

Student Employer Handbook



**The University of Memphis
Student Employment Office
103 John S. Wilder Tower
Memphis, TN 38152**

Hours: 8:00 am-4:30 pm

Days: Monday-Friday

Tel: (901) 678-4825

Fax: (901) 678-5902

Web: <http://www.memphis.edu/financialaid/>

(Updated: November 2016)

Definition and Purpose of Student Employment

The Student Employment Office acts as the central agent for students seeking on-campus employment and for departments seeking student employees.

The purposes of the Student Employment program are:

1. to provide the university with part-time assistance in a variety of instructional and administrative program tasks;
2. to provide a means and opportunity for students to supplement their income and assist with educational expenses; and
3. to provide students with viable work experience, preferably related to their course of study.

Student Employment Programs

Federal Work-Study (FWS) Student Employment: FWS is a need-based Financial Aid award. It is a federally funded, university-administered program designed to help students defray the costs of post-secondary education. Under this program, students can work for only one department at a time, up to 25 hours per week. The federal government pays 75% of student's earnings and the department pays 25% – the reason why departments benefit from hiring FWS students.

To apply for FWS for the Fall and Spring semesters, students must complete the current year's Free Application for Federal Student Aid (FAFSA) online at <https://fafsa.ed.gov> and submit it electronically. The University of Memphis' federal school code is **003509**.

Students hired under the FWS program are paid for hours worked, based on time submitted through the University payroll system. **Students are eligible to work up to the point that his/her cumulative earnings equal the amount of their FWS award. It is the responsibility of both the student and the hiring department to monitor earnings to prevent working beyond the awarded amount.**

Regular Student Employment (RSE): RSE refers to on-campus jobs for students who do not qualify for FWS. Under this program, students can work for more than one department as long as they do not work over 25 hours a week from all pay sources. The department pays 100% of student's earnings. Students do not have to complete a FAFSA to work under this program.

Job Placement Procedures

To advertise a job opening, the employer/department may submit their job notices by using the **Student Employee Request Form**. This form contains pertinent job description information necessary for posting. Departments can find this form on the Student Employment webpage.

The student needs to contact the department(s) they are interested in to set up a job interview. The **Application for Student Employment**, which is optional, may be used by departments to review the applicant's knowledge, skills, and job history.

Steps to consider when hiring:

1. Prepare questions before the interview; avoid yes/no questions, if possible
2. Department should ask the same questions to all student applicants
3. Give the applicant a thorough overview of the job
4. After the interview, tell the applicant when a decision will be made
5. Rate the interview after applicant leaves
6. Offer the position to the best applicant
7. When position is filled, complete the **Student Employee Request Form** to remove job posting
8. Department and student must complete employment paperwork, then submit to our office for processing
9. **Summer Employment:** Departments must notify students that if they are not enrolled in the Summer, they are responsible for paying for their own parking

Contacting a former employer may be advantageous when making a decision on hiring the student employee; however, the following should not be discussed:

1. marital status
2. age
3. religion/political views
4. other information unrelated to the job performance

Departments should have, in writing, duties and responsibilities for each of their student workers. Student is provided with a copy of these duties and responsibilities upon employment, and a copy of same must be maintained in student's file (within the hiring department).

It is important to train the new student employees. Things that seem obvious to you may be confusing to the student. It may be helpful to prepare some written instructions in advance to reduce repeatedly asked questions such as:

1. What to say when answering the phone
2. How to transfer calls
3. How to put calls on hold
4. Signing on to the computer
5. Answers to commonly asked questions
6. Frequently used phone numbers
7. Areas of responsibility within your work unit (who does what)
8. Procedures for completing or filing forms
9. Who your supervisor is and what he/she does

Employment Paperwork Required to Hire Students

Students who have never worked as a student worker on campus will need to complete and submit all original forms to the Student Employment Office. Graduate Assistants (GA) or temporary employees are not the same as student employees. If a student was previously a GA, they are still required to complete all Student Employment paperwork. Returning student employees whose last employment has been less than a year need only to complete a new Payroll Action Form, which can be faxed to (901) 678-5902.

Listed below are the required employment forms. All forms regarding Student Employment are found at:

http://www.memphis.edu/financialaid/student_employment/seforms.php

1. Payroll Action Form (Regular Student Employment or Federal Work-Study)
2. Direct Deposit Authorization
3. W-4 Employee's Withholding Allowance Form (year specific)
4. Form I-9 Employment Eligibility Verification
 - Section 1 should be completed by the student in the presence of the hiring department or Student Employment staff.
 - Section 2 must be completed person reviewing the acceptable documents.
 - Photocopy of an unexpired state or federally issued identification, i.e., U.S. Passport, driver's license, state identification card, or certificate of live birth, must be attached to the Form I-9.

