Q: How do I hire a student?

A: In order to acquire a student employee, you should:

1. List your job availability with the Student Employment Office (SEO) by submitting a Student Employee Request Form. (The SEO will advertise the job on the SEO website and bulletin board located outside the SEO. At that time, students will contact you concerning the job.) The student employees will see your listing and contact you to set up an interview.

2. Interview all interested applicants and select your desired future employee.

3. Complete the supervisor’s section of the employee application, writing in your department name and the Banner Organization and Fund numbers for the position for which the student is being hired. (If you wish someone else to be the contact for Student Employment paperwork and time sheets, put that person’s name and e-mail address on the student employment application as contact designee)

4. Send the completed application to the SEO. Tell the student that s/he will need to complete additional employment paperwork (I-9, Federal W-4, and state tax withholding forms) at the SEO.

5. Wait until you receive an e-mail confirmation that your student is eligible to begin work. Confirmation includes a master time sheet for you to make copies of and use for the year.

6. Allow student to being working.

7. Notify the SEO when all the positions in your department are filled.

Q: What questions can I ask during a job interview?

A: You can ask a job applicant her/his first, last, and middle names. You can ask about the applicant’s place of residence. You can ask if the person is over 18 years old. You can ask if the applicant is a citizen of the United States. You may request to see a non-citizen’s work permit. You may ask what languages the applicant reads, speaks, and writes fluently if the questions are related to performance of the job being applied for. You may ask about academic, professional, or vocational schools attended. You may ask if the applicant was in the Armed Forces. You may ask for character references. You may ask the applicant if s/he is able to perform the essential functions of the position for which s/he is applying with or without reasonable accommodation.

Q: What questions can I NOT ask during a job interview?

A: You cannot ask any questions about a job applicant’s marital status. You cannot ask about the sex of the applicant. You cannot ask about the applicant’s height or weight. You cannot ask any questions whose answers might indicate national origin. You cannot ask what the applicant’s date of birth is. You cannot ask if the applicant has dependents. You cannot ask about the applicant’s race, color, eye color, or hair color. You cannot ask about the applicant’s religious affiliations. You
cannot ask about the applicant’s place of birth. You cannot ask if the applicant’s parents, spouse, or relatives are U.S. citizens or have been previously employed by Shepherd University. You cannot ask for military discharge papers. You cannot make any medical inquiries, including disabilities, prior to the offer of employment. You should not inquire about the economic status of the applicant.

Q: What is the definition of a student employee?
A: A student employee must be a degree seeking Shepherd University student enrolled at least half-time (6 credit hours during the fall and spring). An international student must be enrolled full-time (12 credit hours during the fall and spring). S/He cannot be a special high school student or a student that has graduated or has dropped below half-time enrollment. Individuals who do not qualify as student employees must contact Human Resources and the Payroll Office to receive the correct paperwork.

Q: How often must my student employee fill out an application?
A: At the beginning of every fall semester and summer term, a student employee must complete a student employment application, even if s/he may have worked your office/department/agency previously.

Q: What is "approval" for a student?
A: Receiving approval or authorization for a student employee to begin work means that all the required paperwork has been completed and that the student is eligible for student employment. You will receive an e-mail message with your student's name, job title, EPICS #, Pay rate, and cost center. If the student is a Federal Work study employee, the FWS award amount will be included.

Do not allow the student to begin working until approval/authorization is received. If the student is allowed to work before approval and is injured on the job, the student would not be covered by the University’s insurance and would be able to sue the University. If a student is allowed to work before you have received the authorization e-mail and the student is not paid because s/he does not exist on the payroll, the student may sue the University under State Wage and Labor laws.

Q: Which forms are to be completed only the first time that a student seeks employment?
A: The I-9, ID’s for the I-9, WV Withholding Certificate (if a WV resident or not from MD, PA, OH, KY, or VA), WV Certificate of Non-residence (if from MD, PA, OH, KY, or VA) and the W-4 are completed only once, unless, the student employee claims to be EXEMPT on his/her Federal W-4. A new W-4 must then be completed by February 15 of each calendar year when exemption is claimed.

Q: How do I fill out the timesheets?
A: Since the Dept. # (# = Banner organization number) and name, the student’s name, job title, cost center, type code, and EPICS number are all typed into the
master time sheet and you have made copies of it, you need only input the number of hours worked and the date of the pay period and the sign the time sheet.

**Q:** What is a cost center?

**A:** A cost center is what is used by the State payroll system EPICS to recognize from where to pull the funds being used to pay an employee. The cost center is tied to a Departmental Banner Org., Fund, and Account. If you are paying a student employee from your department’s budget, you will need to put the Banner Org #, the Fund #, and the Account # from which you will be paying the student employee on the Student Employment Application in the Supervisor Certification section. If you are paying the student employee from Federal Work Study Funds, you will need to put your departmental Banner Org # and Fund # 118000 on the Student Employment Application in the Supervisor Certification section.

**Q:** What is a type code?

**A:** A type code defines the employment. A type code is 81 for Regular Student Employment, 88 for Federal Work Study, 94 for Resident Assistants, and 2 for various stipend employees.

**Q:** What is an EPICS number?

**A:** The EPICS number is the student employee’s personal payroll identifier. It is the number used to track the student employee in the payroll system. A student employee can have both a FICA and a NON-FICA EPICS number. FICA EPICS numbers are used only in the summer when FICA taxes are withheld from the student employee’s pay.

**Q:** Why and when is FICA taken out of my student's paycheck?

**A:** FICA is Social Security and Medicare taxes. FICA is not withheld from the student employee’s pay if s/he is working at the institution at which s/he is enrolled at least half-time. If the student employee works during the summer for Shepherd University and is not enrolled in classes, FICA would be withheld from her/his pay. If the student employee is taking classes at least half-time (2 hours during the summer), then FICA would not be withheld from her/his paycheck.

