

# Student Employment Handbook | March 2021



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## Introduction

Welcome to student employment at Anderson University! You are a valued part of our workforce and a critical link in the services provided. In addition to providing needed income, student employment is a part of the Anderson University educational experience. It is our hope your employment will provide work and life skills that will be useful to you in the future.

The staff of Work Life Engagement will help you with any questions or concerns you may have while a student employee at Anderson University. Feel free to drop by Decker Hall Suite 112 or call us at 765-641-4132 to ask questions or schedule an appointment.

Best wishes for a productive and enjoyable work experience.

### Office of Work Life Engagement

Decker Hall Suite 112

765.641.4132

[anderson.edu/hr/student-employment](http://anderson.edu/hr/student-employment)

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*Anderson University is an equal-opportunity employer and as such, ensures that both applicants for employment and employees are treated in compliance with applicable laws and regulations governing equal-employment opportunity and non-discrimination in employment on the basis of race, color, national origin, disability, age, gender, or veteran status.*

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## Student Employment Guidelines

**Enrollment** — Students must be enrolled at least six credit hours during the semester to qualify for student employment. For summer employment, students must be enrolled for fall semester at least six credit hours. The minimum enrollment for international students is 12 credit hours.

**Financial Aid** — Federal Work Study (FWS) eligibility is determined each year by the Office of Financial Aid and Scholarships.

**Types of Jobs** — The majority of student jobs such as office, maintenance, and tutoring are paid hourly. A limited number of positions such as elected and appointed student leaders are paid a stipend. Some student jobs are called “designated” positions and require a specific certification, skill, class, or other previous experience/qualification.

**Federal Work Study Employment** — FWS awards may be used only for hourly paid positions either on-campus or with an off-campus agency having an agreement with the university. FWS earnings are paid bi-weekly and are subject to federal, state, and local tax withholding. We cannot credit student accounts directly with wages earned, and FWS does not carry over from one academic year to the next.

Students may work in an off-campus FWS job until their maximum FWS allocation is earned. When FWS allotment is earned, a student employee may continue working the off-campus position if the off-campus FWS employer has the funds and is willing to hire and pay students directly.

**Maximum Work Hours** — Students may work a maximum of 15 hours per week in one or a combination of hourly and/or stipend positions. International students may work a maximum of 20 hours per week in one or a combination of hourly and/or stipend positions.

During academic breaks (Christmas, Thanksgiving, spring break) and over the summer, all students meeting the minimum credit hour enrollment are eligible to work up to but not exceeding 40 hours per week. Summer employment requires fall class enrollment.

Students must be asked or scheduled to work additional hours during breaks and/or over the summer.

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**Student Employment Application** — Students seeking on-campus or off-campus FWS employment must apply through Paycom at [studentemployment.anderson.edu](http://studentemployment.anderson.edu)

**Required Forms** — Students are required to complete employment-related information for payroll processing. The Bureau of Citizenship and Immigration Services requires completion of a Form I-9 within three business days of the first day of employment. The form requires presentation of documents that establish identity (such as a driver's license) and employment eligibility in the United States (such as a social security card or birth certificate). Both identity and employment eligibility can be documented with a valid United States passport. Additional information on suitable documents is available in Work Life Engagement .

Student wages or earnings are subject to federal, state, and county income tax. Federal, W-4, and State, WH-4, income tax information is required and must be completed through Paycom before a paycheck can be issued. Please note that students are generally exempt from Social Security (FICA) withholding during the academic year. However, students are subject to FICA withholding during the summer months. International students are exempt from FICA withholding.

All university payrolls are distributed by electronic transfer of funds (EFT). Students designate the bank to which payroll funds are sent, choosing either a checking or a savings account. A pay advice or pay stub is available through [Paycom.com](http://Paycom.com) or the Paycom App.

**Graduate Students** — Graduate students must have a FWS award or qualify for a "designated" job to be eligible for student employment. These students should contact the Office of Financial Aid and Scholarships for more information.

**Employment of Relatives** — Students may not be employed in the same department in which an immediate family member works (i.e. spouse, parent, grandparent, or sibling).