Instructions on Completing Employment Forms

Federal Work-Study (FWS) Payroll Action Form

A student awarded federal work-study must complete the **Federal Work-Study Payroll Action Form** when hired by the department.

1. Student completes all items in Section I, including Banner ID information, signature and date.
2. Section II is completed by the Student Employment Office.
3. Department completes and signs Section III.
4. The Student Employment Office completes and signs Section IV.
5. A copy of completed approved form is then returned to the department.

Regular Student Employment (RSE) Payroll Action Form

A student not awarded federal work-study must complete the **Regular Student Employment Payroll Action Form** when hired by the department.

1. Student completes all items in Section I, including Banner ID information, signature and date.
2. Department completes and signs Section II.
3. The Student Employment Office completes and signs Section III.
4. A copy of the completed approved form is then returned to the department.

Common Mistakes made on the Payroll Action Form(s)

1. Student's signature is missing on Section I.
2. Department doesn't fill out Section II on the RSE Payroll Action Form or Section III on the FWS Payroll Action Form.
3. Department fills out Section II or Section III, but fails to write the beginning date of employment, account number, position number, or fails to sign it.

Direct Deposit Authorization

The **Direct Deposit Authorization** must be completed by the student employee. Students are paid bi-weekly at an hourly rate and payment is direct deposited into the student's bank account. Student must attach a preprinted deposit slip or voided check for verification, sign and date the Authorization Form, and submit to the Student Employment Office.

Common Mistakes made on the DDA Form

1. Student fails to list bank routing number or account number.
2. Student fails to attach a preprinted deposit slip or voided check.
3. Student fails to sign the Direct Deposit Authorization.

W-4 Employee's Withholding Allowance Certificate

All students must complete the **W-4 Employee's Withholding Allowance Certificate** so that the employer can withhold the correct Federal income tax from their pay. This form is year-specific, so departments should only maintain a minimal amount of these forms or may be printed on an as-needed basis.

Common Mistakes made on W-4 Form

1. Student fails to complete the W-4 form.
2. Student fails to sign the W-4 form.

Form I-9 Employment Eligibility Verification

Employers are required to verify that employees hired after November 6, 1986, have a lawful right to work in the United States, and must complete the **Form I-9 Employment Eligibility Verification** on all new hires within three (3) business days from employee's start date. Departments hiring student employees need to adhere to the I-9 guidelines. **The University is held liable if the I-9s are not completed accurately.** The completed original Form I-9 for all FWS and RSE workers must be submitted to the Student Employment Office, where it is maintained.

Note: For newly hired international students on F-1 or J-1 visa, the Student Employment Office will complete the Form I-9 Employment Eligibility Verification.

The Human Resource Department periodically offers training on the correct procedures in completing the Form I-9. Staff members who are designated to do most of the hiring paperwork in their area are encouraged to attend this training when it is offered.

- Effective January 1, 2012, the Tennessee Board of Regents (TBR) requires that the Student Employment Office maintains a photocopy of an unexpired state or federally issued identification, i.e., U.S. Passport, driver's license, state identification card, or certificate of live birth. The photocopy should be attached to the Form I-9.

Common Mistakes made on the Form I-9

1. Student completes both Sections 1 and 2
2. Using the Student's School ID as the social security card in List C
3. Putting the Driver's License information in List A instead of List B
4. Not putting all the information requested such as document title, issuing authority, document number, or expiration date
5. Listing only the passport information on an international student, but not the INS I-94 Form in List A
6. Missing photocopy of TBR required document (Note: Social Security card, school ID, or military ID card are not acceptable for this requirement.)

Employment Paperwork Deadlines

Based on the time required to enter data from the Payroll Action Form into the Banner system, it is highly **RECOMMENDED** that departments turn in the employment forms (i.e., Payroll Action Form, Direct Deposit Authorization, W-4 Form, and Form I-9 Employment Eligibility Verification) to our office at least **five (5) business days** before student actually begins work. Students are not allowed to work prior to the processing of their paperwork by our office.

Name Changes

When preparing employment paperwork for a student (undergraduate or graduate), it is the department's responsibility to make certain the name/U-ID # on the employment paperwork is the same as the Banner name/U-ID #. Any student whose employment paperwork does not match the name/U-ID # in Banner will have to bring in documentation to the Registrar's Office to have their name corrected prior to employment.

