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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. 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 this guide to familiarize you with the general process and new 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 hours vary during each semester. 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 on 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 form and Student Employment Positions. 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. 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.

Post Payment Options

Oberlin College Payroll is requiring Direct Deposit for all student employees. Eliminating a paper check will help Oberlin College move in a positive “*greener*” direction. We will still offer 3 options of payment:

- **Sign** up for direct deposit to student’s bank through the Office of Human Resources.
- **Or** sign up for payroll deduction to pay students tuition bill through the Office of Student Accounts.
- **Or** receive a paper paycheck every 2 weeks.

Student Employment Positions, Pay Rate Changes, and Timecards must all be submitted timely so student employee pay is not delayed.

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 12, OR to the Student Employment Office website at <http://new.oberlin.edu/office/student-employment/> for more information.

Remember! If your students do not normally work weekends, you can submit your timecards to the Payroll’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 student’s 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 through Human Resources not the Student Payroll. You should contact the Department of Human Resources prior to any offer of employment of non-students. All non-students are processed through PeopleAdmin as a Temporary Oberlin College Employee.

Filling an Open Position

Position Advertisement

It is the responsibility of the employer to post available job opportunities on the Oberlin College PeopleAdmin website at <https://jobs.oberlin.edu/jobs>. The Human Resources Office and 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 PeopleAdmin 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.

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 PeopleAdmin site.
- Conduct all interviews for the same position in an identical manner.
- Notify all applicants of hiring decisions.
- The employer must submit a Hiring Proposal through PeopleAdmin.
- The employer should verify that a new employee has submitted his or her employment eligibility paperwork to the SEO.

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 major changes to the student's demographics such as marriage, name change or birth of a child. International Students will need to complete additional paperwork with the Dean of Students Office.

- **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 for 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.

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).

Paperwork Necessary for Employment Continued

Employer's Responsibility

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

PeopleAdmin Hiring Proposal and/or Student Employment Card (SEC)

The Hiring Proposal is used to generate payroll information for a new student employee. The Student Employment Card is used to generate payroll information for those employers that are rehiring students or hiring internally. Without this information, the Student Employment Office will not be able to set up the student's position and the Center for Information Technology (CIT) will be unable to print time cards. **An email will be sent to the student; 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 terminated.

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.

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: this Grade Level will be re-evaluated in January of 2019 if the state increases the minimum wage.

Grade Level	Minimum Pay Rate	Maximum Pay Rate
I	\$8.55	Employer's discretion
II	\$8.65	
III	\$8.75	
IV	\$8.85	

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.
- 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).
- 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.
- 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).

The following guidelines are recommended for a pay raise at the beginning of the 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 <https://www.oberlin.edu/student-employment>, 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.

Supervisor Responsibilities:

- Submit a Hiring Proposal and/or 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 Payroll Office, on time, every two weeks.
- Submit a Pay Rate Change online 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.
- 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.

OBERLIN COLLEGE

2018-19 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 preceding the student pay day, or pay will be delayed by two weeks.

Student Employment Cards due in the SEO by Wednesday at Noon	Pay #	Timecards due in the Payroll Office by Monday at 10 am	Pay Day (Friday)
8/20/2018	ST 19	9/3/2018	9/7/2018
9/3/2018	ST 20	9/17/2018	9/21/2018
9/17/2018	ST 21	10/1/2018	10/5/2018
10/1/2018	ST 22	10/15/2018	10/19/2018
10/15/2018	ST 23	10/29/2018	11/2/2018
10/29/2018	ST 24	11/12/2018	11/16/2018
11/12/2018	ST 25	11/26/2018	11/30/2018
11/26/2018	ST 26	12/10/2018	12/14/2018
12/24/2018	ST 1	1/7/2019	1/11/2019
1/7/2019	ST 2	1/21/2019	1/25/2019
1/21/2019	ST 3	2/4/2019	2/8/2019
2/4/2019	ST 4	2/18/2019	2/22/2019
2/18/2019	ST 5	3/4/2019	3/8/2019
3/4/2019	ST 6	3/18/2019	3/22/2019
3/18/2019	ST 7	4/1/2019	4/5/2019
4/1/2019	ST 8	4/15/2019	4/19/2019
4/15/2019	ST 9	4/29/2019	5/3/2019
4/29/2019	ST 10	5/13/2019	5/17/2019
5/13/2019	ST 11	5/27/2019	5/31/2019
5/27/2019	ST 12	6/10/2019	6/14/2019
6/10/2019	ST 13	6/24/2019	6/28/2019
6/24/2019	ST 14	7/8/2019	7/12/2019

******There will be NO student payroll on December 28, 2018. Hours worked December 10th thru January 6th will be included in the payroll of January 11th, 2019.******

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. FCWS does not have to be paid back.

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 log on 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 \$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, if applicable.

How many hours a week can students work?

We recommend 8-10 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.

Frequently Asked Questions Cont'd

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.

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

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 does the employer do when a student has graduated and they want her/him to continue to work?

You must contact the Department of Human Resources for permission to hire the graduated student as a Temp- biweekly employee. The employee will have paperwork to complete at the Department of Human Resources prior to starting work as a non-student, Temp- biweekly employee.

Contact Information:

Office:	Contact Person:	Phone Number:	Email & Website
Student Employment Office		775-8144 Fax: 775-8249	Student.Employment.@oberlin.edu www.oberlin.edu/studemp
Financial Aid Office	Amy Knowles <i>Senior Associate Director</i>	775-8142 Fax: 775-8249	Amy.Knowles@oberlin.edu
	Cathy Belfiore <i>Assistant Director</i>	775-8142	Cathy.Belfiore@oberlin.edu
	Val Keper <i>Interim Director of Financial Aid</i>		Financial.Aid@oberlin.edu
Payroll's Office	Lara Straka <i>Payroll Tech</i>	775-5607	Lara.Straka@oberlin.edu