



STUDENT EMPLOYMENT
HANDBOOK

for Student Employees
and Supervisors

OFFICE OF FINANCIAL AID
TAYLOR UNIVERSITY

TABLE OF CONTENTS

	<u>Page</u>
Introduction.....	1
Employment Goal Statements.....	1
Employment Policy Statements.....	1,2
STUDENT’S SECTION	
Student Employment at Taylor University	2
The Federal Work-Study Program	2
How to Apply for Federal Work-Study.....	2
The T.U. Regular Employment Program.....	3
Short-Term Employment.....	3
Summer Employment.....	3
Off-Campus Employment.....	3
How to Locate Employment.....	3
Pre-Work Requirements	4
Time Sheets	4
Paychecks	4
Special Student Wages.....	4,5
Taylor University Bill	5
Federal Regulations	6
Grievance Procedures	6
Student Responsibilities.....	6
SUPERVISOR’S SECTION	
How and Whom to Hire	7
Advertising of Job Opportunities	7
Student Time Sheets	7
Special Student Wages.....	7,8,9
Grievance Procedures	9
Supervisor's Responsibility to Student Employees	9

Summary of Responsibilities of Student Employees and Supervisors.....	10
Appendix 1 - Pay Scale	11
Appendix 2 - Student Pay Periods/Timesheet Submission	12
Non-discrimination Statement.....	13

INTRODUCTION

This publication was designed to provide student employees and their supervisors with pertinent information regarding Taylor University's student employment program. Included in this handbook are employment procedures, goals, and policy statements. The goal and policy statements were approved by the Administrative Cabinet and the Financial Aid Committee.

The cooperation of students and supervisors is essential to provide an efficient and beneficial student employment program. Therefore, students and supervisors must abide by the policies and procedures outlined in this handbook. If students or supervisors have any questions or suggestions concerning the student employment program, please contact Lyn Kline, Financial Aid Office.

EMPLOYMENT GOAL STATEMENTS

The primary purpose of Taylor University's student employment program is to assist financially needy students in meeting their college expenses. Secondary purposes of the program are to provide students with meaningful work experiences that promote the development of responsible work habits and University departments with qualified student employees.

EMPLOYMENT POLICY STATEMENTS

- Federal Work-Study (FWS) is awarded through the Financial Aid Office (FAO) based on FAFSA data each year. The Human Resources Office handles an online website in which available job openings are posted. **Before** beginning work on campus all students must visit the Payroll Office to complete an I-9 form and have it authorized. This is very important as you cannot be paid until this form is complete.
- Students demonstrating financial need as determined by the Financial Aid Office (FAO) are to be given first priority in any student hiring.
- If no FWS eligible students, as determined by the FAO, apply for an open position, then the supervisor may consider students who are not eligible for work through the FWS program. However, since other financial aid may be a factor it is important that the supervisor contact the FAO before making a hiring commitment to a student.

If a student loses FAO authorization and is working in a Student Employee Skilled Position (as authorized by the Payroll Office), the student may continue in that position. However, other financial aid may be revised.

Class attendance and academic progress are the first priority for students. To insure that the

college education is foremost in the mind of the student employee, the student must be enrolled for a minimum of six credit hours per semester while in pursuit of a degree or program certification. Additionally, a student may not exceed 15 hours of work per week while classes are in session. Exceptions may be made on an individual basis at the discretion of the FAO.

STUDENT'S SECTION

Student Employment at Taylor University

At Taylor University, there are two components of the employment program, Federal Work-Study (FWS) and Taylor University Regular Employment (TURE).

The Federal Work-Study Program

The primary purpose of the FWS program is to offer part-time employment opportunities for students with the greatest financial need, to enable them to pursue a course of study at Taylor University. Therefore, students authorized FWS receive first priority in student hiring on campus. Federal grants for FWS are given to the University which are then used to cover up to 75% of a student's wages. The remaining percentage of the student's wage is paid by the University.

