

Frequently Asked Questions About Student Employment – Employer Questions

Q: Who is eligible for Student Employment?

A: Any student who is currently enrolled and in good standing. Students can either earn work-study funds or non-work-study funds. Your department may **not** have the budget to hire students who earn non-work-study funds. That is for your department to decide.

Q: What is Federal work-study?

A: Work-study is a Federal financial aid program where students are awarded an amount of federal funds, determined by the Financial Aid Office, based upon the availability of funds provided to the school. Students must work for an on-campus or an eligible off-campus employer to receive these funds. Students can work over the summer, fall and/or spring of the academic year.

Q: Who is eligible for work-study funds?

A: Work-study eligibility is determined by the student's financial need. Students must apply for work-study by completing all required paperwork by the specified deadline. Students are notified of their eligibility for work-study in the late spring for the following academic year. If the student is unsure if they are eligible for work-study, have them check with the Financial Aid Office. If a student is not eligible for work-study funds and would like to be reconsidered they can appeal to the Director of Financial Aid and have their information reviewed.

Q: What is “non-work-study”?

A: Non-work-study is a term used for student employees who wish to work but are not eligible for work-study. It may be possible to hire these students and pay them out of your department's budget.

Q: Can I have a list of students who are eligible for work-study funds?

A: No. Because of FERPA laws we cannot disclose that information to you.

Q: What happens if a student runs out of work-study funds?

A: The student should keep track of the total amount of work-study funds they were awarded and the time they have worked. The Financial Aid Office will also run a bi-weekly report to monitor students' work-study earnings. When a student has earned within \$300.00 of their total award amount, notification is sent to the student and their supervisor. If your department has funds to pay the student out of your own account you can notify the Financial Aid Office in writing, requesting to have them changed to non-work-study. If the Financial Aid Office is not notified in writing to switch the account number to non-work-study then the student's employment contract will be terminated and the student must stop working. If a student exceeds their work-study award amount, 100% of earnings in excess of the student's awarded amount will be charged to your department. A stop memo will be sent to the student and their supervisor. The student must stop working and their contract will be terminated.

Q: What paperwork needs to be filled out for student employment and where can the students obtain the paperwork?

A: Students need to visit the Financial Aid Office for the required student employment paperwork. The Student Employment Agreement requires the student to complete sections A and D. The employer/supervisor is responsible for completing and signing section C. It is especially important that the “Job Description” portion is filled in; incomplete Student Employment agreements may be returned to employers for completion. Once these three sections are complete, the agreement should be returned to the Financial Aid Office and we will complete section B and the bottom. If a student has not worked on campus previously they will also need to complete an I-9, W-4 and Confidentiality form. Students can start working but will not be paid until we have **all** of the required paperwork.

Q: What account number do I use on the Student Employment Agreement?

A: If the student is being paid through work-study funds the account number should be 1-7035 followed by your department's cost center number. If the student is being paid through non-work-study funds the number should be 1-7030 followed by your department's cost center number.

Q: How much do students earn?

A: For regular clerical positions students earn \$8.00/hr.; research assistant positions earn \$9.00/hr.; off-campus employment students earn \$10.00/hr.

Q: How many hours are students allowed to work?

A: Students are limited to twenty hours per week when classes are in session. Students may work full-time, up to twenty-five hours per week, during vacations and holiday periods. Any overtime earnings and/or holiday pay will be charged to the department at 100%.

Q: Do students need a separate contract for two different employers on campus?

A: Yes. A contract is needed for each position.

Q: Do students need separate Student Employment Agreements for summer employment?

A: Yes. One contract is needed for summer employment and one is needed for fall/spring (academic year) employment.

Q: What do I use as the start and end date on the Student Employment Agreement?

A: The start and end dates can be obtained by contacting the Financial Aid Office.

Q: Where do students obtain timesheets and when are they due?

A: Students can obtain timesheets from the Office of the Bursar. The student's supervisor must deliver them to the Office of the Bursar by 9:00 AM on the Monday following the end of a pay period. Timesheets will not be accepted if the student delivers them.

Q: Who is authorized to sign the student's timesheet?

A: The supervisor who signed the Student Employment Agreement should be the person signing the timesheet. In a case where that supervisor is not available another supervisor may sign.

Q: What happens if a student is academically dismissed?

A: Students who are academically dismissed are no longer considered students and therefore cannot continue working even if they are appealing the decision. They must stop working as of the date of their dismissal. If the student is successful in their appeal, they can resume working but they will need to complete a new Student Employment Contract.