

A black and white photograph showing two women in an office setting. On the left, a younger woman with glasses and a light-colored hoodie is standing and smiling. On the right, an older woman with glasses and a dark t-shirt is sitting at a desk, also smiling. She has her hand on a computer mouse. A keyboard is visible on the desk. In the background, there is a cubicle wall and a window. The Shepherd University logo is overlaid in the top right corner of the photo.

Shepherd
UNIVERSITY

Student Employee Handbook

Job Hunting

Q: Where do I go if I am interested in working while I am a student at Shepherd University?

A: Student employment is administered by the Office of Human Resources and is located at 120 N. Princess Street. The Department maintains a list on www.collegecentral.com/shepherd/ of available jobs (Attachment A) and provides the student with applications and other forms necessary for employment, such as W-4s and I-9s. The telephone number is (304) 876-5381. You could be hired for either a position funded through Institutional funds (REG) or Federal Work Study funds (FWS).

Q: What is Federal Work-Study?

A: Federal Work-Study (FWS) is a federal financial aid program designed to provide part-time employment for eligible students. To receive a FWS award, you must apply for financial aid by filling out a Free Application for Federal Student Aid (FAFSA). The Federal Government, through the department of Education, then calculates your Expected Family Contribution (EFC), which the Financial Aid Office uses in awarding financial aid, including this award. FWS funds are restricted to students who are either citizens or permanent residents of the United States. Accepting FWS does not guarantee you a position. You must find a job on the job list and apply for the position with the position contact person, who then determines whether or not to hire you.

Q: What is Regular Work-Study?

A: Some departments on campus have money allocated in their budgets for student employment. If you have not been awarded Federal Work-Study, you can apply for one of these positions.

Q: I am an international student worker. What do I do?

A: You must have a Social Security Number. To apply for a Social Security Number with the Social Security Administration, you will need a letter from the Student Employment Office. To get this, you need to prove that you have an F1 Visa. You must submit a copy of your unexpired passport with an I-551 stamp or an I-94 and your I-20 from Shepherd, which indicates employment authorization. You will also need to be registered full-time for classes at the university. An international student is only allowed to work 20 hours per week maximum during the school year, but can work 40 hours per week during breaks. An international student cannot work off

campus unless it is academically relevant and she/he has permission from the federal government.

Q: How do I complete a W-4?

A: Come to the Student Employment Office to complete a W-4.

If you write exempt on your W-4, you must complete a new W-4 every year by February 15th in order to confirm your exempt status, otherwise you need only fill the form out once. If you get married or wish to change your number of allowances, you need to fill out a new W-4.

Q: How do I complete an I-9?

A: Come to the Student Employment Office to complete an I-9 Form. Complete and sign section one. Present the form(s) of identification listed on the back of the I-9 to the Student Employment Coordinator and she will complete the second section of the I-9. This form may be found on the Student Employment website under forms for Students and Supervisors.

Q: What if I have worked on campus before?

A: At the beginning of the fall and summer semesters, if you did not complete one prior to departure in May, you must complete an employment application even if you had the same position previously. An application must be filled out for each job that you have. You may not need to complete an I-9 again, check with the Student Employment Office.

Q: When do I get to start?

A: You are allowed to start your job once your supervisor receives confirmation from the Student Employment Office that you are authorized to work. Being authorized to work means that all your paperwork has been turned in, the WV State Payroll Office has approved you to work, and that you have been added to the student payroll. **Do not begin working before you have received approval.** This would result in legal issues for the University and in issues with your pay.

Getting Paid

Q: Who pays my salary while I work for Shepherd University?

A: The Federal Government and/or Shepherd University.

Q: How much will I be paid?

A: Generally, all students begin at \$7.25. Some positions may qualify for other hourly wages. Your supervisor will have this information if applicable. For each academic year that you work consecutively in the same position, you **may** be able to receive a raise. Raises are calculated only at the beginning of the fall semester.

Q: Whom should I contact if I have questions about time sheets and payroll?

A: You should contact the payroll office at (304) 876-5322, e-mail lpooles@shepherd.edu or (304) 876-5638, e-mail address ckerr@shepherd.edu

Q: How much am I able to earn through Federal Work-Study?