Students who are authorized for FWS are not required to work. However, additional financial aid from the University will not be made available to cover the lack of a student's FWS earnings.

How to Apply for Federal Work-Study

The FAO determines students' eligibility for the FWS program annually by evaluating each student's specific financial need. To demonstrate financial need, a student must file a Free Application for Federal Student Aid (FAFSA) annually. When filing the FAFSA the FWS earnings are reported on FAFSA and are ultimately deducted from total earnings. This may result in a lower federal student contribution. In addition to applying, a student must:

- 1) be accepted for enrollment at Taylor University,
- 2) be a United States citizen or be in the United States with permanent residence status,
- 3) take at least a half-time (6 credit hours) course load per term,
- 4) maintain satisfactory academic progress in courses taken.

Students who are authorized for FWS will be notified via a Financial Aid Award Notification.

The Taylor University Regular Employment Program (TURE)

The primary purpose of the TURE program is to allow the FAO to authorize financially needy students to work who are not eligible for FWS. Secondary purposes are to authorize students to work who have certain skills that FWS students do not have or to work at jobs that are still available after FWS students have had ample opportunity to secure student employment on campus each semester.

Short-Term Employment

Short-term employment includes the following:

- 1) a student substituting for a regular employee,
- 2) a one-time project,
- 3) a student hired for a period of time that is less than an academic term.

Students desiring to work short-term employment must also be authorized to work by the FAO prior to working.

Summer Employment

There are various on-campus jobs available in the summer. When working during the summer, there are differing tax issues depending on your enrollment status. Please check with the Payroll Office for details.

Off-Campus Employment

From time to time the Calling and Career Office receives notices/calls regarding miscellaneous job openings off-campus. These job opportunities often are in the immediate community and include babysitting, mowing lawns, painting, etc. A few regular part-time jobs are also called in from surrounding communities each year. Such jobs are posted online. *Any student may pursue off-campus jobs without prior FAO approval.*

How to Locate Employment

Students who are looking for employment will access the Human Resources page and log in at my.taylor.edu After login, click the Student tab.

Important: It is recommended that students authorized to work, attempt to locate employment during the summer months and the first few days after their arrival in the fall. It is not uncommon for a student to check into many openings listed on the website before they are able to secure student employment.

Pre-Work Requirements

Under the Immigration Reform and Control Act, all student employees must complete and have authorized an Employment Verification Form (I-9) in the Payroll Office. Therefore, students authorized for either FWS or TURE should visit the Payroll Office once they arrive on campus in the fall, bringing along the necessary documents. A list of required documentation options can be obtained by contacting the Payroll Office at 765.998.5211.

A student cannot work until s/he has been authorized by the FAO and all appropriate forms are fully completed and authorized by the Payroll Office.

Time Sheets

Student employees must record and submit their hours to their supervisor for approval by 10:00 am on the Monday after the end of the two-week work period. The method by which the hours are recorded and submitted will be provided by the supervisor at the time of hire. Students will be directed by the supervisor at this time to contact the student payroll office in order to complete the appropriate forms and provide the appropriate form(s) of identification in order to be placed on student payroll. Students should not be expected to report to work until this process has been completed.

Paychecks

Students are paid every other Friday for the hours they worked the prior two weeks by either direct deposit or a paper check. A direct deposit can be sent to any US checking or savings account and this method of payment is strongly encouraged. A paper check is held in the payroll office for the student to pick up.

Special Student Wages

Student Supervisor

This student is to receive Student Supervisor pay because he/she:

- Supervises at least one other student (**this must be checked**) and has one of the following job responsibilities (**must have a least one checked**):
- Hires the student staff s/he supervises
- Reports disciplinary issues to his/her supervisor
- Schedules the working hours of the student staff
- Trains other student staff
- Oversees the activities occurring in the area

[The pay rate for a Student Supervisor varies by the department. Time should be reported on myTAYLOR]

Skilled Student Employee

This student qualifies for student “skilled pay” because he/she (**both must be checked**):