If a student employee changes names after being employed, please send him or her to the Registrar's Office (located in the basement of Wilder Tower, Room 003) to get their names changed officially and have the student employee notify our office of the same change. This is very important for tax reporting purposes.

Neotism Policy and Student Employment

Please be advised that the Tennessee State Employees Uniform Neotism Policy Act of 1980 (Tennessee Code Annotated 8-31-101, etc. Seq) applies to the Tennessee Board of Regents

System and The University of Memphis. As such, this nepotism policy also applies to all student employment (be it RSE or FWS employment) at The University of Memphis.

The Nepotism Policy states, “No employees of the University who are relatives shall be placed within the same direct line of supervision whereby one relative is responsible for supervising the job performance or work activities of another relative; provided, however, that to the extent possible, this policy shall not be construed to prohibit two or more such relatives from working for the University. For purposes of this policy a ‘relative’ means a parent, foster parent, parent-in-law, child, spouse, brother, foster brother, sister, foster sister, grandparent, grandchild, son-in-law, brother-in-law, daughter-in-law, sister-in-law, or other family member who resides in the same household.”

If you have a current student employment situation involving nepotism, it will need to be resolved immediately. All student employment contracts must comply with the TBR requirements regarding nepotism. If you have any questions regarding this policy and student employment, please contact the Student Employment Office.

Student Employer’s Responsibilities

1. Confirm that the student is enrolled in at least half time (6 credit hours for undergraduate and law, or 5 [graduate] credit hours for graduate students). **International students** must be enrolled full time and can only work for no more than 20 hours per week.
2. Determine whether or not the student’s skills meet the job requirements.
3. Complete Section III on the Federal Work-Study Payroll Action Form or Section II on the Regular Student Employment Payroll Action Form, along with Section II of the I-9 Employment Verification Eligibility, and submit to the Student Employment Office before allowing any student to work.
4. If you hire a work-study student, your department only covers 25% of the student’s wages, and the federal government covers the rest. If you hire a regular student employee, your department covers 100% of the student’s wages.
5. Students employed under the FWS program are eligible to work up to the point that his/her cumulative earnings equal the amount of their FWS award. **It is the responsibility of both the student and the hiring department to monitor earnings to prevent working beyond the awarded amount.**
6. Determine a work schedule with the student.
7. Make sure the student does not work during class hours/periods.
8. Explain the duties and responsibilities of the job to the student. Student should be provided with a written copy of these duties and responsibilities, along with a copy maintained by the hiring department.
9. Monitor work hours to ensure that the student does not exceed the approved number of employment hours each week.
10. Submit student’s time to Payroll on a bi-weekly basis.
11. Provide continuous evaluation of student’s work performance and supervise accordingly.
12. Submit Student Wage Adjustment Form or Payrate Justification Form to the Student Employment Office, as applicable, at least five (5) business days prior to effective date.
13. Complete the online Employee Separation and Clearance Form at <https://umwa.memphis.edu/sep-clear> for each student who is no longer working.

Student Employee's Responsibilities

1. Federal Work-Study and Regular Student Employment are part-time jobs; do not expect to study during your scheduled work hours, unless allowed to do so.
2. Federal Work-Study and Regular Student employees must maintain part-time enrollment (**6 credit hours-Undergraduate/Law or 5 credit hours-Graduate**). If you drop below part-time, withdraw, or graduate, the department must complete an online Separation/Termination Form.
3. Concurrent enrollment at this university and a college, community college, or another university is not acceptable for enrollment requirements for employment eligibility.
4. **International students** on F-1 or J-1 visa under Regular Student Employment must be enrolled full-time (**12 credit hours-Undergraduate/Law or 9 credit hours-Graduate**) for the Fall and Spring semesters. The exceptions to less than full-time enrollment for international students on F-1 or J-1 visas are: (1) if it's your final semester of enrollment, or (2) you are working on your thesis or dissertation.
5. **International students** can only work for no more than 20 hours per week.
6. **International students** on F-1 or J-1 visa must obtain a valid Federal social security number. Once you obtain a valid Federal social security number, go to the Registrar's Office in Wilder Tower, Room 003, and request that they enter your Social Security Number in Banner. You will need to show them your social security card.
7. **A Federal Work-Study award does not guarantee employment.** You must interview with prospective employers.
8. When you are hired, complete all required employment paperwork with your department. You must make sure that your name on all the forms matches your name on your school record.
9. If hired for the **Summer term** and you are not enrolled, you are responsible for paying for parking. For more information, contact the [Parking Services Office](#) at (901) 678-2212.
10. **Effective SUMMER 2016, students not enrolled in at least half time (6 credit hours) will have FICA taxes withheld from their paychecks. We are leaving this up to the department to let the students know about this recent change.**
11. Deliver all completed forms to the Student Employment Office. You cannot begin work until these have been submitted and approved by the Student Employment Office.
12. Be consistently dependable. Be prompt and work the hours for which you have been scheduled. If you must be late or absent from work, notify your supervisor prior to work time. Excessive tardiness, absenteeism, or failure to perform assigned duties could all be grounds for termination.
13. Give the job your best effort. Your employer's evaluation will become a permanent part of your file, and may be used as a future job reference.
14. Departments are not obligated to re-hire you for the following semester or academic year.
15. If you have problems or grievances with your work, talk with your supervisor. If it cannot be resolved, discuss it with the department head.

