



RANDOLPH COLLEGE

Student Financial Services

**Campus Employment Manual**  
GUIDELINES FOR STUDENTS AND SUPERVISORS

2008-2009

**RANDOLPH COLLEGE STUDENT CAMPUS EMPLOYMENT PROGRAM**

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### APPENDIX (FORMS):

- Student Employment Application
- I-9 – Employment Eligibility Verification
- W-4 – Federal Tax Withholdings
- VA-4 – State Tax Withholdings
- Work Study Agreement
- Work Authorization Form
- Work Study Interview Form
- Request for Student Workers
- Student Employee Confidentiality Statement
- Student Performance Evaluation Form
- Notice of Warning
- Student Job Change Request Form
- Request for Termination of Student Worker
- Payroll Direct Deposit Authorization Form
- Automatic Deposit of Work Study Check to Student Acct

## Contact Information:

To post a job opening, discuss policy issues or student work performance, contact Interim Director, John Schoultz, ext 8128 or email [jschoultz@randolphcollege.edu](mailto:jschoultz@randolphcollege.edu)

For Payroll and Timecard questions, contact Shirley Spinner, Work-Study & Operations Coordinator, ext 8128 or email [sspinner@randolphcollege.edu](mailto:sspinner@randolphcollege.edu)

Randolph College does not discriminate on the basis of race, color, ethnic origin (Title VI), handicap (Section 504), or age in the administration of its educational policies, or sex (Title IX) in its employment policies, and maintains such nondiscriminatory policy in all aspects of operation. Inquiries concerning the application of these policies may be directed to the "Title IX Coordinator, the Dean of the College, 434/947-8126, or the Section 504 Coordinator, the Vice President for Finance and Administration, 434/947-8112, in Lynchburg, VA. 24503.

## Overview

Randolph College has a strong commitment to the philosophy that student employment opportunity provides a positive influence on both the student and the College. The experience provides an opportunity for the student to help with her/his own expenses, to develop further a sense of responsibility, to budget her time, and to provide a needed service to her College. The student's campus employment may be the first and/or only job reference she/he will have when she/he graduates. A "full-time" campus job is an average of 10 hours per week allowing the student to earn potentially, \$1,860 during the academic year.

Randolph College's commitment to this end is demonstrated in its large campus employment program which embraces three sub-programs: the need-based federal Work-Study Program, the Randolph College funded need-based Program, and a limited Randolph College funded Program for students who do not qualify for need-based aid.

The federal Work-Study Program provides 75% and Randolph College provides 25% of the wages of eligible students who qualify based upon the Congressional Methodology that determines eligibility for need-based financial aid. Because Randolph College has never received enough federal funding under the CWSP to fund all of those students who qualify, Randolph College provides 100% funding to an ever-increasing number of students in this profile.

## AUTHORITY TO EMPLOY STUDENTS

The administrative responsibility for the management of the student employment Program rests with the Office of Student Financial Services. **Final authority for the assignment and termination of student employees comes from the Office of Student Financial Services.** Every effort is made to meet the requests of departments for the number of student hours and for specific students when requested.

Every effort must be made to provide employment to students who qualify for need-based aid in accordance with their financial aid award job opportunity. Therefore, priority is given to these students in making job assignments.

**DIRECT HIRING OF STUDENT ASSISTANTS BY DEPARTMENTS IS PROHIBITED.** A supervisor who hires a student without approval of the Office of Student Financial Services is violating college policy. A student who has not been approved for employment by the Office of Student Financial Services will not be paid under the student payroll program. The supervisor will be responsible for paying the student by other means.

This policy assures that students are assigned to campus employment in accordance with federal policy as mandated by the Department of Education regarding overawards and further that the Office of Student Financial Services can be assured that no student is employed who has not complied with the Immigration Reform Act of 1986 requiring every employee to document their eligibility to be employed in the United States.

This policy includes students who are employed as substitutes (subs). Therefore, it is important that each department head who may need to call on subs for immediate coverage, arrange **in advance** to have a reasonable number of students **already contracted** who can be called in the event of emergency.

