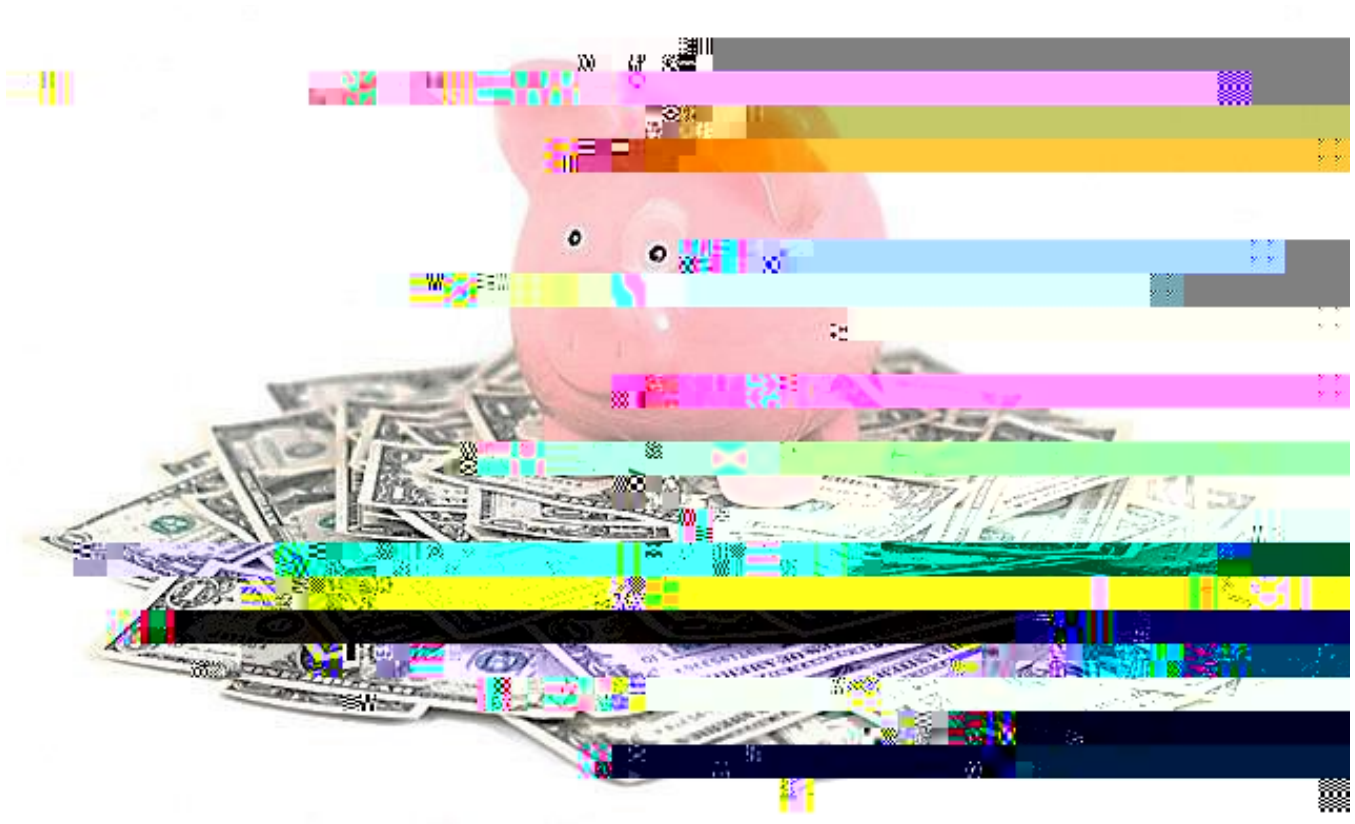




# Campus Employment Handbook



# Table of Contents

# Campus Employment Program Handbook

## I. Purpose of

paid on time for each pay period. A time sheet must be submitted to Payroll if students do not enter their hours in ADP on time, which may result in delayed pay. Pay statements may be found in a student's