- has specialized training or is in the process of receiving specialized training
- is working in one of the skilled positions listed below

Position

Pay Rate/Hr
14-15

- ❑ Graduate Program Teaching Assistant \$11.50-12.50
- ❑ Web Designer/Developer \$10.00-12.50
- ❑ Application Analyst/Developer \$10.00-12.50

<u>Position</u>	<u>Pay Rate/Hr</u> 14-15
❑ Student Network Engineer	\$10.00-12.50
❑ Music Lessons Instructor	\$10.00-11.00
❑ Escape to Reality Specialist	\$10.00-11.00
❑ Programmer	\$10.00-11.00
❑ Safety Officer/Lifeguard	\$7.25-9.00
❑ Grounds Equipment Specialist	\$7.25-9.00
❑ Life Guard	\$7.25-9.00
❑ Network Services Support Specialist	\$7.25-9.00
❑ Desktop Services Specialist	\$7.25-9.00
❑ IT Technicians (Computing Services, Network Services, Client Services)	\$7.25-10.50
❑ Other Skilled Position _____	\$7.25-7.50

[The pay rate for “skilled pay” can vary based on the value of the skilled position, as well as the student’s skill level when entering into the position. The student’s pay rate is to fall within the range for the position, as listed above, in increments of \$.25/hr, including an additional \$.10/hr for each year of employment in that skilled position. Time should be reported at myTAYLOR]

Taylor University Bill

Every student who has been authorized to work at Taylor University has signed a statement of his/her intent to use earnings for educational purposes. Students are encouraged to accept their financial responsibility. Therefore, if a student has an outstanding balance due on his/her student account that is unresolved by other financial aid or private payments, he/she should be utilizing federal work study earnings to pay toward their account. A student can enroll in the FWS payment plan to authorize earnings be applied as payments to the student account. If interested the student must contact the Bursar to initiate enrollment in this plan and must have begun employment before enrollment can be completed. Any student who has a past due account and is not using FWS earnings to help pay off the account balance may not be allowed to return the following term unless the bill is paid through some other source.

Federal Regulations

Most of the aid that is awarded to Taylor students is federally funded. These programs include Federal Work-Study, Federal Perkins Loans, Federal Supplemental Education Opportunity Grants, Federal Pell Grants, and Subsidized Federal Stafford Loans. According to federal regulations, funds may not be awarded to a student in an amount which when combined with other sources available to the student would exceed the student's demonstrated financial need. Therefore, students with federal financial aid may not earn in excess of their maximum earnings authorization. **Note:** All work in the Dining Commons will count toward your FWS eligibility!

Grievance Procedures

In the course of a working relationship, problems may arise between supervisors and student employees. Every possible effort should be made on the part of the supervisor to correct any problems with a student employee. In the event that the problem cannot be resolved, the office of Human Resources should be contacted and they will set up a conference with the student and/or supervisor. Supervisors are encouraged to follow these procedures before terminating a student's employment.

Student Responsibilities

Student employees at Taylor University are an integral part of the institution's operation. In fact, over \$1,000,000 is paid to student employees each year. Therefore, students need to take their job responsibilities seriously. Furthermore, satisfied supervisors can make excellent references for future jobs.

Before accepting a job each student should consider and understand:

- 1) the supervisor's expectations,
- 2) possible work and class schedule conflicts, and
- 3) potential evening or weekend hours to be worked.

After accepting a job, a student should be sure to:

- 1) perform up to the employer's expectations,
- 2) dress appropriately,
- 3) be on time for work,
- 4) be honest and trustworthy, and
- 5) as Paul says in Colossians, "Work heartily as unto the Lord," for He is, in fact, your true employer.

SUPERVISOR'S SECTION

How and Whom to Hire

Supervisors are reminded that the main purpose of the employment program at Taylor University is to enable financially needy students to pursue a course of study. Since all student employment is coordinated through the FAO, a supervisor may not employ a student unless the student has been awarded Federal Work Study. Also, we must remember that academics are the priority of our students. Students may not work during any scheduled class time; therefore, we request that you verify their class schedule before determining their work schedule.