## FEDERAL REGULATIONS

### MAXIMUM HOURS OF EMPLOYMENT

While the typical "full-time" student job is **an average of 10 hours per week**, a student may vary the schedule from week to week as long as she/he does not exceed 20 hours in a given week. Many students are employed in more than one department simultaneously, ie. The student may be employed in two departments 4.5 hours per week each.

The maximum number of hours any student may work under the Randolph College Work Study Program is 20 hours per week. This is a labor law that we must follow. The work week at Randolph College begins on Monday and ends on Sunday. **Under no circumstance should a supervisor allow a student to exceed this weekly limit.**

Student workers are typically paid minimum wage. Current law states that the minimum wage is \$6.55 per hour.

In addition to the above limitations, federal law does not permit a student who receives need-based aid to earn in excess of the amount of his/her campus employment award as specified on his/her financial aid award letter. The Office of Student Financial Services is **required** to terminate the student's employment when she/he has earned the maximum amount of his/her award. It is Randolph College's policy to limit the maximum hours for non-aid students to an average of 10 hours also.

It is the responsibility of the supervisor and the student assistant to monitor earnings to assure that the student's schedule will not exceed his/her semester award amount before the end of each semester of the academic year. To assist in this activity, the Office of Student Financial Services monitors employment hours and notifies the student of his/her accumulated hours worked, sending a copy of the notice to her supervisor/s, when the student is approaching the maximum before the end of the semester. This is especially helpful when the student works in more than one department.

### DEPARTMENTAL BUDGET AUTHORITY

Once department budgets for number of student hours have been established and approved by the Student Financial Services Staff, each department head has the responsibility to monitor hours worked and to assure that the budget is not exceeded.

### IMMIGRATION REFORM AND CONTROL ACT OF 1986

The Immigration Reform and Control Act of 1986 require employers to obtain verification of identity and eligibility to work from every employee, including student employees. Under this law, **every** student employee, regardless of national origin, must present certain specified documentation to prove her identity and eligibility to work in this country, ie. U.S. driver's license, **original** social security card, original birth certificate or other alternate document/s.

## **REQUIRED DOCUMENTS FOR WORK STUDY**

There are several documents that each student must complete in order to be eligible to work and receive a paycheck (See Appendix for examples of these forms):

**I-9 FORM** (Employment Eligibility Verification) – require the student to present documents that establish identity and eligibility to work in the United States such as a passport/visa or ORIGINAL Social Security Card or Birth Certificate and a photo ID (Driver’s License or Student ID).

**Federal and State Tax Withholding Forms** (W-4 and VA-4)) – student will indicate number of exemptions.

**Work Study Agreement** – student signs this document indicating his/her comprehension of the work study policies and procedures. Please note that students need to sign a NEW Work Study Agreement each academic year.

When all paperwork is complete, the student will be given a **Work Authorization Form** (see Appendix), or sometimes called a “pink slip”. The student is to show this form to their supervisor indicating that all paperwork is complete and the student is okay to begin work.

**\*\*STUDENTS WILL NOT BE ALLOWED TO WORK AND/OR RECEIVE A PAYCHECK UNTIL ALL DOCUMENTATION IS COMPLETE.** It is extremely important that supervisors and students make every effort to see that compliance is achieved on a timely basis since such records are subject to federal government review and audit. Stiff penalties can be assessed to institutions that do not comply. The best way for the supervisor to ensure paperwork is complete is to ask the student for a Work Authorization Form or “pink slip”. This lets the supervisor know that the Office of Student Financial Services has completed all required documentation for this student.

## **STUDENT EMPLOYMENT PROCEDURES**

In the spring of each year, the Office of Student Financial Services distributes Request for Student Worker Forms (See Appendix) to work study supervisors. The forms must be completed requesting student workers for the upcoming academic year. At the beginning of the fall semester supervisors receive a list of their assigned workers.

