

General Information on Student Employment

Why student employment?

The college has committed to help students that need a job to help pay their college expenses, by making funds and positions available to students on campus.

Where does the money come from to pay students?

The college paid out over \$1,643,000 to student employees in the last fiscal year.

Federal Workstudy -	\$ 187,000
State Workstudy -	\$ 225,000
Institutional -	\$ 1,231,000 100% cost to college

What would be the ideal priority list on jobs?

- One - State Workstudy (no cost to the college)
- Two - Federal Workstudy (25% cost to the college)
- Three - Institutional (100% cost to the college)

When should we use Institutional workstudy?

1. When you have a student that has been working for you on Federal or State but has earned their awarded amount.
2. During periods of “non-enrollment”, Christmas Break and Summers.
3. When no student with Federal or State workstudy is available.
4. When no student with Federal or State workstudy has a particular skill or certification that is needed for a particular job.

Finding Students to Work

- Job listings on the Career Services Web Site
- Departments and Supervisor posting Job Flyers.
- Talking to students in your departments or buildings.

Hiring Student Workers

If the student has a white contract, which means they already have a file started, complete the contract and send the contract to 328 Taylor. A timecard will be issued for the worker the following day.

If the student has a yellow contact, which means they do not have a file started, complete the contract and send the student back to 328 Taylor to complete the forms needed to start a file. **If you feel comfortable completing the I-9 and the W-4 with the student, please do so.** If you are unsure of how to correctly complete the forms, **do not attempt to help the student**, send the student to 328 Taylor and someone in our office will assist the student.

Each student's contract must be completed fully by the supervisor and signed by the student, the supervisor, and the department head.

Students can not be employed by the college until the date of certification on the I-9 form. It is against federal law to begin working before the date on the I-9 form.

When ever possible Federal and State qualified students should be employed before students are hired using institutional funds. Since the Federal and State money can only be used during the 32 week academic year and since the amount of these funds are limited per student, institutional funds should be used to employ students at times when the Federal and State programs are not available, or when a student has earned his aid award.

Student Employment Forms

Workstudy Contract

The student workstudy contract the college currently uses is divided into four sections, the award section, the employment section, the student certification, and the employers certification.

WESTERN STATE COLLEGE WORK STUDY CONTRACT

Fall/Spring 2006-2007

July 24, 2006

STUDENT NAME:	Young, Jarriid Allen
STUDENT ID NUMBER:	639829
ELIGIBILITY AMOUNT:	\$1700
*ELIGIBILITY DATE:	I9 NEEDED
FUNDING SOURCE:	FEDERAL Work Study

*Must be completed prior to student being eligible to work for Western State College

1. Award Section.

The award section is general information on the student and his or her workstudy award status. The students name, student ID number, eligibility amount, eligibility date, and funding source will be filled in before the contract is printed.

The eligibility amount will display the full year award of Federal or State workstudy for the student for all jobs on campus. The amount is intended to cover work done over both the fall and spring terms. The amount may not be adjusted for other jobs the student may have already or intends to obtain, so please talk with any potential employee and determine if they have or intend to use their award for another job on campus. If the amount is blank, the student has no federal or state funds available to them.

TO BE COMPLETED BY HIRING DEPARTMENT

DEPARTMENT: _____

JOB TITLE: _____

JOB DESCRIPTION: _____

HOURLY RATE OF PAY: _____ (Minimum \$5.15)

EXPECTED TOTAL EARNINGS: \$ _____

2. Employment Section

The employment section is completed by the hiring department. The department line is where you tell us where the student will be working. If the student is to be employed by one of our standard departments, the department name may be all that is needed to be filled in on this line. If the student will be employed in a new or special way, such as a grant, a new position may need to be created. In the case of a new position, the fund, organization, and program the student is to be charged to will need to be included with this line to insure proper expense accounting.

The job title is a short title of the position the student will be filling.

The job description is a requirement of the workstudy program to insure that the position has duties and what those duties are. The jobs students fill on campus must benefit the college and be work that needs to be done. This section also helps to inform the student of what will be expected of him or her from you as the supervisor.

You should develop standardized job titles and descriptions for the various jobs your department will be hiring. If you have standard job titles you can simply paste them in this section rather than writing in a job

description. Many departments are not completing this section properly and it will come back as a problem in the future.

The rate of pay is the hourly rate you will be paying the student. All students are paid for the actual clocked hours they work for the college. The State minimum wage that can be paid a student is \$7.36 per hour. This rate changes in January of each year. The maximum recommended hourly rate is \$9.00. This is the rate that will be entered into the computer and paid the student. All students must be paid an hourly rate for the actual clocked hours they work.