**Work Permits** — In the State of Indiana, students under the age of 18 must obtain a work permit before being eligible for student employment.

**Exceptions & Appeals** — Exceptions to these guidelines are made by Work Life Engagement on a case-by-case basis. Exceptions are documented and placed in the student employee's file. An employee, along with his/her current or prospective supervisor, may appeal a decision in writing.

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## Finding a Job

Students with Federal Work Study or International status are always given priority to student jobs.

**Hiring Periods** — Most open positions occur at the beginning of each semester, but students may look for work at any time. Students with Federal Work Study eligibility and international students are able to apply to open positions. Students without FWS or international status meeting the position qualifications may apply to a job that requires a specific certification such as lifeguard, requires specific hours, skills or a completed class. AU Food Services or the Campus Bookstore do not require FWS eligibility.

### Applying for Jobs:

1. Review open student jobs by going to *studentemployment.anderson.edu*. Review the jobs and apply to ones of interest to you by downloading your resume and completing student employment application questions. If you do not know if you are eligible for Federal Work Study (FWS) ask your financial aid counselor or contact the Office of Work Life Engagement. This information will be required.
2. Continue to apply for jobs until you are hired for the jobs and number of hours you wish to work per week. Students may work 15 hours per week, Sunday through Saturday, for all student jobs combined (i.e. 5 hours in Admissions and 10 hours in the Business Office).
3. Interviews: Supervisors review applicant information and contact students to schedule interviews. Go to the interview. Take a copy of your resume. Dress appropriately. Review job posting prior to the interview and consider questions you might have to ask about the position.
4. Follow-up after the interview by sending a thank you note; telephone a few days later if you have not heard from the supervisor.
5. If hired, review with the supervisor the rate of pay, hours of work per week, position length (i.e. end of project, sports season or semester, end of academic year, hire date, the department budget number, and other expectations of the position).
6. Learn how to clock in/out using *Paycom.com* if an hourly paid position.

**Community Job Postings** — As a service to students and the community, Work Life Engagement maintains a part time job board in the bottom of Decker Hall. Federal Work Study allocations are not applicable to community jobs and international students are not typically eligible to work off campus.

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## Student Employment Wages & Benefits

**Wages** — The minimum hourly wage for Anderson University student employees will be no less than federal and state minimum wages. The hourly wage is based on the type of position (see page 2). Rates are established each year for stipend jobs.

**Automated Timekeeping** — Student employees are required to punch IN and OUT for each hourly paid student job by logging into *Paycom.com* from any computer on campus that is the closest computer to their work area or using the Paycom App.

Instructions: Log in to *Paycom.com* or use Paycom App. Go to the Web Clock or use the orange dot for quick punch in or out. If more than one job, select specific job, from drop down box, choose IN or OUT, “punch” and “OK”. Repeat at end of work shift.

Contact Work Life Engagement for specific instructions or if working through the FWS program off campus at a non-profit community service agency or governmental dept.

**Immediately notify your supervisor the need for timecard corrections and additions by making a request through *Paycom.com*.** For corrections, go to the timecard, select the incorrect time and complete the dropdown request. For additions, review the “recent punches” and select the pencil. On a cell phone, select the blue dot to request additional punches in or out.

Review timecard each week to confirm no errors need to be corrected and confirm automated time system is correct. “Approve” by date to notify your supervisor that you have reviewed your timecard and all punches are correct. (Time Management, Web Time Sheet, Approve Timecard.) This process will change the timecard to yellow.

**Pay Days** — The Bi-Weekly Payroll Schedule is available in Work Life Engagement or at *anderson.edu*. This schedule details when supervisors are to approve payroll every two weeks and provides the pay dates. Payroll is direct deposited to the bank account of the employee’s choice. Pay stubs are available electronically by date at *Paycom.com*. If an actual pay check is issued, it will be available at Work Life Engagement, Decker Hall, Suite 112. You must show picture ID to pick up your pay check on the Friday of Payroll or after.

Questions or concerns about pay checks should be directed to Work Life Engagement at *worklife@anderson.edu*.

