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Student Employment Guide for Employers

Introduction:

Student Employment has been a positive program here at Oberlin College. The Offices of Financial Aid and Student Employment have been working hard to constantly improve the student employment process here at Oberlin. This guide is designed to help employers manage the process of hiring and retaining student employees throughout the year. We encourage all employers to read through this year's guide to familiarize yourself with the general process and new and exciting features. Please feel free to contact the Student Employment Office with any questions or concerns not directly addressed in the guide.

Functions of the Student Employment Office¹

The Student Employment Office is a resource for both students and employers. The SEO is a student run organization that is a part of the Office of Financial Aid. Because students run the SEO, the office hours vary during each semester. Office hours are always posted on the door and the Office of Financial Aid is directly across the hall for additional help. If the SEO is closed and you have a question, please feel free to leave a voicemail or email and someone will get back to you within two business days. If you need immediate assistance, you may call the Office of Financial Aid for help.

The main function of the SEO is processing the necessary paperwork for student employment. This paperwork includes W-4 forms, the state of Ohio taxation forms, I-9 forms and Student Employment Cards. If you have any questions concerning any of this paperwork, please contact the SEO.

The student interns who work in the SEO may not be able to answer all of your questions, but will be able to direct you to the right person who can help you. So, please feel free to think of the SEO as a contact point for student employment questions.

¹ The Student Employment Office will be referred to at times throughout the handbook as SEO.

Payment Options

There are 3 payment options for students.

- Students receive a paycheck every 2 weeks by default.
- Or they can sign up for direct deposit to their bank through the Office of Human Resources.
- Or they can sign up for payroll deduction to pay their tuition bill through the Office of Student Accounts.

Student Employment Cards, Pay Rate Changes, and Timecards must all be submitted timely so you don't hold up your employees' pay!

Our deadlines must be tighter so we can transmit the direct deposit file to the bank. You would not be pleased if your pay was missed! Please help us make sure your students are paid correctly AND on time! Refer to the payroll schedule on page 17, OR to the Student Employment Office website at www.oberlin.edu/studemp for more information.

Remember! If your students do not normally work weekends, you can submit your timecards to the Controller's Office on Friday afternoons. You do not need to wait until Monday morning.

Checking Eligibility To Work As A Student Employee

Supervisors should check a student's Academic Status before hiring any Student for campus work. Any student on a Personal Leave, Academic Leave, Medical Leave, Graduated or Withdrawn is considered a non-student and cannot be paid on the Student Payroll. You can check a Students status by calling the Student Employment Office or email Student.Employment.Office@oberlin.edu.

Non-Students need to be paid on the Bi-weekly Payroll not the Student Payroll. You should contact the Department of Human Resources prior to any offer of employment of non-students. Once permission is given the employee will need to process in by going to the Department of Human Resources to complete their paperwork.

Checking a Student's Eligibility

The students in most need of campus employment have been awarded Federal College Work-Study (FCWS) or Oberlin College Employment. The typical work-study allotment is \$1850-\$2400 for the academic year. This amount is the award determined by need-based aid eligibility. If you have questions regarding a student's eligibility, please direct them to the Office of Financial Aid.

Supervisors should check a student's work-study status before hiring any student for campus work. There are a few ways to do this:

1. Have the student check the PRESTO system for their financial aid award letter. This will list federal work-study if any is awarded.
2. Have the student check the financial aid letter sent by the college. As does PRESTO, this will list federal work-study if any is awarded.
3. Call the Student Employment Office, and the SEO Intern will be glad to help determine the student's work-study status.
4. Email Student.Employment.Office@oberlin.edu

Please note, all student wages will be charged against your budget. However, wages paid to students eligible for federal work-study are partially subsidized by the federal government. Therefore, departments are encouraged to give priority to federal work-study eligible students, if possible.

Filling an Open Position

Position Advertisement

It is the responsibility of the employer to post available job opportunities on the Oberlin College Classifieds website at http://www.oberlin.edu/cgi-bin/cgiwrap/classifi/classifieds/class_ad.cgi. The SEO is available for assistance with this task if needed.