A few Institutional workstudy jobs can be paid a monthly salary amount rather than an hourly rate. No student on Federal or State workstudy can be paid a flat monthly rate. These are limited and used mainly by the Student Government Association in paying their officers and staff.

The expected total earnings relates to the Federal and State workstudy program. This line is where you tell us how much of a student's award your department intends to use. If you intend to employ a student to the full amount of his or her award, the awarded amount will need to be entered on this line. If you intend to employ the student for some amount less than the full award, the amount you intend to use should be entered on this line.

STUDENT CERTIFICATION

I understand that the authorized amount to be earned (above) is the maximum gross amount that I may earn through this contract. Employment amount will be adjusted if additional work contracts are submitted at a later date. I realize that if I earn above the amount of this contract, it may negatively impact other financial aid I might be receiving. Payment on this contract is contingent upon my status as a WSC student and satisfactory performance of duties. Employment is accepted with the terms and conditions contained herein.

STUDENT'S SIGNATURE

DATE

3. Student Certification

This section explains the student's responsibilities in accepting a workstudy position and must be signed by the student before he or she can begin work. Please be sure the student reads this section before he or she signs.

EMPLOYER CERTIFICATION

This is to certify that the above named student will be employed by our department/agency through a need based employment program and that I will supervise their work in accordance with the Western State College student employment regulation. In the event the student's employment status changes (i.e. termination, raise) I will complete a change of status form and return it to 208 Taylor Hall before the end of the pay period the change will affect. If a student employee is being terminated I will state the reason on the Change Of Status form and submit the change form along with the student's completed timecard on the day of termination. In the event this student earns more than the eligibility amount, the hiring department will assume liability and be charged accordingly.

_____ SUPERVISOR'S SIGNATURE	_____ DATE	_____ NAME (Please print)
_____ DEPARTMENT HEAD	_____ DATE	_____ NAME (Please print)

PLEASE COMPLETE AND RETURN THIS CONTRACT TO 208 TAYLOR HALL

4. Employer Certification

The employer certification is a statement that is intended to meet the requirements of the Federal and State workstudy programs and is your statement that the student will be employed by your department and that you will follow all of the college's student employment regulations. In addition it also informs you of some of your responsibilities as a supervisor in maintaining the employment records of the student.

I-9 Form

The I-9 form is the form the U.S. Department of Justice requires be completed on all employees to establish the employee's eligibility to work in this country. This form must be completed promptly, completely, and before a student employee begins work on campus. The form is broken down into two parts, section one is the employee's information and section two is the employer verification.

A. Section 1. Employee Information and Verification

This section is completed by the student employee. The student must complete all sections including the attestation box marking the correct box of their residence status. The student must complete their section by signing and dating the form. This section is completed by the student employee. The student must complete all sections including the attestation box marking the correct box of their residence status. The student must complete their section by signing and dating the form.

Department of Homeland Security
U.S. Citizenship and Immigration Services

Form I-9, Employment Eligibility Verification

Read instructions carefully before completing this form. The instructions must be available during completion of this form.

ANTI-DISCRIMINATION NOTICE: It is illegal to discriminate against work-authorized individuals. Employers CANNOT specify which document(s) they will accept from an employee. The refusal to hire an individual because the documents have a future expiration date may also constitute illegal discrimination.

Section 1. Employee Information and Verification *(To be completed and signed by employee at the time employment begins.)*

Print Name: Last	First	Middle Initial	Maiden Name
Address (Street Name and Number)		Apt. #	Date of Birth (month/day/year)
City	State	Zip Code	Social Security #
<p>I am aware that federal law provides for imprisonment and/or fines for false statements or use of false documents in connection with the completion of this form.</p>		<p>I attest, under penalty of perjury, that I am (check one of the following):</p> <input type="checkbox"/> A citizen of the United States <input type="checkbox"/> A noncitizen national of the United States (see instructions) <input type="checkbox"/> A lawful permanent resident (Alien #) _____ <input type="checkbox"/> An alien authorized to work (Alien # or Admission #) _____ until (expiration date, if applicable - month/day/year)	
Employee's Signature		Date (month/day/year)	

B. Section 2. Employer Review and Verification

This section must be completed by a representative of the college. Please do not complete this section unless you are confident you understand what is expected of you in completing the verification process. The college employee that completes this section must review section 1 to make certain that it has been completed fully. The college employee must review documents acceptable to the U.S. Department of Justice to verify the information that the employee had filled out in section 1.