A: Most people are given an initial award of \$2,000 per year. You, your supervisor, and the Student Employment Office monitor your hours and earnings to know when you have reached that amount. It is possible for you to request an increase in your FWS award amount when you have almost reached your limit. Your request will be granted if there are remaining FWS funds and room in your financial aid package.

Q: How much am I able to earn through Regular Work Study?

A: The total amount that you are allowed to earn as a student when being paid through institutional funds is determined by your supervisor and how much money they have in their student employment budget. You should discuss this with your supervisor before you accept a position.

Q: When and where do I turn in my time sheet?

A: Time sheets must be placed in the box at the Cashier's Office in Ikenberry Hall by noon on the day that they are due, either the 10th or 25th of the month. **If you do not turn your time sheet in on time, you will not receive a check for that time period.** Remember that your timesheet must be signed by your supervisor. (See time sheet Instructions Attachment B and sample time sheet at Attachment C).

Q: When and where am I paid?

A: All Student Payroll is Paid in Arrears. You will receive your paycheck approximately 2 ½ weeks after a time sheet is turned in. The pay dates are usually the 15th (16th) and the 30th (31st) of each month.

If the 15th (16th) or 30th (31st) falls on a Saturday or Sunday, your paycheck will be available on the Friday before.

If payday falls on a holiday, your paycheck will be available the last business day before the holiday. You may pick up your check from the Cashier's Office on the top floor of Ikenberry Hall. You must have a photo ID in order to receive your check. You may also sign up for direct deposit through the Payroll Office.

Q: Are Federal taxes taken out of my paycheck?

A: Federal taxes are withheld from your pay depending on what you write on your W-4 form. If you claim EXEMPT, taxes will not be withheld from your pay; however, you will have to fill out a new W-4 every year before February 15th.

Q: Are WV taxes taken out of my paycheck?

A: WV residents are responsible for WV taxes regardless of student status. PA, MD, KY, OH and VA residents do not have to pay WV taxes if they complete a WV Certificate of Nonresidence. Residents from all other states are responsible for WV taxes. However, if the student earns less than \$10,000 per year as a single (\$5,000 married) she/he can fill out a WV/IT-104.1 each year to claim exemption from WV taxes.

Q: What is FICA and when is it taken out of my paycheck?

A: FICA is Social Security and Medicare taxes. FICA is not withheld from your pay if you are enrolled at least half-time at the institution where you are working. If you work during the summer for Shepherd University and are not enrolled in classes, FICA would be withheld from your pay. If you are taking classes at least half-time (3 hours during the summer), then FICA would not be taken out of your paycheck.

Q: May I work during school breaks?

A: You may work during breaks if you have permission from your supervisor and funds are available. Work is limited to forty hours per week when classes are not in session. You must make sure that you have enough funds to be paid for this work. Students can work during the summer. FWS funds can be available for students who complete financial aid summer school applications.

Q: What about overtime?

A: International student employees are not allowed to work over 20 hours per week while classes are in session. It is recommended that all students should limit their hours to 20 hours per week while classes are in session. Students are allowed to work 40 hours per week during school breaks and other times when classes are not in session. Students are not permitted to work over 40 hours per week unless granted specific permission. If granted permission to work overtime, you would be paid time and a half. Students are not permitted to work on University observed Holidays or on days that the University is closed due to inclement weather, unless they have been approved to do so by the Student Employment Office.

Q: How will I receive my W-2s?

A: The Business Office will mail W-2s to your permanent address (which was provided on the W-4) on or after January 31. You may also pick them up in person at the Cashier's Office when they become available.

Q: What happens if I drop some classes or withdraw from school?

A: Notify the Student Employment Office immediately of any change(s) in your enrollment status. If you drop below half-time enrollment, you will be asked to resign from your position.

Appropriate Conduct

Q: Once I set up working hours with my supervisor, how strictly must I follow that schedule?