What to do when a position has been filled

Once a position has been filled, it is the employer's responsibility to update the Classifieds website. This should decrease the number of requests for interviews for filled positions. This will also help streamline the employment process for students by eliminating filled positions. All job postings on the Classifieds site will terminate after one month if you do not choose to keep it on there longer. This should help keep the Classifieds site current. You will have the option to change the job posting default to three months, or re-post the position if it is still available.

Hiring

Each department is responsible for the entire hiring process. The following suggestions are recommended for making the hiring process consistent for all potential employees:

- A job opening must be posted on the Oberlin College Classifieds.
- Conduct all interviews for the same position in an identical manner.
- Notify all applicants of hiring decisions.
- The employer must submit a Student Employment Card to the SEO for every hire. If hiring more than one student for the same job at the same pay rate, a list of students with their T numbers may be attached to the completed Student Employment Card.
- The employer should verify that a new employee has submitted his or her paperwork to the SEO, as well.

Paperwork Necessary for Employment

Every student employed by Oberlin College must complete withholding forms. Listed below are all forms required by the SEO in order to enter job assignments in the computer system. Failure to complete all documentation will result in delays, affecting both the issuing of time cards and pay for the student. These forms are required by law.

Student's Responsibility

(This paperwork is available in both the Student Employment Office and the Office of Financial Aid.)

During a student's tenure at Oberlin College this paperwork only needs to be completed one time unless there are changes such as the student gets married, changes a name, or has a baby.

- **W-4 Form: Federal Employee's Withholding Allowance Certificate.** Students must complete their name, social security number, permanent home address (please do not use Oberlin College campus mailbox addresses), marital status, i.e. single or married, and number of withholding exemptions claimed. Students may claim zero or one exemption. One exemption results in less income tax withheld, however, students may then have to pay taxes when they file their annual returns. This form must be signed and dated by the student at the time of completion.
- **The State of Ohio Department of Taxation Employee's Withholding Exemption Certificate.** This form is to be completed in the same manner as the W-4. In general, students must indicate school district number 4712 (Oberlin) on Ohio Form IT-4 as they are liable for Oberlin school district income tax. However, students who were residents of Indiana, Kentucky, West Virginia, Michigan, or Pennsylvania before arriving on campus may claim EXEMPTION from Ohio and School District income tax withholding, by completing Form IT-4NR.
- **I-9 Form: Employment Eligibility Verification.** The student must complete section one including full name, permanent address, and social security number. In addition, the student must provide original documents of verification of employment eligibility. Acceptable documents include a passport, a State ID/Driver's License plus a birth certificate or State ID/Driver's License plus an original Social Security Card. **No copies will be accepted.** All forms must be current, with the exception of the US Passport.

If a student is an alien lawfully admitted for permanent residence or an alien authorized to work in the US, he/she must have an Alien or Admission Number. This number is located on the VISA, I-94 card, I-20 form, or on the Alien Registration Card (Green Card).

Foreign Student VISA Information. If a student is an alien authorized by the US Citizenship and Immigration Services to work in the United States (F1 and I-20 form), then the student must complete this form. The student must have his/her VISA and Social Security Card in order to complete this form. The form must be signed and dated in the presence of an SEO officer or other authorized Financial Aid personnel.

Paperwork Necessary for Employment Continued

Employer's Responsibility

(This paperwork is available in both the Student Employment Office and the Office of Financial Aid.)

Student Employment Card (SEC)

The Student Employment Card is used to generate payroll information. Without this information, the Student Employment Office will not be able to set up the student's position and Center for Information Technology (CIT) will be unable to print time cards. Student Employment Cards should be submitted electronically via the SEO website at www.oberlin.edu/studemp/, then click on the 'Submit the Student Employment Card electronically'. Please be sure to include your department's full account number. If you are not sure what this number is, you can contact the Controller's Office for assistance. **An email will be sent to the student and copied to the employer, if the student has not completed their I-9.**

Please note that a new SEC must be completed for all academic year positions and summer positions. At the end of the academic year, all positions are canceled in the system. At the end of summer you must return time cards to the Student Employment Office, if the position needs to be canceled.