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**Break Periods** — A 15-minute rest period is allowed during each four-hour work period. A rest period may be taken at the assigned time or with the approval of the supervisor. A lunch break of at least 30 minutes but no more than one hour is to be taken near the middle of each eight-hour period worked. Supervisors may determine the exact time and length of rest and lunch breaks for convenience of the department. Federal law does not require employers to offer a rest period or lunch break during the work day. Therefore, depending on department circumstances, students may periodically be asked to work without a rest period or lunch break. Concerns regarding rest periods or lunch breaks should be discussed with the assistant director of Work Life Engagement . Employees must use the web clock to clock IN or OUT for breaks of 30 minutes or more.

**Overtime** — During the academic year, when classes are in session, students are limited to working 15 hours per week under the student employment program (20 hours for International students). During breaks and summer, students are not authorized to work more than 40 hours in a work week (Sunday-Saturday) due to limitations of department budgets. In rare circumstances, a supervisor may ask and expect students to work overtime. Students must request and/or receive advanced approval from their supervisor to be paid for overtime work. If approved in advance, student employees will receive overtime pay at the rate of time and one-half for hours worked in excess of 40 hours per week.

**Worker's Compensation** — As required by the State of Indiana, all university employees, including student employees, are covered by Worker's Compensation during the time they are carrying out any part of their employment responsibilities. If an accidental injury occurs while at work the supervisor should be notified immediately. The supervisor will complete an Employer's First Report of Injury, available from Work Life Engagement , within 48 hours. Student employees must also complete required forms.

All work-related illness or injury medical expenses are paid by Worker's Compensation. Work Life Engagement will provide forms, instructions, and processing information for Worker's Compensation treatment and claims.

If life threatening injury occurs, dial 9-911 from any campus phone. If not life threatening, call 3333 on a campus phone or 765-641-3333 on a personal phone to contact a first aid trained officer on duty to complete an evaluation of the injury.

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## Employment Expectations

Student employees are expected to follow these basic employment expectations. Departments may communicate additional work-related expectations.

**Attendance & Punctuality** — Student employees are expected to report to work promptly or call in if unable to report to work due to illness or other emergency. Supervisors attempt to work with student class schedules, academic, and other scheduling demands. However, student jobs are important in each department, and an unplanned absence places a greater burden on others in the department.

**Work Activity** — Student employees are not to have visitors during assigned work periods with the exception of brief visits from parents and faculty members if authorized by the supervisor. Supervisors may expect student employees to engage in only work-related activities during the work period and refrain from non-work related activities such as personal phone calls, e-mail, and homework assignments.

**Attitude** — Student employees are expected to be interested, enthusiastic, and motivated about their work assignment. Student employees are expected to be pleasant when performing assigned tasks and be adaptable to changes and/or suggestions as needed.

**Authority** — Student employees are expected to be respectful toward their immediate supervisor. Be attentive and cooperative when receiving instructions or feedback. Conflicts and work-related concerns should be addressed directly with the immediate supervisor. If resolution is not reached, the concern should be discussed with the next level of supervisory authority. If the concern remains unresolved it should be discussed with Work Life Engagement .

**Cooperation** — Student employees are expected to work cooperatively with others, treating students, staff, faculty, and visitors respectfully. Employees are expected to comply with all work guidelines and safety standards. Safety concerns should be reported immediately to a supervisor.

**Dependability** — Student employees are expected to be dependable and follow instructions and fulfill work responsibilities. They should consistently strive to complete assigned tasks accurately, completely, and on time.

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**Integrity** — Students are expected to be honest at all times and in regard to all matters. In the course of their work, student employees may have access to or awareness of confidential information. This information should not be discussed outside of work and may not be used in an inappropriate, unethical, or illegal manner. Student employees violating this trust may be terminated.

**Learning** — Students are expected to be open to learning new concepts, skills, and methods. Habits of working or thinking may be required to change.

**Professionalism** — Departments may establish dress standards appropriate for the location, season, and type of work performed using the Staff Dress Code as a guideline. Student employees may be required to dress or act more formally than in a social or other work setting.