A: You should consider your student employment as a serious commitment. When hired for a position, you become a member of a work unit that depends on you. You should report to work on time and be ready to work. You need to keep an accurate record of hours worked. Projects and exams may occasionally interfere with your work schedule. You should notify your supervisor immediately when you know that you will not be able to report for work. They know that your main reason for being at Shepherd University is to get an education. Even so, good attendance is an important job requirement, and failure to meet the requirement may result in dismissal. Check with your supervisor about his or her particular attendance policy.

Q: What should I wear to work?

A: The nature of your position with the University determines the type of dress that is appropriate for work. You are expected to dress in a manner which will present a favorable image of Shepherd University to the community; however, safety is a major factor also. Any specific dress requirements for your position will be addressed by your supervisor.

Q: How should I react if I come into contact with confidential information?

A: Some positions at Shepherd University involve regular access to confidential information. You must not discuss such information with anyone except fellow employees and only when it is necessary for the performance of your job. A breach of confidentiality is subject to immediate dismissal.

Q: What other policy should I understand about employment?

A: Shepherd University employment follows the same zero-tolerance policy for illegal drugs in the work place and smoking policy as stated in the Student Handbook, Student Code of Conduct, Shepherd University Drug Policy.

Evaluation

Q: Is my performance evaluated?

A: Your supervisor is asked to evaluate your work at least once a year. The quality of your work and your dependability on the job will be evaluated. Your evaluations will be kept with your student employment file and be used for personnel purposes. Shepherd University retains the right to dismiss any student employee on the grounds of inappropriate behavior or conduct.

Q: Will I be able to report how I feel about my job?

A: You will be asked at least once a year to evaluate your job. You will be asked what type of work you performed, what kind of training you were provided, and if you were satisfied with your job.

Special Opportunities

Q. What are community service jobs?

A. The University has contracted with local nonprofit, governmental, and community-based organizations designed to improve the quality of life for community residents, particularly low-income individuals to provide community service jobs for Shepherd University students. Jobs are available in such fields as health care, child care, literacy training, education (including tutorial services), welfare, social services, transportation, housing and neighborhood improvement, public safety, crime prevention and control, recreation, rural development, and community improvement.

Q: What if I have more than one job on campus?

A: You need to notify each of your supervisors if you have more than one position on campus. This is especially important if you are a FWS employee. IF you have one or more jobs

Student Employment at Shepherd University is on an “at will” basis, and a student employee may be dismissed for poor performance at the discretion of the supervisor. Shepherd University retains the right to dismiss any student employee on the grounds of inappropriate behavior or conduct.

Interested In Working

Follow the steps below, to find a job of interest:

On the web go to the Shepherd University homepage or type <http://shepherd.edu/>

Click on the Site Index

Scroll down and click on Student Employment. Please read this homepage then click on Job Positions.

Click on the link for College Central Network Services or type <http://www.collegecentral.com/shepherd/>

Click on students and register, you do not need to attach a resume at this time. After registering, click to my homepage.

Search for jobs posted to my school, location preference should be West Virginia. You are looking for part time, work study, and seasonal jobs.

Click on begin to search, you will see a listing of jobs both on and off campus; since off campus employers may also advertise vacancies

Only students awarded Federal Work Study (FWS) may apply for FWS positions.

Click on the Job ID number to retrieve the job information

When you find a job you are interested in your will need to call or e-mail the contact person to arrange a job interview.

Once you are selected for a position you need to contract the Student Employment Coordinator, Marian Willauer at 304-876-5381 or e-mail mwillae@shepherd.edu to finalize your employment forms.

You will need to bring your driver license, if you do not drive have your student ID. A social security card, certified birth certificate or a pass port will also be needed. Photo copies are not authorized for the I-9 form, only originals.

If you are an International Student please ask the student employment coordinator what additional documents will be required.

Timesheet Instructions

Where and when to drop off time sheets:

All timesheets are to be brought to the Cashier's Office in Ikenberry Hall and placed in the box provided. **If the time sheets are late, the student's pay could be delayed.**

Timesheets are due at noon on the 10th and 25th of the month at the Cashier's Office on the second floor of Ikenberry Hall. If either of these days occurs on a weekend, the time sheets are due by noon the following Monday.

Timesheets due on the 10th should show hours worked from the 25th of the month before as well as hours worked during the current month up to and including the 9th. Timesheets due on the 25th should show hours worked from the 10th through the 24th of the same month.