Student Employment Timecards

After all of the necessary information has been submitted to the SEO for processing, the **CIT** will generate a Student Timecard that will be used by your department for documentation of hours worked. The timecard will contain the following information:

- Student's name
- ID number
- Organization code (department) name
- Position Number (assigned according to the account number to be charged)
- Pay rate (if the student is being paid hourly)
- Pay Period

Reminders:

- To terminate an employee from a job, e-mail the SEO with the T number, name, and position number from the timecard OR simply write "TERMINATE" across the face of the timecard and send it to the Student Employment Office.
- Please **DO NOT** cross out or change essential items, such as T numbers, names, pay rates, or position numbers on timecards. Employees, jobs, and pay rates **MUST** be set up in the Banner system before time entry begins, to prevent errors and rejects during payroll processing.
- Timecards should be completed in ink and contain both student and supervisor signatures whenever possible.
- Remember to enter total regular hours and OT (overtime) hours for each week, and the total hours for the pay period on each timecard. These totals are used for error checking at the end of time entry.

If you have questions when completing the Student Time Cards, please contact the SEO. Remember to submit all completed timecards to the Controller's Office, not the SEO.

*Please see examples of Academic Year and Summer Timecards on next pages.

T12345678 ← 6.40 ← 1154 ← Timesheet Org/Mailing Dept
 Controller's Office ← T Number
 Student, Josephine ← Department Name
 Employee Name
 Wk end: 05-JUN-2005 ← Week ending S29561-00 ← Position Number/Fund or Org Charged

ROUND TO NEAREST QUARTER HOUR	MONDAY		4	ROUND TO NEAREST QUARTER HOUR	MONDAY		4
	OUT	IN			OUT	IN	
20.0 REG. HRS 025	OUT	IN	4	19.5 REG. HRS 025	OUT	IN	31/2
	OUT	IN			OUT	IN	
	OUT	IN			OUT	IN	
O.T. 029	OUT	IN	4	O.T. 029	OUT	IN	4
	OUT	IN			OUT	IN	
	OUT	IN			OUT	IN	
SUMMER HOURS ONLY	OUT	IN	4	SUMMER HOURS ONLY	OUT	IN	4
	OUT	IN			OUT	IN	
	OUT	IN			OUT	IN	
REG. HRS 026	OUT	IN	4	REG. HRS 026	OUT	IN	4
	OUT	IN			OUT	IN	
	OUT	IN			OUT	IN	
O.T. 030	OUT	IN	4	O.T. 030	OUT	IN	4
	OUT	IN			OUT	IN	
	OUT	IN			OUT	IN	

ACADEMIC YEAR

Not allowed for work study students



FLAT AMOUNT OF PAY
027/028

Must be signed by
Student AND by
Supervisor



I HEREBY CERTIFY THIS TIME RECORD IS CORRECT AND
THE STUDENT HAS PERFORMED IN A SATISFACTORY
MANNER.

STUDENT SIGNATURE

SUPERVISOR SIGNATURE

TOTAL HOURS WEEK 1 (incl back) **20.0**

TOTAL HOURS WEEK 2 (incl back) **19.5**

TOTAL HOURS PAY PERIOD **39.5**

T12345678 ← 6.40 ← 1154 ← Timesheet Org/Mailing Dept
 ← Hourly Pay Rate
 Controller's Office ← T Number
 ← Department Name
 Student, Josephine ← Employee Name
 ← Week ending
 Wk end: 05-JUN-2005 ← S29561-00 ← Position Number/Fund or Org Charged