**Quality of Work** — Following an appropriate training period, student employees are expected to perform their assigned tasks accurately and thoroughly. It is important to recognize errors and problems with tasks and correct them. Students should ask questions and use good judgment. Giving recognition to tasks being done well will be a motivating factor that will maintain or increase good performance.

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## Supervisor Expectations

Supervisors of student employees are expected to follow all university policies and procedures and provide a quality work-learning experience.

**University Policies and Procedures** — Supervisors will respect and adhere to all university policies and procedures, including student employment procedures.

**Posting Jobs** — Supervisors will post all open positions. By posting job openings, a broader audience of qualified student applicants will be reached, and all university students are provided equal employment opportunities as required by law. A position should not be promised to a student prior to the job being posted through the Office of Work Life Engagement.

**Interviewing** — Interview qualified students to clearly explain the essential functions, responsibilities, performance expectations, and work schedule associated with the student position.

**Student Employment Requisition Forms** — These forms are submitted according to the deadlines on the bi-weekly payroll schedule. (This schedule is available on the Work Life Engagement page at *anderson.edu* and in the Work Life Engagement Office.) Requisition forms are submitted for returning/rehired students at the beginning of each new academic year and summer. Go to *anderson.edu/faculty-staff*, under campus resources choose employee resources, student employment.

**Approval of Student Time and Labor** — Approval of payable time recorded by student employees must be approved by noon on the Monday of the bi-weekly payroll week. Do not allow student employees to work until they are able to use the automated time system to clock IN and OUT for your specific position. Be aware student schedules and attendance to correctly authorize payment for hours worked. Correction, submission and approval of payable time can be done from any computer with internet access or on Paycom App. If you will not be able to approve hours worked for your employees by the required deadline, discuss with Work Life Engagement an alternate authority. (Sharing passwords is a violation of ITS and AU policy.)

**Building Community** — Build community by assisting students in settling into the campus community and by integrating them into your office or department structure as a student employee. Value your student employees and their contribution to your office/department.

**Structured Work Experiences** — Assist students in developing a greater

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sense of responsibility to the university and to future employers by providing structured work experiences which have specific and measurable responsibilities.

**Educational Goals of Students** — Assist students in meeting their educational goals. Maintain a positive and encouraging attitude toward the academic demands of your student employees. While it is necessary for offices/ departments to meet their work goals daily, you should remember that your student employee's first responsibility is to their academic program. Part of the educational process relating to work is to help your student employees to establish good time management skills, thereby reducing the occasions that a student may need to miss work to accomplish educational goals. This can be accomplished by establishing deadline structures within their work assignments and holding them accountable to meeting those deadlines.

Develop an ongoing rapport with your student employees, thus becoming aware of difficulties with classes, finances, or anything that may jeopardize their academic goals. Notify appropriate offices which may intervene to assist the student, such as the Educational Support Services, Counseling Services, and Department of Student Life.

**Employment Goals and Expectations** — Identify and help develop specific work skills that are necessary to the satisfactory completion of your student employee's work assignments, thereby preparing them for future work. For some students, this is their first job. You may need to adjust your employment goals and expectations for each individual student employee.

**Christian Work Ethic** — Instill a solid, Christian work ethic within your student employees, thereby preparing them to become community and world leaders with a solid foundation of respect and responsibility with regard to employment.

**Work Related Problems/Disciplinary Issues** — Make an earnest effort to resolve a performance concern or dissatisfaction as promptly as possible by immediately informing the student employee of your dissatisfaction with his/her job performance. Clearly define for the student the particulars of the problem. Restate the responsibilities and expectations associated with the position. Offer the student suggestions on how he/she may improve performance and establish a fair and equitable time period for improving performance. Document all discussions, terms of agreement, outcome, etc. Work in tandem with Work Life Engagement at all times with regard to employment disciplinary issues that might arise, realizing that the university is an at-will employer and legally responsible for its action in all employment relationships.



**ANDERSON UNIVERSITY**

*Academic and Christian Discovery*

Office of Work Life Engagement

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**[anderson.edu/hr/student-employment](https://anderson.edu/hr/student-employment)**