If a supervisor cannot locate an authorized student who has the skills and/or the schedule to fill a certain position, Lyn Kline should be contacted to help locate an authorized student. If a qualified student still cannot be found, the supervisor may ask Lyn Kline to authorize another qualified student to fill the position. Exceptions to the rule will be rare as authorized students with adequate skills and/or schedules can be located for practically every position. For example, a supervisor knows of only two students to fill a job opening: one student is highly qualified for the job but does not have Federal Work Study Eligibility to work, and the other student has adequate skills for the job and has demonstrated a financial need and has Federal Work Study Eligibility to work. The supervisor must hire the latter student, since s/he has been authorized employment to help pay his/her Taylor expenses.

At the beginning of each academic year the Financial Aid Office will send a listing of students authorized to work via email to each department supervisor, manager or department chair.

Advertising of Job Opportunities

During the summer and the course of the academic year, supervisors may wish to have specific job openings advertised. To do so, please post your job through the Human Resources Office. Questions regarding posting of jobs should be directed to Ronda McCorkle in the Human Resources Office at rnMcCorkle@taylor.edu or 765-998-5276. Job openings will be listed at: **my.taylor.edu** After login, click the Student tab.

Student Time Sheets

Student employees must record and submit their hours to their supervisor for approval by 10:00 am on the Monday after the end of the two-week work period. The method by which the hours are recorded and submitted will be provided by the supervisor at the time of hire. Students will be directed by the supervisor at this time to contact the student payroll office in order to complete the appropriate forms and provide the appropriate form(s) of identification in order to be placed on student payroll. Students should not be expected to report to work until this process has been completed.

Special Student Wages

General student pay rates currently begin at \$7.25 per hour. In addition, the student pay program is designed to recognize students for continuing years of service in the same position/department.

At Taylor University we also often use student employees in roles that require more than standard student employment. Two areas that require special wage considerations are those students who work as Student Supervisors and those who work in Student Employee Skilled Positions. In order to maintain

consistency in pay rate application, special criteria have been established to make wage determinations for those types of positions.

All Student Supervisor positions and Student Employee Skilled Positions wage rates are to be pre-approved by the HR office. Approval forms are available through the HR office. All questions regarding qualifications, the assigning of pay rates, and this policy should be directed to the HR office.

Student Supervisor

This student is to receive Student Supervisor pay because he/she:

- Supervises at least one other student (**this must be checked**) and has one of the following job responsibilities (**must have a least one checked**):
- Hires the student staff s/he supervises
- Reports disciplinary issues to his/her supervisor
- Schedules the working hours of the student staff
- Trains other student staff
- Oversees the activities occurring in the area

[The pay rate for a Student Supervisor is \$7.65 with an additional \$.10/hr for each year of employment as a Student Supervisor. Time should be reported on myTAYLOR]

Skilled Student Employee

This student qualifies for student “skilled pay” because he/she (**both must be checked**):

- has specialized training or is in the process of receiving specialized training
- is working in one of the skilled positions listed below

<u>Position</u>	<u>Pay Rate/Hr</u> 14-15
<input type="checkbox"/> Graduate Program Teaching Assistant	\$11.50-12.50
<input type="checkbox"/> Web Designer/Developer	\$10.00-12.50
<input type="checkbox"/> Application Analyst/Developer	\$10.00-12.50

<u>Position</u>	<u>Pay Rate/Hr</u> 14-15
<input type="checkbox"/> Student Network Engineer	\$10.00-12.50
<input type="checkbox"/> Music Lessons Instructor	\$10.00-11.00
<input type="checkbox"/> Escape to Reality Specialist	\$10.00-11.00
<input type="checkbox"/> Programmer	\$10.00-11.00
<input type="checkbox"/> Safety Officer/Lifeguard	\$7.25-9.00
<input type="checkbox"/> Grounds Equipment Specialist	\$7.25-9.00
<input type="checkbox"/> Life Guard	\$7.25-9.00
<input type="checkbox"/> Network Services Support Specialist	\$7.25-9.00