**SUMMER
PAYROLL**

ROUND TO NEAREST QUARTER HOUR	MONDAY	OUT		ROUND TO NEAREST QUARTER HOUR	MONDAY	OUT	
	IN	8			IN	4	
REG. HRS 025	TUESDAY	OUT		REG. HRS 025	TUESDAY	OUT	
	IN	8			IN	5	
O.T. 029	WEDNESDAY	OUT		O.T. 029	WEDNESDAY	OUT	
	IN	8			IN	6	
SUMMER HOURS ONLY	THURSDAY	OUT		SUMMER HOURS ONLY	THURSDAY	OUT	
	IN	8			IN	4	
REG. HRS 026	FRIDAY	OUT		REG. HRS 026	FRIDAY	OUT	
	IN	8			IN	4	
O.T. 030	SATURDAY	OUT		O.T. 030	SATURDAY	OUT	
	IN	4			IN		
	SUNDAY	OUT			SUNDAY	OUT	
		IN				IN	

Not allowed for work study students

FLAT AMOUNT OF PAY
027/028

44 0

TOTAL HOURS WEEK 1 (incl back)

I HEREBY CERTIFY THIS TIME RECORD IS CORRECT AND
THE STUDENT HAS PERFORMED IN A SATISFACTORY
MANNER.

23 0

TOTAL HOURS WEEK 2 (incl back)

Must be signed by
Student AND by
Supervisor

STUDENT SIGNATURE

67 0

SUPERVISOR SIGNATURE

TOTAL HOURS PAY PERIOD

Grade Level System for Student Pay Rates:

Oberlin College

In order to establish fairness and consistency in student hiring, it is highly recommended that all employers use the following grade level system when hiring students:

Grade Level	Minimum Pay Rate	Maximum Pay Rate
I	\$7.30	Employer's discretion
II	\$7.45	
III	\$7.60	
IV	\$7.75	

A student job is assigned a grade level according to the following criteria:

- Level of skills required, including special skills
- Level of experience/training required
- Level of independent work, confidentiality and supervision
- Level of mental activity
- Level of accountability

Grade levels

- I. Clerical work; does not require any special skills or previous training (excluding typing and basic computer skills); routine tasks and clearly established duties; no decision-making/leadership involved. **MINIMUM STARTING WAGE:** \$7.30 / hour
- II. Some special skills required; low level of accountability; some decision-making may be required; may involve some supervisory tasks (for instance, supervising students from level I). **RECOMMENDED STARTING WAGE:** \$7.45 / hour
- III. Require special skills, knowledge, ability, and training. Leadership and decision-making involved; may require a certain level of confidentiality and independent work; supervising students at levels II and I. Increased level of accountability. **RECOMMENDED STARTING WAGE:** \$7.60 / hour
- IV. Requires highly specialized/advanced skills, knowledge, and training. Works with low level of supervision; high accountability; job may require a high level of confidentiality; high degree of mental activity; may involve a great deal of supervisory work (i.e. supervising students at levels I, II, and/or III). **RECOMMENDED STARTING WAGE:** \$7.75 / hour

The following guidelines are recommended for a pay raise at the end of each semester and/or year. After a positive evaluation, a \$0.05 to \$0.10/hour increase in pay for a student working in the same position is fair. An employer must submit a Student Pay Rate Change Card to the SEO in order for an employee to receive a raise via the SEO website at www.oberlin.edu/studemp/, then click on the 'Submit a Rate Change Card electronically'.

Policies and Procedures of Employment

Equal Opportunity Employment (Policy on Discrimination)

Oberlin College is committed to providing equal opportunity for on campus employment regardless of race, religious creed, color, age, gender, sexual orientation, national origin, ancestry, marital status, medical condition, or disability in accordance with federal, state, and local regulations. If members of the Oberlin community experience or witness any apparent incidence of harassment or discrimination, by students, faculty, or staff, they may discuss their concerns with the SEO supervisor or request advice from other appropriate official College administrators such as an academic advisor.

Expectations

As a student employee supervisor/employer, it is important to remember that students are students. They should be shown the same respect and consideration as other employees. However, their job is not likely to be their primary focus. Expectations should be discussed in a frank and open manner to ensure both parties are in agreement.