The Office of Student Financial Services sends Work Study Agreements to returning students who have been assigned to work the coming academic year. Incoming students are assigned to jobs in one of two ways. Depending upon the departmental preference:

a) students are assigned by the Office of Student Financial Services to departments with openings and must sign a Work Study Agreement for employment in the department

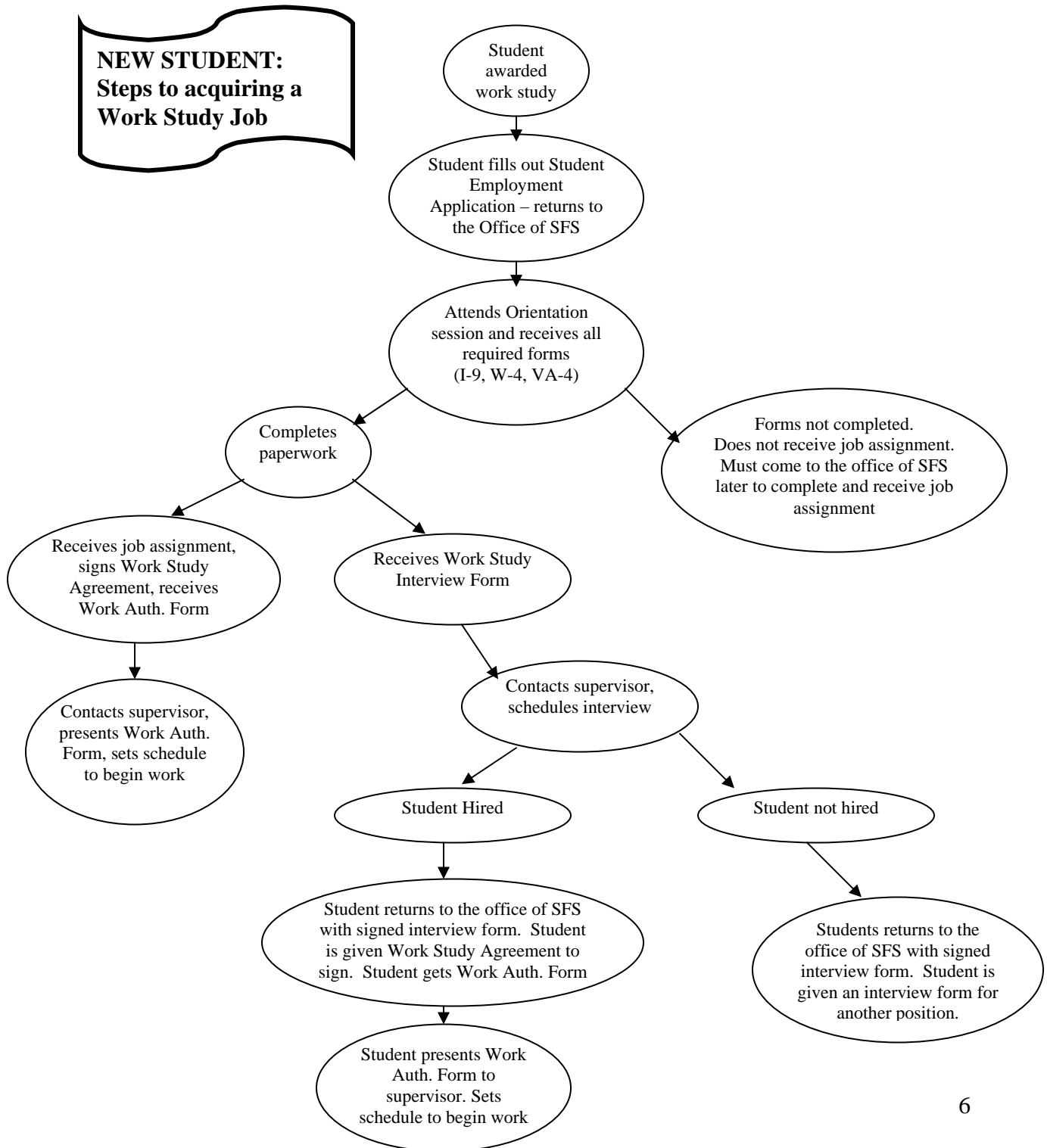
or

b) students are given a Work Study Interview Form (see Appendix) and are instructed to make an appointment with the department supervisor for an interview. The supervisor will sign the form indicating if the student is hired or not hired. Upon receipt of the signed Work Study Interview Form, the Office of Student Financial Services will have the student sign a Work Study Agreement (if hired) or if student is not hired, will offer the student an interview with another department if other positions are available.