Section 2. Employer Review and Verification *(To be completed and signed by employer. Examine one document from List A OR examine one document from List B and one from List C, as listed on the reverse of this form, and record the title, number, and expiration date, if any, of the document(s).)*

List A	OR	List B	AND	List C
Document title: _____		_____		_____
Issuing authority: _____		_____		_____
Document #: _____		_____		_____
Expiration Date (if any): _____		_____		_____
Document #: _____		_____		_____
Expiration Date (if any): _____		_____		_____

CERTIFICATION: I attest, under penalty of perjury, that I have examined the document(s) presented by the above-named employee, that the above-listed document(s) appear to be genuine and to relate to the employee named, that the employee began employment on (month/day/year) _____ and that to the best of my knowledge the employee is authorized to work in the United States. (State employment agencies may omit the date the employee began employment.)

Signature of Employer or Authorized Representative	Print Name	Title
Business or Organization Name and Address (Street Name and Number, City, State, Zip Code)		Date (month/day/year)

Section 3. Updating and Reverification *(To be completed and signed by employer.)*

If the student marks anything other than "A citizen or national of the United States" please have the student come to 328 Taylor and we will help them complete the form and we will do the certification.

If the student marks “A citizen or national of the United States” the college employee must see the student workers U.S. Passport and fill in the Document title line (US Passport), the Issuing authority line (USA), the Document # line (Passport number), and the Expiration Date of the document.

Or the college employee must fill in columns B and C by seeing the original student employee’s Drivers License and under column B filling out the Document title line (Drivers License), the Issuing authority line (Colorado, Ohio, etc.), the Document # line (License number) and the Expiration Date of the document. Under column C seeing the students original Social Security card and under column C filling out the Document title line (Social Security Card), the Issuing authority line (USA), and the Document # line (Social Security Number).

If a student does not have a passport or a driver’s license and a social security card, please have the student come to 328 Taylor and we will advise them of what they will need for us to verify them as an employee.

When column A or columns B and C are completed the college employee must enter the employment date in the certification paragraph, sign the form in the box Signature of Employer or Authorized Representative, print your name in the box Print Name, print your title in the box Title, and place the certification date in the box Date.

Please do not complete the I-9 for international students. Please send international students to 328 Taylor Hall for help in completing this form.

There are other documents a student may use as verification of eligibility to work in this country, but please only use the Passport for column A or the Drivers License and Social Security Card for B and C. If the student needs to use another form, please have him or her come to 328 Taylor.

EMPLOYMENT VERIFICATION AFFIRMATION FORM

Beginning in 2006 the College is required to keep copies of the documentation we use to complete the federal I-9 form. In addition we must complete an affirmation form stating the student employee’s name, date of hire, and signed by the person completing the I-9.

The following is an example of the state recommended form we are using for all employees of the college.



EMPLOYMENT VERIFICATION AFFIRMATION FORM

Employee Name: _____
Date of Hire: _____

On behalf of the State of Colorado, I affirm the following, with respect to the above-named individual:

1. I have examined the employee's work authorization documents as required by the Immigration Reform Control Act of 1986;
2. I have retained file copies of the documents which the employee has presented as required by 8 U.S.C. § 1324a;
3. I have not altered or falsified the employee's identification documents; and
4. The State of Colorado has not knowingly hired an unauthorized alien.

This affirmation will be retained for the term of the above-named individual's employment.

Name of Employer Representative

Date

Attach this form to Form I-9 and supporting documentation for filing

1

This form will be attached to all new student employee contract packets. The form must be completed, signed and copies of the I-9 documentation must be attached to the new student employee contract packet before the student employee can be hired.

W-4 Form

----- Cut here and give Form W-4 to your employer. Keep the top part for your records. -----