Break and Meal Times

A student who works a 4-6 hour shift should get a fifteen (15) minute paid break per shift. Any student who works a 6-7 hour shift is entitled to one 15 minute paid break and a 30 minute unpaid meal break. A Student working a 7-8 hour shift is entitled to two 15 minute paid breaks and a 30 minute unpaid meal break.

Benefits

Students are exempt from Social Security tax during academic years in which the student is enrolled and attending class. Students must pay Social Security taxes during any summer employment. Student employees are not eligible for holiday pay, sick pay, unemployment benefits, or vacation pay.

Job Safety

All employees have a responsibility to promote safety in the workplace.

Termination

When termination of a student employee is a necessary measure, the employer should follow the procedures designated for all staff members at Oberlin College. This should include a verbal warning and written notification of unacceptable work habits. You may contact the Department of Human Resources to obtain more detailed information. When termination by the employer occurs, a report should be filed with SEO that includes an effective date.

Supervisor Responsibilities:

- Employers are expected to give hiring priority to federal work-study students over equally qualified non work-study students.
- Submit a Student Employment Card to the Student Employment Office for each job position filled by a student employee.
- Establish clearly defined work schedules that are compatible with the student's class schedule.
- Inform students in writing of the specific duties of the job.
- Ensure that student workers are aware of the laws governing the rights of privacy and confidentiality. We recommend that each department develop a confidentiality policy to be signed by the student and placed in his/her employee file. This record may be kept up to 5 years following termination of employment.
- Provide adequate training to allow the student employee to perform job duties in a satisfactory manner.
- Supervise and evaluate the quality and quantity of the work performed.
- Monitor student attendance and work habits and provide guidance, if needed.
- Submit student time cards to the Controller's Office, on time, every two weeks. (Refer to payroll schedule on page 19.)
- Submit a Pay Rate Change form every time there is a change in a Student's hourly pay rate. This form must be submitted two weeks prior to the date you want the increase/decrease to be made effective. (Form available on page 12 of this guide.)
- Employers are encouraged to conduct a verbal evaluation of an employee's work performance. At the end of the academic year, the employer should conduct a written evaluation and consider a pay increase based on the student's overall work performance. In addition, that evaluation and any necessary explanation must be accessible to the student upon request.

Student Responsibilities:

- Report to work on time and inform the supervisor if you know that you will not be able to report to work on time.
- Contact your employer when you're sick, and give notice of any scheduling conflicts.
- Maintain strict confidentiality regarding workplace issues and information including but not limited to:
 - a) discussion of workplace issues with anyone outside the workplace
 - b) releasing or sharing information about other students
 - c) removing files or other materials from the workplace
- You deserve to be treated with respect and dignity - as do your co-workers.
- Observe appropriate workplace behaviors and protocol and follow office policies and procedures.
- Your job is a privilege, not a right. There are a lot of students seeking campus employment.
- In general, work time is not social time – plan to call/visit friends on your own time.
- Respect for others extends to your dress and hygiene. Be neat and clean when you report to work.
- Take your job seriously – the organization depends on you to perform the tasks you were hired to do.
- Take the initiative – offer assistance.
- Be sure you understand what is expected of you. Continue to ask about your responsibilities as long as necessary.
- Work Study students are required to notify their supervisor of any changes in their work-study awards.
- Try to establish a good working relationship with the supervisor and co-workers.

Example Evaluation Form

Please evaluate your student employee. Use this form or an established one within your department. Comments and discussion are particularly useful to further the development of your student employee. Please complete an evaluation of each student employee once per semester.

In addition, each student employee should be given an opportunity to evaluate and give feedback to his/her supervisor.