- ❑ Desktop Services Specialist \$7.25-9.00
- ❑ IT Technicians (Computing Services, Network Services, Client Services) \$7.25-10.50
- ❑ Other Skilled Position _____ \$7.25-7.50

[The pay rate for “skilled pay” can vary based on the value of the skilled position, as well as the student’s skill level when entering into the position. The student’s pay rate is to fall within the range for the position, as listed above, in increments of \$.25/hr, including an additional \$.10/hr for each year of employment in that skilled position. Time should be reported on myTAYLOR.

Grievance Procedures

In the course of a working relationship, problems may arise between supervisors and student employees. Every possible effort should be made on the part of the supervisor to correct any problems with a student employee. In the event that the problem cannot be resolved, the office of Human Resources should be contacted and they will set up a conference with the student and/or supervisor. Supervisors are encouraged to follow these procedures before terminating a student's employment.

Supervisor's Responsibility to Student Employees

Once a student has been hired, there are several good personnel practices that are to take place in order for the new student employee to become familiar with his/her job responsibilities. Some of these practices are:

Orientation: When students are informed of the role and importance of their job, they will more likely take pride in their job and be more committed to their job responsibilities. Therefore, students will be informed of the role of the department in the total institutional picture. Additionally, students will be informed of the importance of their job in relation to what the department as a whole is to accomplish

Demonstration of skills and procedures: Before a student works, s/he is to be informed, in detail, what the job expectations are regarding dress, production, hours to be worked, etc. Additionally, on-the-job training by the supervisor may be necessary to help the student employee understand how to best fulfill the job requirements.

Learning through work: In addition to paying for their educational expenses through work opportunities, Taylor students can also learn and develop important job skills and good work habits, which are essential in employment situations after college. Therefore, supervisors are encouraged to make their student worker's work experience as educational and meaningful as possible.

SUMMARY OF RESPONSIBILITIES OF STUDENT EMPLOYEES AND SUPERVISORS

Students

1. Cooperate with the FAO regarding employment policies and procedures.
2. Maintain good academic standing.
3. Carry a minimum of 6 credit hours per term.
4. Be awarded FWS or TURE through the FAO.
5. Complete proper paperwork in the Payroll Office.
6. Complete and submit online time sheets each pay period by 10 am on the Monday following the end of the work period.
7. On the average, work the recommended hours per week and do not earn more than the maximum earnings authorization as listed on the Financial Aid Award Letter.
8. Use employment earnings to pay off educational expenses, i.e. tuition, fees, room and board.
9. Demonstrate good work habits.

Supervisors

1. Cooperate with the FAO regarding employment policies and procedures.
2. Advertise job openings online through the Human Resources Office.
3. Only hire students who have been authorized to work by the FAO.
4. Do not allow students to begin work until they have completed proper paperwork in the Payroll Office.
5. Do not allow students to work more than their authorized level or to average more hours per week than their recommended work load.
6. Approve online time sheets no later than the Monday following the end of the work period.

2014-15

Pay Scale for Regular T.U. Employment and Federal Work-Study (on-campus)

HRS/WK	FIRST TERM (16 wks) \$7.25/hr	INTERTERM (4 wks) \$7.25/hr	SECOND TERM (16 wks) \$7.25/hr	ACADEMIC YEAR TOTAL
---------------	--	--	---	------------------------------------