Form <b style="font-size: 1.5em;">W-4 <small>Department of the Treasury Internal Revenue Service</small>	<b style="font-size: 1.2em;">Employee's Withholding Allowance Certificate <small>▶ Whether you are entitled to claim a certain number of allowances or exemption from withholding is subject to review by the IRS. Your employer may be required to send a copy of this form to the IRS.</small>	<small>OMB No. 1545-0074</small> 2006
1 Type or print your first name and middle initial. Last name		2 Your social security number
Home address (number and street or rural route)		3 <input type="checkbox"/> Single <input type="checkbox"/> Married <input type="checkbox"/> Married, but withhold at higher Single rate. <small>Note. If married, but legally separated, or spouse is a nonresident alien, check the "Single" box.</small>
City or town, state, and ZIP code		4 If your last name differs from that shown on your social security card, check here. You must call 1-800-772-1213 for a new card. <input type="checkbox"/>
5 Total number of allowances you are claiming (from line H above or from the applicable worksheet on page 2)		5
6 Additional amount, if any, you want withheld from each paycheck		6 \$
7 I claim exemption from withholding for 2006, and I certify that I meet both of the following conditions for exemption. <ul style="list-style-type: none"> • Last year I had a right to a refund of all federal income tax withheld because I had no tax liability and • This year I expect a refund of all federal income tax withheld because I expect to have no tax liability. If you meet both conditions, write "Exempt" here		
<small>Under penalties of perjury, I declare that I have examined this certificate and to the best of my knowledge and belief, it is true, correct, and complete.</small> Employee's signature <small>(Form is not valid unless you sign it.) ▶</small>		Date ▶
8 Employer's name and address (Employer: Complete lines 8 and 10 only if sending to the IRS.) Western State College of Colorado 208 Taylor Hall, Gunnison, CO 81231		9 Office code (optional) 84
		10 Employer identification number (EIN) 6000558

The W-4 directs the College on how the student employee's federal and state tax withholding should be handled. The first is instruction as well as a worksheet the student worker may use if their withholding status and allowances are complex. The last part is the W-4 itself and is the required part of the form. Most students will complete boxes 1, 2, 3, and 5 and then sign and date the form. Most students will check single in box 3 and enter 1 in box 5. If the student is still claimed as a dependent on a parents tax return, they may need to enter 0 in box 5 since they will not be able to claim themselves as an exemption on their tax return. Many students claim EXEMPT in box 7 of the form. By claiming exempt, no withholding will be done by the college. A student claiming exempt should read the criteria for exemption carefully before making this claim.

Acknowledgment of Designated Medical Provider Form

The Acknowledgment of Designated Medical Provider form is used to inform all workers of the physician who have they must see for work related injuries or illnesses. The student needs to sign one copy that will go into his or her file and retain a copy for themselves.

General Safety Guidelines

Each new student must receive a copy of the College's General Safety Guidelines. The supervisor completing the student contract should go over the guidelines with the student and then give the copy to the student. The student and the supervisor must sign the signature page and return it with the other forms to the Student Payroll Office. The supervisor should take this opportunity to go over any specific safety rules for the job the student employee is being hired.

The top portion identifies the student and his or her job with the college. The student's name and student ID should be printed on the top line. The second line defines which of the student's jobs you are updating. This information comes from the student's timecard label. The student's position number (beginning with ST), suffix, and department name clarifies to the payroll office which job you are updating since many students have multiple jobs in any given academic year.

Pay Rate Changes

Effective Date of Rate Change _____ / 16th / _____
(All rate changes must be effective at the beginning of a pay period.)

Old Rate \$ _____ New Rate \$ _____

Reason for Change: _____

Department Head Approval

Signature Name (Please Print) _____ / ____ / ____
Date

Student Signature *(Only needed for rate DECREASES.)*

Signature Name (Please Print) _____ / ____ / ____
Date

The first section is used for pay rate changes. Pay rate changes can only be done at the beginning of a payroll period (the 16th of each month), please submit any rate increases that will be effective for the current payroll period no later than the 10th of the month. **Do not submit pay rate changes with timecards at the end of a payroll period.**

Termination of Contract

Effective Date of Termination of Contract _____ / _____ / _____

Reason for Termination of Contract

End of Contract _____ Student Initiated Separation _____ Supervisor Initiated Separation _____

Comments *(Required for supervisor initiated separations.)* _____

Department Head Approval *(Please submit this form and the final timecard to Payroll within 24 hours of termination.)*

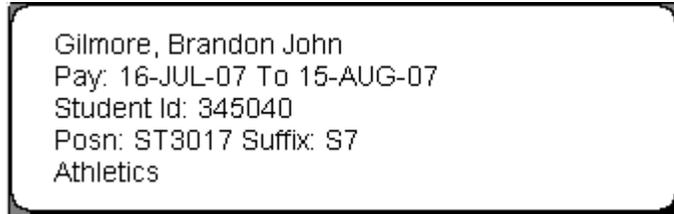
Signature Name (Please Print) _____ / ____ / ____
Date

The second section is used to end a student's job with the college. In the case of a termination initiated by you the student's supervisor, the change form along with the student's final timecard should be forwarded to payroll within 24 hours of the action. All student contracts will be terminated in mass at the end of the spring term, no action on your part is needed at that time.