Student Name: _____

Job Title: _____ Department: _____

1. Student performed duties as outlined in his/her job description:

(Poor) 1 2 3 4 5 (Excellent)

Comments and/or suggested improvements:

2. Student observed appropriate office protocol (including dress, behavior, etc.):

(Poor) 1 2 3 4 5 (Excellent)

Comments and/or suggested improvements:

3. Student reported to work on time and informed supervisor when he/she would not be able to report on time:

(Poor) 1 2 3 4 5 (Excellent)

Comments and/or suggested improvements:

4. Student accurately kept a record of his/her time worked:

(Poor) 1 2 3 4 5 (Excellent)

Comments and/or suggested improvements:

5. Student used time appropriately while working:

(Poor) 1 2 3 4 5 (Excellent)

Comments and/or suggested improvements:

6. Student informed employer appropriately of any plans to change hours or to end employment:

(Poor) 1 2 3 4 5 (Excellent)

Comments and/or suggested improvements:

7. Student responded to feedback in an appropriate manner:

(Poor) 1 2 3 4 5 (Excellent)

Comments and/or suggested improvements:

Student Employee Feedback for Supervisor

This page is meant to enable student employees to give feedback to their supervisors at some point in the evaluation process. Its purpose is to open a dialogue about issues that have arisen during the semester.

1. Supervisor Accessibility (Is your supervisor available to speak to you on an ongoing basis?)
2. Training for Position (Do you feel that you are adequately trained to perform duties as outlined in the job description?)
3. Infrastructure (Are you provided with adequate space, materials, equipment, etc. to perform your job effectively?)
4. Work Environment (Is the environment in which you work supportive, friendly, and overall a good place to be?)
5. Ongoing Supervision and Direction (Are you receiving adequate direction, instruction and feedback from your supervisor?)
6. Other (Is there anything else you would like to discuss with your supervisor?)

OBERLIN COLLEGE

2009-10 ACADEMIC YEAR STUDENT PAYROLL SCHEDULE

Please consult the below deadlines to ensure timely delivery of timecards and other documents to ensure timely pay for students. Student payroll checks are issued on alternate Fridays during the academic year. Student time cards **MUST** be received in the Payroll Office by 10am the Monday proceeding the student pay day, or pay will be delayed by two weeks.

Student Employment Cards due in the SEO by Wednesday at Noon	Timecards due in the Payroll Office by Monday at 10 am	Pay Date Friday
September 2	September 14	September 18
September 16	September 28	October 2
September 30	October 12	October 16
October 14	October 26	October 30
October 28	November 9	November 13
November 11	November 23	November 27
November 25	December 7	December 11
December 9	January 4	January 8
January 6	January 19**	January 22
January 20	February 1	February 5
February 3	February 15	February 19
February 17	March 1	March 5
March 3	March 15	March 19
March 17	March 29	April 2
March 31	April 12	April 16
April 14	April 26	April 30
April 28	May 10	May 14
May 12	May 24	May 28
May 26	June 7	June 11

* Note: There will be no student payroll on December 24, 2009. Hours worked December 7th through December 20th will be included on the January 8, 2010 payroll.

** Tuesday after Martin Luther King Day

2009-2010 Academic Calendar

First Semester

Orientation Begins
New Student Advising/Registration
Residence Halls open for returning students
Classes Begin
Labor Day – free day
Fall Recess
Thanksgiving Day – free day
Free Day
Classes End
Reading Period
Final Exam Period
Fall Semester Ends

Fall 2009

Tuesday, August 25
Thurs., Aug. 27 –Fri., Aug. 28
Sunday, August 29
Monday, August 31
Monday, Sept. 7
Saturday, October 17 - 25
Thursday, November 26
Friday, November 27
Friday, December 11
Saturday, December 12 - 14
Tuesday, December 15 - 18
Saturday, December 19

Winter Term 2010

Winter Term Begins
Martin Luther King Jr. Day – free day
Winter Term Ends

Wednesday, January 6
Monday, January 18
Monday, February 1

Second Semester

New Student Orientation and Registration
Classes Begin
Spring Recess Begins
Spring Recess Ends
Classes End
Reading Period
Final Exam Period Begins
Spring Semester Ends
Commencement Weekend
Commencement Exercises

Spring 2010

Thursday, February 4
Monday, February 8
Saturday, March 27
Sunday, April 4
Saturday, May 15
Sunday, May 16-18
Wednesday, May 19-22
Sunday, May 23
Friday, May 28-30
Monday, May 31

The information in this calendar is accurate as of July 21, 2009. The dates are subject to change. For the most up to date academic calendar, please go to <http://new.oberlin.edu/calendar>

Frequently Asked Questions

What is the work-study program?