3	\$ 326.00	\$ 87.00	\$ 326.00	\$ 739.00
4	\$ 435.00	\$ 116.00	\$ 435.00	\$ 986.00
5	\$ 544.00	\$ 145.00	\$ 544.00	\$1,233.00
6	\$ 653.00	\$ 174.00	\$ 653.00	\$1,480.00
7	\$ 761.00	\$ 203.00	\$ 761.00	\$1,725.00
8	\$ 870.00	\$ 232.00	\$ 870.00	\$1,972.00
9	\$ 978.00	\$ 261.00	\$ 978.00	\$2,217.00
10	\$1,088.00	\$ 290.00	\$1,088.00	\$2,466.00
11	\$1,196.00	\$ 319.00	\$1,196.00	\$2,711.00
12	\$1,305.00	\$ 348.00	\$1,305.00	\$2,958.00
13	\$1,414.00	\$ 377.00	\$1,414.00	\$3,205.00
14	\$1,523.00	\$ 406.00	\$1,523.00	\$3,452.00
15	\$1,631.00	\$ 435.00	\$1,631.00	\$3,697.00

A student's pay rate is designed to recognize the student for continuing years of service in the same position/department. Students will receive an additional \$.10 per hour for each year in the same position/department.

Appendix I

Time sheet submission: Mondays by 10:00 a.m. Students can submit their time sheets on the last day they work during the pay period. Supervisors can then approve it at any time before noon on Monday. Supervisors: If you are not available to approve the worker's time sheet, then please remember to set up a proxy. ***If it is not approved by the deadline, the worker will not be paid that Friday.*** Sorry but no exceptions will be made due to our timeframe to meet the payroll deadline.

PAYROLL INFORMATION Fiscal Year 2015					
Pay Period Start Date	Pay Period End Date	Payroll Number	Check Date	Time Submission Deadline (10:00 a.m.)	Time Approval Deadline (2 p.m.)
06/01/14	06/14/14	13	06/20/14	06/16/14	06/16/14
06/15/14	06/28/14	14	07/03/14	06/30/14	06/30/14
06/29/14	07/12/14	15	07/18/14	07/14/14	07/14/14
07/13/14	07/26/14	16	08/01/14	07/28/14	07/28/14
07/27/14	08/09/14	17	08/15/14	08/11/14	08/11/14
08/10/14	08/23/14	18	08/29/14	08/25/14	08/25/14
08/24/14	09/06/14	19	09/12/14	09/08/14	09/08/14
09/07/14	09/20/14	20	09/26/14	09/22/14	09/22/14
09/21/14	10/04/14	21	10/10/14	10/06/14	10/06/14
10/05/14	10/18/14	22	10/24/14	10/20/14	10/20/14
10/19/14	11/01/14	23	11/07/14	11/03/14	11/03/14
11/02/14	11/15/14	24	11/21/14	11/17/14	11/17/14
11/16/14	11/29/14	25	12/05/14	12/01/14	12/01/14
11/30/14	12/13/14	26	12/19/14	12/15/14	12/15/14
12/14/14	12/27/14	1	01/02/15	12/29/14	12/29/14
12/28/14	01/10/15	2	01/16/15	01/12/15	01/12/15
01/11/15	01/24/15	3	01/30/15	01/26/15	01/25/15
01/25/15	02/07/15	4	02/13/15	02/09/15	02/09/15
02/08/15	02/21/15	5	02/27/15	02/23/15	02/23/15
02/22/15	03/07/15	6	03/13/15	03/09/15	03/09/15
03/08/15	03/21/15	7	03/27/15	03/23/15	03/23/15
03/22/15	04/04/15	8	04/10/15	04/06/15	04/06/15
04/05/15	04/18/15	9	04/24/15	04/20/15	04/20/15
04/19/15	05/02/15	10	05/08/15	05/04/15	05/04/15
05/03/15	05/16/15	11	05/22/15	05/18/15	05/18/15
05/17/15	05/30/15	12	06/05/15	06/01/15	06/01/15



It is the policy of Taylor University not to discriminate on the basis of race, national origin, or sex in its educational programs, activities, or employment policies as required by Title VI of the Civil Rights Act and Title IX of the 1972 Education amendments. Inquiries regarding compliance may be directed to:

Director of HR Operations
Taylor University
236 West Reade Avenue
Upland, IN 46989-1001
(765) 998-5211

or

Office of Civil Rights
Department of Health, Education and Welfare
Washington, D.C.
7/10