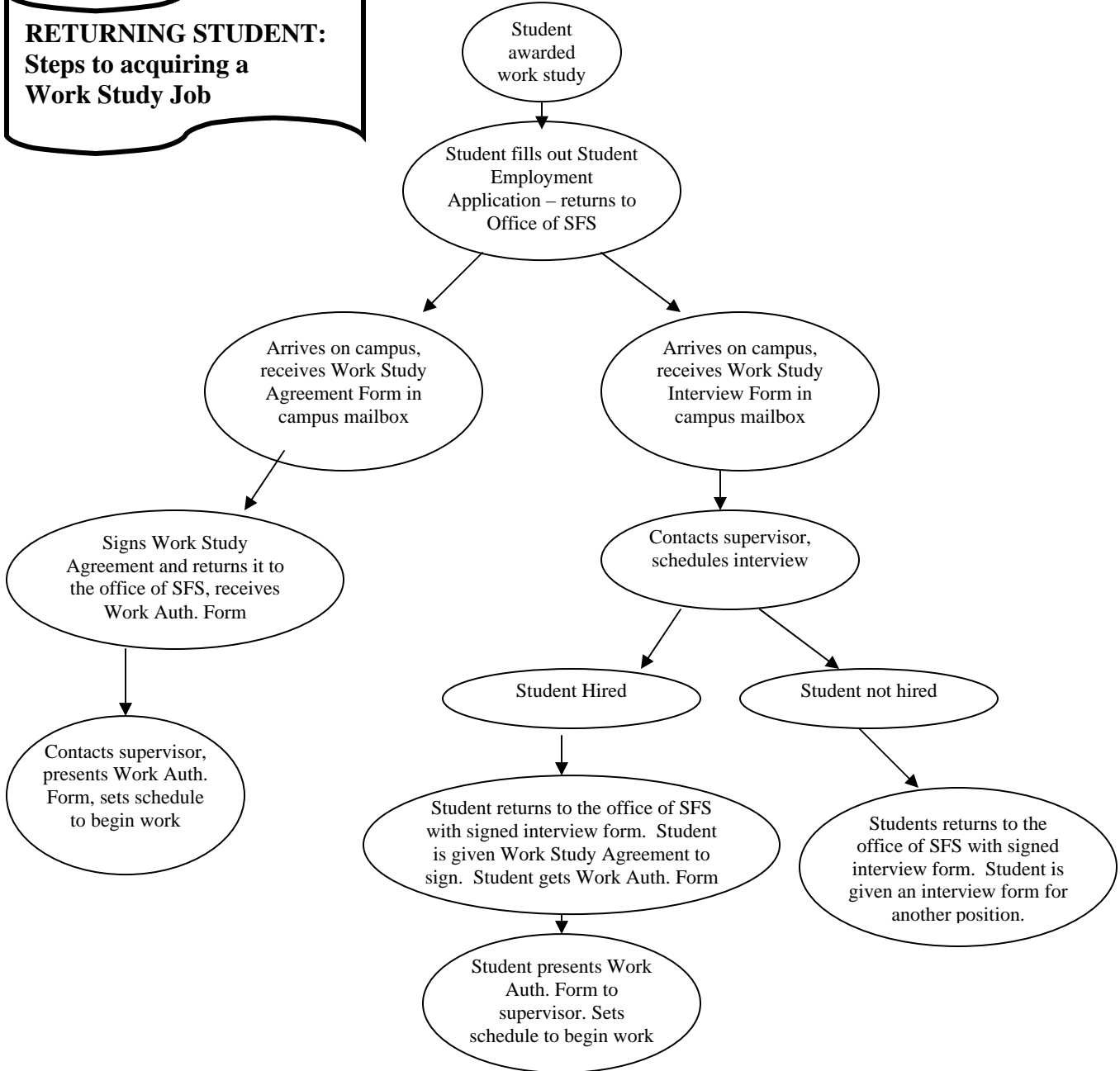
To the extent reasonable, students are assigned and/or interviewed for job openings in accordance with their preference as stated on their job application form.