The Federal College Work Study (FCWS) program provides part-time employment to students attending institutions of higher education who need the earnings to help meet the costs of post-secondary education.

How do students become eligible to receive Federal College Work-Study?

Eligibility is determined by the information received from the Free Application for Federal Student Aid (FAFSA). Based on this information and using a formula established by the federal government, the Office of Financial Aid then determines a student's eligibility.

How do students know when they have been awarded Federal College Work-Study?

Work-study will be listed as such in the student's financial aid award letter. To check the award letter students may logon to PRESTO.

Can eligibility change once students are awarded Federal College Work-Study?

Yes. Federal College Work-Study is awarded based on the financial information provided at the time a student file is evaluated. If additional information is provided, the award can change and subsequently Federal College Work-Study can be changed.

If a student's family receives a "revised" award letter, they should check to see if Federal College Work-Study is still awarded. If it is not, the student is responsible for notifying his or her supervisor as soon as possible.

Will the Student have earning limitations?

Students on Federal College Work-Study have a maximum amount that they can earn for the academic year. The most common amount is \$1850 - \$2400. When a student exceeds his or her Federal College Work-Study limits, he or she will be switched over to non-work study payroll.

How many hours a week can students work?

We recommend 8-12 hours per week. However, the student will make that decision. Students should review their class schedules and other school commitments before deciding how many hours they can work.

How does a student find a job on campus?

Job opportunities will be posted on the Oberlin College Website Classifieds at http://www.oberlin.edu/cgi-bin/cgiwrap/classifi/classifieds/class_ad.cgi. This information can be accessed from any computer. It is the student's responsibility to search and apply for a job. The SEO is available for advice on the process.

Once a student finds a job, does he/she need to do anything else?

Yes.

1. A *Form I-9* must be completed. The federal government requires all employers to verify the identity and employment eligibility of their employees, including students.

By law the *Form I-9* must be completed before the student begins working. A list of acceptable documents appears on page 2 of the *I-9*. Originals of these documents must be presented to the Student Employment Office or Office of Financial Aid.

If the student cannot produce the **original document(s)**, he or she will not be allowed to begin work or be paid.

Note: International students who are unable to produce the required document(s) within three days, must produce at least a receipt showing that he or she has applied for the document(s). The *Form I-9* can be completed using the receipt thereby allowing the employee to work temporarily. The student must produce the actual document within 90 days of the start date.

2. *W-4 and appropriate IT-4(Federal and State)* Since student wages are taxable under federal and state law, every student is required to complete both forms. A student's withholding will be based on the data the student provides on each form.

What do I do when a student has graduated and I want her/him to continue to work?

You must contact the Department of Human Resources for permission to hire the graduated student as a misc biweekly employee. You will need the permission before the employee can start working past their graduation date. Provide the Department of Human Resources with the start date, end date, rate of pay, estimated hours the employee will work, and the FOAP to be charged. The employee will have paperwork to complete at the Department of Human Resources prior to starting work as a non-student, misc biweekly employee.

Contact Information:

Office:	Contact Person:	Phone Number:	Email & Website
Student Employment Office		775-8144 Fax: 775-8249	Student.Employment.Office@oberlin.edu www.oberlin.edu/studemp
Financial Aid Office	Amy Knowles <i>Sr. Assistant Director</i>	775-8142 Fax: 775-8249	Amy.Knowles@oberlin.edu
	Rob Reddy <i>Director of Financial Aid</i>		Financial.Aid@oberlin.edu
Controller's Office	Linda Amburgy <i>Payroll Tech</i>	775-5607	Linda.Amburgy@oberlin.edu www.oberlin.edu/control