#### 4. SpecialEvent Hiring

Students may be hired temporarily for special events (such as Croquet or Concert, or academic breaks). Students must be approved by the Financial Aid Office prior to working for these events. A student must be currently employed in a Campus Employment position in order to work short-term receive approval for an exception. Supervisors must provide a request form (05029TFC00T029s8[06]-5d(n)-7a(28-1S)-(0)J240Tvc(0)

organization; (3) for legal services or proceedings; or (4) because the employee has temporarily relocated as a result of the domestic violence, sexual assault, or stalking.

Employees are permitted to use earned Sick and Safe Leave in increments in certain amounts established by their employer. Employees are required to give notice of the need to use earned Sick and Safe Leave when it is foreseeable. An employer may deny leave in certain circumstances. A family member includes a spouse, child, parent, grandparent, grandchild, or sibling.

## D. Student Responsibilities

Work-study positions are real jobs and not a guaranteed benefit. Therefore, work-study students must:

1. Set a regular schedule with their supervisor and, as much as possible, stay with that schedule;
2. Arrive on time to their job assignments;
3. Call their supervisor if they are unable to work as scheduled;
4. Arrive at work ready and willing to perform to the best of their abilities;
5. Perform tasks in an appropriate and timely manner;
6. Dress, speak, and act appropriately for the job or office;
7. Adhere to all policies and procedures specified in the Student Handbook, and as explained by individual supervisors;
8. Maintain strict confidentiality, especially with regard to information about other students and alumni\* (see note below);
9. Communicate effectively with supervisors and co-workers about assigned tasks and on-the-job problems;
10. Complete electronic timesheets each pay period by the deadline (see payroll dates in section VI).

### **\*Confidentiality:**

*Each college office has developed Confidentiality agreements. Students will be required to sign and abide by those agreements as part of the terms of their employment. If a student is found to have breached such an agreement, they will be subject to immediate disciplinary action up to and including the loss of their work-study eligibility for the current year and possibly subsequent years. The extent of the disciplinary action will be gauged by the seriousness of the offense, as determined by the supervisor, the Director of Financial Aid, and, if necessary, the College's Work-Study Committee (the Dean and Director of Financial Aid and the Financial Aid Coordinator).*

**Resignations:** Student employees should notify their supervisors at least 10 working days prior to leaving a position.

## E. Supervisor Responsibilities

The supervisor is responsible for providing adequate training for each student worker. This may include a statement of office policies and procedures, training session, ongoing training, a manual of duties, and explanation and information on an as-needed basis. The supervisor must also take the time to answer any job-related questions that a student may have. Supervisors are also responsible for ensuring students are registered in ADP [(on)10 (goi)-2 (ng)]TJ 0 Tc 0 Tw ( )Tj -0.04 Tc 0.04 Tw 370.044 Tw 3.94 0 TdTw 0.32 0 Td [(



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## W-2 and 1042 Forms:

Each year, student employees will receive a Form W-2 that provides details of the prior year's earnings, taxes withheld and other miscellaneous data. W-2 forms will be distributed to student mailboxes in January each year. W-2 forms are also accessible in ADP by navigating to the home page and selecting "Myself" – "Pay" – "Annual Statements". ADP keeps five years of records.

Employees and/or students that are foreign nationals may receive a Form 1042-S. A Form 1042-S is a year-end federal tax document given to a non-resident alien who received wages that were exempt from federal and state tax withholding by a tax treaty and/or received a non-qualified taxable scholarship. In certain instances, foreign nationals may receive both a W-2 Form and a Form 1042-S for the same year.

supervisor must notify each student if they will not be rehired for the following year. In this case, the supervisor does not need to follow the termination procedure, but an explanation of the negative evaluation would be helpful for both the student and the Financial Aid Office.

## I. Work-Study Waiting List

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