study (FWS) Payroll Action Form

A student awarded federal work-study must complete the **Federal Work-Study Payroll Action Form** when hired by the department.

1. Student completes all items and signs Section I.
2. Student Employment completes Section II.
5. Department completes and signs Section III.
6. The Student Employment Office completes and signs Section IV.
7. The copy of completed approved form is then returned to the department.

Regular Student Employment (RSE) Payroll Action Form

A student not awarded federal work-study must complete the **Regular Student Employment Payroll Action Form** when hired by the department.

1. Student completes all items and signs Section 1.
2. Department completes and signs Section II.
3. The Student Employment Office completes and signs Section III.
4. The copy of the completed approved form is then return to the department.

Departments may go to **http://www.enrollment.memphis.edu/financialaid/seforms.html** to obtain copies of these two forms.

Common Mistakes made on the Payroll Action Form(s)

1. Student's signature is missing on Section I
2. Department doesn't fill out Section II on the RSE Payroll Action Form or Section III on the FWS Payroll Action Form
3. Department fills out Section II or Section III, but fails to write the beginning date of employment, account number, position number or fails to sign it

I-9 Employment Verification Form

Under the Immigration Reform and Control Act (IRCA), employers are required to verify that employees hired after November 6, 1986, have a lawful right to work in the United States, and must complete the **I-9 Employment Verification Form** on all new hires. The completed I-9 Form must be submitted to the Student Employment Office. The department may go to **http://www.enrollment.memphis.edu/financialaid/seforms.html** or **http://www.immigration.gov/graphics/formsfee/forms/files/i-9.pdf** to obtain a copy of this form.

Completing and Maintaining I-9 Forms

1. **Complete within 3 business days.** An employer must complete the I-9 form by examining evidence of identity and employment eligibility within three (3) business days of employee's start date.
2. **Acceptable documents.** An employer cannot specify which documents to accept from an employee (acceptable documents are listed on the reverse side of the I-9 form).
3. **Review original documents.** The employee must present original documents to the employer; do not make copies for file.
4. **Completing the I-9 Form.** Record the following information:
   - The Issuing Authority
   - The Document Number
   - The Expiration Date, if any
   - The Date Employment Begins
5. **Signing the I-9 Form.** The I-9 form is required to be signed by both the employer and the employee.

6. **Retention of I-9 Form.** An employer must retain completed I-9 forms 3 years after the date of hire or 1 year after the day employment ends, whichever is earlier.
7. **Receipt needed if documents are not available.** If an employee is authorized to work, but unable to present a receipt for the application of the documents within 3 business days, the employee must present the actual documents within 90 days.
8. **I-9 form.** Both sides of the I-9 form must be photocopied when duplicated.

Common Mistakes made on the I-9 Form

1. Using the Student's School ID as the social security card in List C
2. Putting the Driver's License information in List A instead of List B
3. Not putting all the information requested such as document title, issuing authority, document number, or expiration date
4. Listing only the passport information on an international student, but not the INS I-94 Form in List A.

Direct Deposit Authorization (DDA) Form (for Student Employee only)

The **Direct Deposit Authorization Form** must be completed by the student employee. Students are paid either bi-weekly at an hourly rate or monthly and direct deposited into the student's bank account. The department may go to the Payroll Forms website at **http://bf.memphis.edu/forms/payr/payr02.htm** or to **http://www.enrollment.memphis.edu/financialaid/seforms.html** to obtain a copy of this form.

Completing the DDA Form

All students employed on campus must complete the Direct Deposit Authorization Form. The student must record the following information:

1. Student's name and social security number
2. Department that he/she is working for
3. Name of the bank, bank routing number, and account number
4. Attach a preprinted deposit slip or voided check for verification
5. The type of account (either checking or savings) they want the net pay to be deposited into
6. Checking off whether it is bi-weekly or monthly paid
7. Signature and date
8. Submit DDA form to the Student Employment Office

Common Mistakes made on the DDA Form

1. Student fails to list bank routing number or account number
2. Student fails to attach a preprinted deposit slip or voided check
3. Student fails to sign it

W-4 Form (for Student Employees only)

All students must complete the **W-4 Employee's Withholding Allowance Certificate Form** so that the employer can withhold the correct Federal income tax from their pay. Go to the Payroll Forms website at **http://www.irs.gov/pub/irs-pdf/fw4_02.pdf** or to **http://www.enrollment.memphis.edu/financialaid/seforms.html** to obtain a copy of this form.

Completing the W-4 Form

1. If the student is exempt, they only need to complete lines 1, 2, 3, 4, and 7 and then sign the form to validate it.
2. A student cannot claim exemption from withholding if (a) their income exceeds $700 and includes more than $250 unearned income (e.g. Interest and dividends) and (b) another person claims them as a dependent on their tax return.
3. If the student is not exempt, have them complete the Personal Allowances Worksheet.
4. Student must complete all worksheets that apply. These worksheets will determine withholding allowances they are entitled to claim.

Common Mistakes made on W-4 Form

1. Student fails to complete the W-4 form.
2. Student fails to list the allowances on the W-4 form.
3. Student fails to indicate that they are exempt.
4. Student fails to sign the W-4 form.