Upon employment, students receive information regarding completion of time cards, payroll procedures, and a schedule indicating when time cards must be submitted and when checks will be issued. Supervisors receive a copy of this information notice.

While the majority of student workers are employed at the beginning of the academic year, students continue to obtain employment throughout the year. Students must complete all previously stated paperwork PRIOR TO REPORTING TO WORK in a department.



**RETURNING STUDENT:  
Steps to acquiring a  
Work Study Job**



Returning students **must** still sign a Work Study Agreement for the present year **BEFORE** beginning work. (even if they worked the prior year)

If a returning student has not previously participated in the work study program, the I-9, W-4, and VA-4 forms **must** be completed before beginning work.

**Supervisors should ask to see the Work Authorization Form to be sure all paperwork was completed.**

## **CAMPUS EMPLOYMENT INTERVIEW PROCEDURES**

Each supervisor has the option of requesting that the Office of Student Financial Services choose the student employees or of interviewing the student before committing to the student's employment in the department.

Supervisors who choose to interview student employees should be aware of general federal guidelines regarding appropriate interview procedures and if assistance regarding this matter is needed, feel free to ask for guidance from the Randolph College Human Resources Office.

If the supervisor wishes to employ the student, he or she must notify the Office of Student Financial Services Office so that we may have the student complete the necessary documentation prior to beginning work. This is also true for students hired mid-semester and students who have previously held a work study job.

## **WHEN CAN STUDENTS WORK**

Students may not work under the student campus employment program prior to the date that new students arrive or after commencement. If students work beyond these dates, they are employed by the college as regular employees and through the Human Resources Office.

## **CONDITIONS OF WORK STUDY AGREEMENT**

### *Responsibilities*

In accordance with federal regulations, each campus job has a written job description on file in the Office of Student Financial Services. Job descriptions are prepared by the Department Head and a copy should remain on file within each department.

The supervisor should have a brief orientation session with the student employee/s **before** beginning work at which time they should:

- a) Review the employment manual for general guidelines
- b) Review the job description/s for specific job responsibilities
- c) Discuss performance expectations and consequences for absences, tardiness, etc.

The student has a responsibility to maintain a high standard of conduct, to be efficient in the performance of his/her work, to be dependable, and to report to work on time.

A student must sign a Work Study Agreement attesting that he/she understands the above responsibilities.

The student further has the responsibility to note the time he/she reports to work each day and the time he/she leaves in order to record this information accurately on his/her time card. It is recommended that each department establish a sign in sheet for this purpose. **A student who misrepresents the actual time worked is committing an honor violation.**

## **JOB PLACEMENT**

Because the student's academic education is a top priority, the Office of Student Financial Services, when requested by the student, makes every effort to place him/her in a campus job opportunity which is related to his/her specific academic interest and major, ie. Chemistry major working in the chemistry lab.

## **COORDINATING JOBS WITH ACADEMICS**

Randolph College adheres to the philosophy that a student's academics come first; therefore, a student should not undertake employment that he/she cannot manage with regard to his/her class schedule and academic responsibilities. Most students are able to budget their time in order to keep up with their studies and additionally work up to an average of 10 hours per week. If a student finds that he/she has difficulty in doing this, he/she might first seek counseling from his/her/ academic advisor. If it is felt that he/she should terminate his/her campus employment or reduce his/her employment hours, she should make such arrangements. Students should plan ahead relative to tests, final exams, and completion of term papers, as work schedules must be adhered to during the length of the contract.

## **APPROPRIATE DRESS**

Certain campus jobs require uniform or appropriate attire as defined by her/he supervisor. Students are expected to dress accordingly. If a student is unsure of the appropriate dress for the position, the student should discuss guidelines with the supervisor.

## **CONFIDENTIALITY**

Some campus jobs may require a student to handle confidential information. Whether the student comes in contact with the information as a required task or by accident, the student is not permitted to share sensitive information with any person. Violation of this policy will be considered a violation of the Randolph College Honor System. Supervisors may want to have the student workers sign a Student Employee Confidentiality Statement (see Appendix for an example).