At holiday time a memo will be sent instructing you on timesheet due dates different than the 10th or 25th.

Important information about time sheet preparation: (See Attachment C)

- Use the timesheet that the Student Employment Coordinator sends along with each e-mail approval of a new student employee. This attachment includes the dates that the student begins and ends work. **The Excel timesheet has been set up to automatically calculate hours and salary, so timesheet are more legible.**
- Verify the student's name, your department number, the student's EPICS number and your cost center (including type code 81 or 88) on a new timesheet that is sent to you by e-mail. If there is an error on a timesheet, notify Student Employment for a corrected timesheet.
- If the EPICS number or cost centers change for the student during the work assignment period, the Student Employment Coordinator will notify you with a new time sheet attachment in an e-mail.
- The pay period (MONTH) is required information. If the student does not fill it in, the supervisor must type or write it on the timesheet.
- The total hours, rate of pay and total pay must be tallied by the supervisor and written or typed on the blanks provided.
- The supervisor and student must initial any changes in hours or pay on the timesheet.
- Both supervisor and student must sign and date the timesheet. **

**If the student is not available to sign the time sheet, the supervisor must make a copy of the timesheet and turn in the original with "signature on file" written on the student's line. When the student is available, have the student sign the supervisor's copy in blue ink. The supervisor keeps the copy on file in case an audit is required.

Additional payment information:

- Paydays occur twice a month: on the 14th of February, the 15th of 30 day months, the 16th of 31 day months, and last day of every month. If any of the pay dates falls on a Saturday or Sunday, paychecks will be available the Friday before the usual date.
- **ANY PAY RATE CHANGE MUST BE APPROVED through the Student Employment Coordinator prior to submission of the timesheet.**
- **Students must have prior permission from the Student Employment Coordinator to work either overtime or on college holidays (including snow days).** Request forms are available on the Student Employment web site.
- Supervisors and Federal Work Study students need to keep track of total hours and money earned to ensure that no one works more than awarded for that specific job.
- **Federal Work Study students working in the community may NOT request to work on college holidays (including snow days).**
- If a student works more than 40 hours during a week (12:01AM Sunday through 12:00PM Saturday), the pay rate is 1.5 times the first year pay level plus any increment amounts
- If a student works during college holidays (including snow days), the pay rate is 2.5 times the first year pay level plus any increment amounts.

If you have any questions concerning these instructions, contact Marian Willauer, Student Employment Coordinator ext. 5381. If you have any questions regarding paychecks, contact Carolyn Kerr, Payroll Accountant ext. 5322.

Questions regarding timesheets only may be directed to Lenore Poole, ext. 5638.

STUDENT TIMESHEET

Student	Jane Doe	351000	118000	601920
Dept:	Outer Limits Research			
Job	Lab Assistant			
EPICS #	123456			
Cost Ce	88X007Q (11/25/06 - 5/24/07)			

List total hours worked on a daily basis in quarter hour increments: DO NOT round the total hours.
 15 minutes = .25 30 minutes = .5 45 minutes = .75

Total hours for each pay cycle, multiply by hourly rate, put as total pay.

Student AND Supervisor must sign.

Academic Year: 06/07
Pay Month(s) _____

Academic Year: 06/07
Pay Month(s) MAR/APR

DATE:	HRS WORKED:	
10		
11		
12		
13		
14		
15		
16		
17		
18		
19		
20		
21		
22		
23		
24		
25		

DATE:	HRS WORKED:	
25		
26		
27	5	
28	5	
29	5	
30	2	
31	1	
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		

TOTAL HOURS: 0.00
PAY RATE: \$6.55
TOTAL PAY: 0.00

TOTAL HOURS:
PAY RATE: \$6.55
TOTAL PAY:

I certify that the above named individual has worked the hours as stated and performed their assigned duties. Both Supervisor and Students must sign.

 Supervisor Signature Date

 Student Signature Date

If you have questions, you can contact:

**Marian Willauer
Student Employment Coordinator
Human Resources
120 North Princess Street
mwillae@shepherd.edu
304-617-1906**

Revised April 11, 2007