Student Employer's Responsibilities

1. Determine whether or not the student's skills meet the job requirements.
2. Complete Section III on the Federal Work-Study Payroll Action Form or Section II on the Regular Student Employment Payroll Action Form, along with Section II of the I-9 Employment Verification Eligibility Form, and submit to the Student Employment Office before allowing any student to work.
3. If you hire a work-study student, your department only covers 25% of the student's wages, and the federal government covers the rest. If you hire a regular student employee, your department covers 100% of the student's wages.
4. Determine the work schedule with the student.
5. Explain the duties and responsibilities of the job to the student.
6. Monitor work hours to ensure that the student does not exceed the approved number of employment hours each week.
7. Submit student's time to Payroll on a bi-weekly or monthly basis.
8. Provide continuous evaluation of student's work performance and supervise accordingly.
9. Submit written requests for wage increases, or employment exceptions to the Student Employment Office.
10. Submit a written separation/termination notice to the Student Employment Office on each student; written termination to student (optional).

Student Employee's Responsibilities

1. Federal Work-Study and Regular Student Employment are part-time jobs; do not expect to study during your scheduled work hours, unless allowed to do so.
2. Be consistently dependable. Be prompt, and work the hours for which you have been scheduled.
3. If you must be late or absent from work, notify your supervisor prior to work time.

4. Federal Work-Study and Regular Student employees must maintain part-time enrollment. If you drop below half-time, withdraw, or graduate, contact the Student Employment Office.
5. A Federal Work-Study award does not guarantee employment. You must interview with prospective employers and “sell” yourself. Departments are not obligated to re-hire you for the following academic year.
6. When you are hired by a department, complete Section I of the Payroll Action Form (i.e. Federal Work-Study or Regular Student Employment Form), along with Section I on the I-9 Employment Verification Eligibility Form, and the Direct Deposit Authorization and W-4 Forms. Then have the department complete their sections and return all forms to the Student Employment Office immediately. You <u>cannot</u> begin work until these have been submitted and approved by the Student Employment Office.
7. Under federal work-study student employment, the department pays 25% of your earnings and the federal government pays the rest. Under regular student employment, the department pays 100% of your earnings.
8. If you have problems or grievances with your work, talk with your supervisor. If it cannot be resolved, discuss it with the department head.
9. Excessive tardiness, absenteeism, or failure to perform assigned duties are grounds for termination. Give the job your best effort. Your employer’s evaluation becomes a permanent part of your file and may be used as a future job reference.

<u>**Reporting Student Employee’s Time (for Student Employer)**</u>

Student employers must submit the student employee’s time to the Payroll Office <u>every two weeks</u> on the bi-weekly time sheet provided by the Payroll Office. If the student is being paid monthly, make sure you submit the monthly time sheet by the deadline established by the Payroll Office.

Reasons a student may not get paid for time worked or for the correct amount:

1. Student fails to submit their time to the student employer in a timely manner. The department needs to complete a blank bi-weekly time sheet to report the hours for the next pay period.
2. Student employer fails to submit the student’s time by the Payroll deadline to the Payroll Office. The department needs to complete a blank bi-weekly time sheet to report the hours for the next pay period.
3. If a student was not paid, check your department records to verify that a time sheet was submitted to payroll for processing. If a time sheet was submitted, contact the Student Employment Office for assistance.
4. If student was not paid the correct payrate, contact the Student Employment Office immediately for assistance.

Reporting Time to Student Employer (for Student Employees only)

Student employees must submit their time to the student employer by the deadline established by the Payroll Office every two weeks. Students may use the online **Student or Temporary Bi-weekly Time Sheet** found in the Payroll Forms website at **http://bf.memphis.edu/forms/payr/payr06.htm** or to **http://www.enrollment.memphis.edu/financialaid/seforms.html** to obtain a copy of this form.

Documents Required to Terminate Students (for Student Employer)

Departments must complete the **Termination/Separation Form** whenever a student drops below half-time, withdraws, graduates, or changes from Federal Work-Study to Regular Student Employment or vice versa, personal reasons, transfers to another department, unable to comply with hours, or unsatisfactory performance. Once completed, submit a copy to the Student Employment Office.

Departments are requested to complete the **Evaluation Form** to rate the student employee's job performance. Keep a copy for your records and submit a copy to the Student Employment Office. The department may go to **http://www.enrollment.memphis.edu/financialaid/seforms.html** to obtain copies of these two forms.

Pay Ranges (for Student Employer)

The University of Memphis Student employee's (Regular and Federal Work-Study) hourly wage is determined by their experience and knowledge. These should be utilized by the departments' supervisors when determining fair and equitable hourly wages and subsequent yearly pay raises. The pay ranges are posted on the Financial Aid website at **http://www.enrollment.memphis.edu/financialaid/sepay.html**.

Payrate Justification Form (for Student Employer)

The **Payrate Justification Form** may be used to justify paying a student employee more than $12.00 an hour with management approval and the Director of Student Financial Aid approval. Student's hourly wage is determined by their experience and knowledge. Once completed, submit the form to the Student Employment Office. Departments may go to **http://www.enrollment.memphis.edu/financialaid/seforms.html** to obtain a copy of this form or submit a memorandum to justify the payrate.

Student Wage Adjustment Form (for Student Employer)

The **Student Wage Adjustment Form** may be used to process wage adjustments (i.e. wage increases) with management approval. Student's hourly wage is determined by their experience and knowledge. It is recommended that continuing student employees receive yearly pay raises. It is also recommended that any wage adjustment occur at the beginning of a pay period. Departments may go to **http://www.enrollment.memphis.edu/financialaid/seforms.html** to obtain a copy of this form or submit a memorandum to request a wage adjustment.

Payroll Dates and Deadlines

These dates and deadlines should be used by departments' supervisors to determine when to submit payroll paperwork to the Student Employment Office in a timely fashion. Go to **http://www.enrollment.memphis.edu/financialaid/sepaydates.pdf** to get the current academic year's payroll dates and deadlines

<u>Student Employment Contacts</u>:

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