**Q:** When and where are the time sheets turned in and when will my student employee be paid?

**A:** Timesheets are to be placed in a box at the cashier’s window on the 3rd floor of Ikenberry Hall by noon on the 10th and 25th of each month. For the timesheet turned in on the 10th the student will be paid on the 30th/31st. For the timesheet turned in on the 25th, the student will be paid on the 15th/16th. **Do not allow your student employee to begin working before you receive notification from the SEO or the student employee will not receive a paycheck when it is expected.**
Q: Whom should I contact if I have questions about time sheets and payroll?

A: You should contact the payroll account Carolyn Kerr at telephone number (304) 876-5322, e-mail address ckerr@shepherd.edu or the person in charge of Student Payroll at telephone number (304) 876-5638, e-mail address lpoole@shepherd.edu.

Q: What happens if my student works over their allotted FWS hours?

A: The SEO monitors the FWS hours and lets both supervisor and student know when hours are approaching an end. In some cases, SEO will be able to give the student additional FWS funds, so check with the SEO to see if additional funds are available before terminating a student employee due to end of FWS funds. If funds are unavailable or the student cannot have additional FWS funds, the supervisor must choose whether to let the student go or to pay him/her from departmental funds.

Q: Can my student employee work over-time, on University observed holidays, or on days when the University is closed due to inclement weather?

A: The student employee is strongly encouraged not to average more than 20 hours of work per week during the academic year. A student employee can work up to 40 hours per week during breaks in the academic year including the summer terms. Student employees are not generally permitted to work overtime, to work on days that the University is closed for inclement weather, or to work on University observed holidays. Requests for exemption from this rule must be made in advance in writing to the SEO.

Q: What are the guidelines that I must follow for hiring an international student?

A: During the school year, an international student is only allowed to work 20 hours per week maximum per federal law, but he or she is allowed to work 40 hours per week during the summer break if not enrolled in classes and during other breaks when classes are not in session. Generally, an international student can work only on campus. If the student can provide evidence of economic hardship that is due to his or her country of origin, s/he can work over 20 hours per week with legal counsel and proper approval from INS. In order to be eligible for employment, the international student must have an I-20 from Shepherd University, an F1 Visa and a unexpired foreign passport with an I-551 stamp or an INS Form I-94.

Q: My student earns a stipend. What do I do?

1. Only supervisors who pay students from their departmental funds can pay student employees by stipend. Students earning FWS money must be paid on an hourly basis. Supervisors who pay their employees through stipends should write on the student employee application the exact amount of the stipend to be paid biweekly and the total number of stipends to be paid. Indicate the dates of employment and the dates that the first stipend and the last stipend are to be paid, keeping in mind that all student employees are paid in arrears. (Ex: If a student works from May 10th to May 24th, they will be paid on June 14th.)
If the stipend is not paid semi-monthly, indicate dates for payment. (Ex: $300 on October 15 and $300 on December 15)

2. If the employee or the supervisor decides to terminate employment, the SEO must be notified immediately and provided with a prorated amount of the stipend.

Q: What if I only have one applicant for the job and my job is federally funded? Do I have to hire them if I feel they will not work out for me?

A: No. You do not have to hire anyone that you do not believe to be capable of doing the job that you wish to be done. Just because your job is federally funded does not mean that you do not have a choice.

Q: If a student employee has worked for me in the past, can they receive a raise?

A: First year student employees start at the Year 1 rate and can receive a twenty-five cent increase in pay for each academic year (a fall semester and a spring semester) that they work in the same position. Raises are calculated only at the beginning of the fall semester. In order for a semester of employment to be counted toward the raise, the employment must begin on or before the second Monday in September for the fall semester and by the first Monday in February for the spring semester. If s/he moves to a new position, the student employee will receive the beginning wage for whichever category the position is in.

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Only students who work the same job are eligible for a pay increase. Most students start at Level 1. Students working through the community service program start at Level 0. If you think that your student should start at a higher grade because this student employee performs specific and crucial job functions and you want to pay him/her more, you must write a detailed job description explaining why s/he should.
be paid a higher wage. The SEO will then determine whether the position merits the higher wage.

**Q:** How do I report my student employee’s performance?

**A:** You are asked to use the Student Employee Evaluation Form to evaluate your student employee’s work at the end of the spring semester or at the separation of the employee from the position. You will evaluate the quality of your student employee’s work and dependability on the job. The evaluations will be kept on file by the Student SEO and be used if the student employee releases future employers to inquire about his/her experience here at Shepherd University.

**Q:** When do students have to stop working after certain academic terms end?

**A:** The last day that a continuing student may work is the last day in the payroll cycle that falls wholly or partially within that academic term. A student employee who is graduating or otherwise separating from Shepherd University must stop working on the last day that s/he attends classes or exams. The SEO issues general start and stop dates for spring, summer, and fall on a yearly basis.

**Q:** What can you tell me about summer employment?

**A:** If you are employing a student during Summer 1 or 2, have the student complete a summer application, so the SEO will know that the student intends to work during the summer term. The SEO will assume that all student employment ends at the end of the spring semester, unless otherwise notified. List your job opportunities with SEO by filling out a Student Employee Request Form and returning it to the SEO which will then post the jobs. If you wish to advertise a job opening at anytime during the year, send the SEO a Student Employee Request Form.

**Q:** How do I fire a student?

**A:** 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.

See the Shepherd University Student Employment Policy for any further questions or Contact the SEO. Your contact at the Student Employment Office (SEO) is Stephny Lietuvnikas, the Associate Director of Student Employment.

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