Student Hourly Time Card

The time card is the way Payroll knows that money is owed to a student for work done on campus. The following is an outline of the Timecard cycle:

Time Card Label



Gilmore, Brandon John
Pay: 16-JUL-07 To 15-AUG-07
Student Id: 345040
Posn: ST3017 Suffix: S7
Athletics

- A. When a completed student contract is received in 328 Taylor the contract is entered into the payroll system and a time card issued and sent to the department. If a contract is not complete, it will be sent back to the supervisor for completion. A student contract that is received, but a needed I-9 or W-4 is not attached or completed correctly, the contract will be returned to the supervisor for completion of the needed forms. Contracts are entered and time cards produced each day between 4:00 and 5:00. Time cards are placed in the inter-campus mail for pickup in the following morning's mail run. Time cards that are not received by a supervisor within two days of submitting a student contract is the sign of a problem and the supervisor should check with us.
- B. Each month time cards are produced before the beginning of the payroll period. They will be sent out a few days early so that students will have time cards at the beginning of the period. Students hired in the last few days of a payroll period will not be in this batch, but will be issued a manual time card for the following payroll period.
- C. All students need to record their time on a timecard issued by our office. Time submitted on any other form will cause delays or loss of pay. A supervisor that allows a student to begin working before a time card is issued by our office may be in violation of campus and federal employment rules. If a student does begin work before a time card is issued, any time worked before the official time card is received, must be transferred to the official time card and initialed by the supervisor.
- D. At the end of the payroll period the supervisor will need to review and calculate total hours to be paid for the month. The supervisor needs to go over the time card with the student to make sure that all time recorded on the card is accurate. In addition the supervisor needs to total the hours on the card and place the total hours to be paid on the "Total Hours Worked" line of the card.

- E. The supervisor and the student employee must sign the timecard certifying that the student has worked all the hours on the card and that the card is correct. Unsigned time cards may cause undue delay in paying the student for work performed for the college.
- F. Timecards should be completed and turned into 328 Taylor no later than Noon on the second business day following the end of the payroll period. The date cards must be turned in will be announced by e-mail before the end of the payroll period.

Your Responsibilities as a Student Workstudy Supervisor

- As a student workstudy supervisor you are responsible for the recruitment, hiring, training and directing the work performed by your student workers.
- You have been entrusted with the judicious use of the resources of the college and in that respect you have a fiscal responsibility to the college that you may not have as part of your regular duties with the college.
- You are responsible for insuring that the hours worked for the college are actually worked.
- You are responsible for insuring that the work performed by the student employees under you is of benefit to Western State College.
- You are responsible for the termination of any student employee that is not performing his or her duties as you have outlined for them. When terminating a student employee be sure that you have been clear in your expectation of the student employee and you have given the student employee an opportunity to correct any problems.

The following are some points for you to keep in mind when dealing with your student employees:

1. **Be an Example.**
Model strong work habits through efficient, dedicated work practices. Let your own approach to daily work be an example from which students can learn.
2. **Be Flexible.**
Understand that student employees are students first, and employees second. Though it is important to have high standards on the job, it is also important to be flexible to accommodate academic obligations.
3. **Communicate expectations.**
Communicate the job standards and expectations to your student employee. One can't assume that these are self-evident to the student, even though they may seem obvious to you.

4. **Give Feedback Frequently.**
Provide consistent and appropriate feedback to your student employees. Student employees, like all employees, benefit from feedback on job performance, providing it is communicated with a positive spirit.
5. **Be Fair.**
Supervisors who are too lenient are not doing students any favors. Campus jobs are “real jobs.” Treat student employees as you yourself would like to be treated in a given situation.
6. **Train, Train, Train!**
Take time to train your students in important work skills, attitudes, and habits, such as perseverance, time management, phone skills, quality service practices, handling difficult situations. This is the “common sense” from which success is made.
7. **Be a Team Player.**
As a team leader, develop and nurture the unique contributions of each team member. Take a global perspective.
8. **Give Recognition.**
When you see a student “going the extra mile” or “persevering through difficult situations,” acknowledge this in front of other staff and peers. People need to feel appreciated.
9. **Share the Vision.**
Have regular staff meetings with your student employees, and inform them how their work fits into a larger purpose of the department and institution. Remember, purposeful work is meaningful work.
10. **Be an Educator.**
To the degree that we each contribute to the lives of others, we are all educators. How can you contribute to the education of your student employees?

Sample Documents

Student Contract

Department of Homeland Security Form I-9

Employment Verification Affirmation Form

Internal Revenue Form W-4

Acknowledgment of Designated Medical Provider

Western State College General Safety Guidelines

Direct Deposit Authorization Form

Student Employment Change In Status Form

Student Time Card