## **PERFORMANCE EVALUATIONS**

Some supervisors may want to meet with student workers at the end of each semester and complete an evaluation of their performance. An example of a Student Assistant Performance Evaluation Form is included in the Appendix. It is not a requirement that supervisors do this. However, through evaluations a student may gain a better understanding of their current performance level and what is expected of them. This process may provide good training for building a student's skills for future work environments and careers.

## **ABSENCES**

If a student is unable because of an emergency or illness to report to work, it is her responsibility to see that his/her supervisor is informed as soon as possible enabling the supervisor to get a sub if necessary. Failure to do so is recorded as an unexcused "No Show". See the following section regarding "No Show" rules.

## **NO SHOW POLICY**

Because there is much diversity in the campus employment program at Randolph College in that some departments employ a large number of students and others may employ only one student, job descriptions and responsibilities may vary significantly. Therefore, it is believed that each supervisor should set their own guidelines regarding "No Show" policies in their department.

Each department should establish a **"No Show" policy** and submit it to the Office of Student Financial Services for approval. **The policy should be in writing and given to the student during the departmental orientation session.** It is important for each student to understand clearly the department's "No Show" rules and unless the department has a policy on file with the Office of Student Financial Services, it is understood that the second unexcused "No Show" will constitute a reason to consider termination of the student from his/her campus job.

The purpose and design of Randolph College's campus job program is to serve both students and departments beneficially and to allow a reasonable amount of flexibility to serve both best; however, in no case is lack of dependability condoned.

## **STUDENT WARNINGS**

Supervisors may issue a Notice of Warning (see Appendix) to students who have failed to adhere to the department's expectations as set forth by the work study supervisor. A copy of the Notice of Warning will be sent to the Office of Student Financial Services and will be placed in the student's file. Typically, two Notice of Warning Forms will result in a supervisor's request for the student to be terminated from the position.

## **JOB CHANGES**

If a student wishes to request termination of his/her campus job or to be reassigned to another department, the Student Job Change Request Form (see Appendix) must be completed and turned in to the Office of Student Financial Services. It is the student's responsibility to inform the supervisor as well as the Office of Student Financial Services in order that a replacement can be found. The student is expected to continue employment for a reasonable length of time (if needed) enabling a replacement to be employed and trained. Please note that requests cannot always be accommodated.

## TERMINATION OF EMPLOYMENT

If a supervisor finds that it is appropriate to recommend the termination of a student employee, certain guidelines must be followed:

1. The student has been made aware of the terms and conditions of his/her employment including the specific absentee policy.
2. The supervisor should complete the Request for Termination of Student Worker form (see Appendix) and it must be forwarded to the Office of Student Financial Services. Should the reason involve tardiness and/or unexcused No Shows, specific dates and times of incidence must be stated. The form must be signed by the supervisor.
3. The supervisor must let the student know of the concerns that warrant such recommendation and reasonable effort should be made to resolve the situation. It has proven effective in the past for an interview to take place at which the supervisor, the student, and the Office of Student Financial Services are present. While the supervisor can **recommend** that a student be terminated, such termination must be **approved** by the Office of Student Financial Services.
4. The supervisor has the option upon termination of the student to either ask the student to continue until a replacement can be found or to ask the student to terminate immediately upon notice.
5. The student must understand that if he/she is terminated, the Office of Student Financial Services may not be able to place him/her in another campus employment opportunity. There is typically much competition for limited campus jobs.
6. Appeals are heard by the Director of the Office of Student Financial Services.

## TIME CARD PROCEDURES

### IT IS IMPORTANT FOR BOTH SUPERVISORS AND STUDENTS TO UNDERSTAND THAT:

Audit requirements specify that time cards must be completed **IN INK**. (no pencil)

Time cards cannot appear to have been altered in any way. **DO NOT USE WHITE OUT, SCRATCH THROUGH OR WRITE OVER MISTAKES! If the student makes a mistake, a new card should be completed. The new card would need to be signed and dated by both the student and supervisor.**

Time worked must be reported in **quarters of an hour**. No other increments are acceptable to the payroll system.