Reporting Student Employee's Time

Student employees must submit their time electronically by the deadline established by their supervisor. They must log in to their [myMemphis](#) account and click on the Employee tab. If an Employee tab does not exist for the student, please contact the Student Employment Office.

Student employers (designated timekeepers and approvers) must submit the student employee's time to the Payroll Office every two weeks via [myMemphis](#). Please make sure you submit time sheet by deadline established by the Payroll Office.

Reasons a student may not get paid for time worked or for the correct amount:

1. Student worker fails to submit their time electronically to the employer in a timely manner. The department needs to complete a blank bi-weekly time sheet to report the hours for the current pay period.
2. Student employer fails to electronically submit the student's time by the payroll deadline to the Payroll Office.
3. If student was not paid the correct payrate, contact the Student Employment Office immediately for assistance.

Documents Required to Terminate Students

Departments must complete the online **Employee Separation and Clearance Form** whenever a student drops below half-time or withdraws. This form should also be completed if separation/termination is caused by:

personal reasons
transfers to another department
changing from RSE to FWS (or vice-versa)**
unable to comply with hours
unsatisfactory performance.

**If student changes from RSE to FWS (or vice-versa), a new Payroll Action Form should be submitted with the Employee Separation and Clearance Form.

It is optional for departments to complete the **Evaluation Form** to rate the student employee's job performance. If one is completed, maintain this information in your department for your records.

Pay Ranges

The U of M student employee's hourly wage is determined by their experience and knowledge. There is a federally mandated minimum wage of \$7.25 per hour. The hiring department may feel a higher rate of pay is justified. There are five categories with four levels of pay ranges that departments utilize when determining fair and equitable hourly wages. These can be found online at the following website.

http://www.memphis.edu/financialaid/student_employment/sepay.php

Student Wage Adjustment Form

The **Student Wage Adjustment Form** may be used to process wage adjustments (i.e., wage increases) with management approval. It is recommended that continuing student employees receive yearly pay raises. If a pay raise is warranted, this form should be submitted at least five (5) business days **prior to** the start of the wage increase.

Payrate Justification Form

The **Payrate Justification Form** may be used to justify paying a student employee more than \$16.00 an hour with approval by the Department Head and the Financial Aid Director. Once completed, submit the original form to the Student Employment Office.

Student Employee Breaks

If a student works:

- ❖ Less than 3 hours = no break
- ❖ 3 to 5 hours = one 15-minute paid break
- ❖ 5.1 to 8.4 hours = either one 30 minute unpaid lunch break **OR** two 15 minute paid work breaks
- ❖ 8.5 or more hours = same paid work breaks as allowed for regular full-time employees (see UM 1262)

Supervisors may determine when breaks are to be taken. Unused breaks are not cumulative or eligible for extra pay. Therefore, all attendance records, time sheets, leave records, payroll documents, and other record keeping instruments will be kept only in hours and tenths of an hour when reflecting the hours worked each day. The schedule below will be followed in the documentation of time worked.

.10 hour	= 1 - 6 minutes
.20 hour	= 7 - 12 minutes
.30 hour	= 13 - 18 minutes
.40 hour	= 19 - 24 minutes
.50 hour	= 25 - 30 minutes
.60 hour	= 31 - 42 minutes
.70 hour	= 43 - 48 minutes
.80 hour	= 49 - 54 minutes
1.00 hour	= 55 - 60 minutes