- 15 minutes = .25
- 30 minutes = .50
- 45 minutes = .75
- 1 hour = 1.00

**THE STUDENT IS RESPONSIBLE** for keeping an accurate record of hours worked. It is recommended that students keep a daily log of time and transfer it to their time card at the end of the month. Supervisors are advised to have a sign-in/sign-out sheet for this purpose.

Time cards must be first checked carefully by the supervisor, then signed and dated before the student submits the card to the Office of Student Financial Services. **THE STUDENT IS RESPONSIBLE FOR COMPLETING ALL ITEMS AND GIVING THEM TO THE SUPERVISOR FOR SIGNATURE!**

**REMEMBER TO CHECK YOUR MATH**  
**Incomplete and/or inaccurate time cards will be returned to you for correction. This might delay processing/pay until the next month.**

Time cards must be submitted to the Office of Student Financial Services **by 4:30 p.m. on the due date** (typically the 1<sup>st</sup> business day of the month – refer to payroll schedule for exact dates), or the time card could be held until the next month for processing.

### PAYROLL QUESTIONS AND ANSWERS

**Q: How often do students get paid?**

A: Everyone should receive a payroll schedule. If you do not have a copy please see the Office of Student Financial Services. Typically, time cards are to be turned in on the 1<sup>st</sup> of each month and students get paid around the 15<sup>th</sup>. (See schedule for exact dates) Dates are subject to change.

**Q: Can time worked during two different months be reported on the same card?**

A: **NO, a separate time card must be completed for each month** and turned in at the end of the month. DO NOT hold time cards to be submitted later!

**Q: Can time worked in two different departments be reported on the same card?**

A: NO, a separate time card must be completed for each department.

**Q: Who is responsible for submitting time cards to the Office of Student Financial Services (SFS)?**

A: Students should check with the departmental supervisor for procedures, but ultimately it is the student's responsibility.

**Q: What happens if an incorrect or incomplete time card is turned in to the Office of SFS?**

A: The time card will be returned to the student for correction and it might not be processed until the next payroll.



**PAY DISTRIBUTION POLICIES**

Work Study students have three options for the distribution of pay:

1. You may opt to have your pay directly deposited to your personal checking account. Student must fill out a Payroll Direct Deposit Authorization Form (see Appendix) and give it to the Cashier.
2. You may sign an Automatic Deposit of Work Study Check to Student Account Form to have your pay credited directly to your tuition and fees account. (see Appendix)
3. You may receive a “live” paycheck.

**\*If no arrangements have been made with the Cashier, the student will receive a regular “live” check for the amount earned in work study.**

Paychecks are available on the published pay dates at the Cashier’s window located in the Mailroom building. If your check is less than \$100, you may cash it on the actual pay date or one day later. If you pick up your check after the second day, the Cashier will no longer be able to cash it for you. Pay checks that remain unclaimed for 60 days will automatically be credited to the student account.

**Payroll Dates for 2008-2009**

(Subject to Change - Be on the lookout for emails or portal announcements)

<b>Month Worked</b>	<b>Timecards due to Financial Planning</b>	<b>Paydate</b>
Aug/September	October 1	October 13
October	November 3	November 13
November	December 1	December 10
December	December 22	January 15
January	February 2	February 9
February	March 2	March 12
March	April 1	April 13
April	May 1	May 11*
May	May TBD	May TBD*

## **Workers' Compensation**

The College provides insurance coverage for disabilities arising out of and in the course of employment in accordance with the Virginia Worker's Compensation Act. Any employment-related disease or injury must be reported immediately to your supervisor. Failure to report promptly may result in loss of compensation and payment of medical expenses.

Employees sustaining an injury by accident arising out of or during the course of employment and employees who contract an "occupational disease" must obtain from the Human Resource Office a listing of the "panel of physicians" from which the employee may select a physician for treatment and/or consultation. Failure to seek treatment or consultation from a physician on the College's panel of physicians may result in the loss of payment of medical expenses. For more information about Worker's Compensation, contact the Human Resources Office.

# APPENDIX

## Forms for Students and Supervisors