

MOUNT VERNON NAZARENE UNIVERSITY

STUDENT EMPLOYMENT HANDBOOK:

Policies and Procedures for Student Employees

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Student Employment
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INTRODUCTION

Congratulations and welcome to Mount Vernon Nazarene University. Student employees are an important part of nearly all our university operations, departments, and offices. Mount Vernon Nazarene University recognizes you, and all student employees, as valuable human resources and wants to ensure that your experience as a student employee will be a positive one.

You may have several different jobs during your academic career at MVNU. These work experiences will help prepare you for future career opportunities. You will learn time management, employee responsibility, and, in some cases, gain leadership experience, while earning money to help finance your university costs. Along with strong work habits and job skills, you will also develop an excellent source for future job references. Having acquired these skills and taking on increasingly greater work responsibilities will be an important advantage to you as you enter the job market. In addition, the convenience of working on campus will help you develop ties to the university community through new friendships and experiences.

Your supervisor is responsible for training you for specific job duties and discussing with you his or her job expectations. In the meantime, you probably have many questions, most importantly, "When is payday?" This handbook will provide you with general student employment information that will make the transition to your new job easier.

The *Student Employee Handbook* is provided to student employees for informational purposes only. Nothing in this handbook should be construed as a formal contract between you and MVNU. If any information in this handbook is or becomes in conflict with federal, state, or local laws, those laws will take precedence over the material presented in this handbook.

How Can I Get A Job On Campus?

You may be awarded either CE (Campus Employment) or FCWS (Work Study) as a part of your financial aid. If not, you must contact the Student Employment office and let them know that you are interested in working on or off campus. Once you receive employment you must complete 1) Federal and state tax forms and 2) Immigration Reform and Control Act form (I-9). In order to facilitate this process, it is helpful if you bring with you the proper identification (i.e. drivers license or school ID **and** social security card or birth certificate).

Eligibility Requirements

Eligible students must meet the following conditions:

- Be accepted for enrollment or plan to continue enrollment.
- Be enrolled a minimum of 12 credit hours per semester during the regular school year.
- Be eligible to work in the United States and provide documentation to that effect.
- Your eligibility to work on-campus must be cleared through Financial Aid.
- International students must be registered as full-time students in order to be eligible to work on campus according to INS rules and regulations.*

Immigration Reform and Control Act

Federal regulations require that every employed person prove employment eligibility by showing specific identification in order to complete the Federal I-9 form. You will not be permitted to work on campus until the I-9 form is completed by the Student Employment Coordinator. You must present one document from column A, or present one document from column B **and** one document from column C.

The most common acceptable forms or documentation are a valid drivers license (or school ID) **and** your social security card or birth certificate.

* *Note: MVNU follows federal regulations regarding the hiring of international students.*

Responsibilities

You should begin your new job in a positive way and know what your employer expects of you regarding work performance, scheduling, and dress code. You should be aware of the specific policies and procedures of your employing department so that you can gain the most from your job experience. Ask questions, take the initiative, and learn as much as you possibly can. Each job is unique and requires different skills and responsibilities; however, several universal responsibilities apply to all student employee positions. At MVNU you are responsible for:

- Fulfilling the student employment eligibility requirements
- Respecting the rights and property of your employer and fellow employees
- Treating all co-workers, students, and patrons with courtesy and respect
- Acting in a professional manner at all times and respecting the confidentiality of student and MVNU records
- Contacting your employer before your shift begins if an illness or emergency prevents you from reporting to work
- Discussing changes in your work schedule with your employer and keeping your employer's needs in mind when revising your work schedule
- Reporting to work on time
- Reporting your work hours accurately and submitting your web timecard or paper timecard to your supervisor
- Speaking with your employer when duties or instructions are unclear or if problems arise
- Dressing appropriately according to the dress code of your place of employment
- Maintaining a positive work attitude of cooperation and initiative
- Performing your work to the best of your ability and making a personal commitment toward providing quality service
- Presenting and discussing new ideas with your employer
- Conducting personal business (including internet, email and personal phone calls) on your own time and avoiding excessive socializing during work hours

STUDENT PAYROLL WEBTIME/TIMECARD SUBMISSION POLICY

WEBTIME

Each work week begins on Saturday and ends on Friday. Students using web timecards need to submit web time on Friday of the week worked.

Students must fill in a time login sheet at the beginning and the end of their shift. Each department will have a time login sheet. Web time must match the time logged on the time login sheet. *Random audits will be performed by Student Employment/Payroll to verify that web time submitted matches the login sheets. It is the student's responsibility to keep accurate track of their time.*

If a student fails to submit web timecards for a time period older than four weeks from the month being paid for, the web timecard will not be available for input of those dates.

In order to receive pay for delinquent hours, the following procedure must be followed:

1. The student must fill out a paper timecard.
2. The student must prove he/she worked the hours by showing them to their supervisor on the time login sheet for that department.
3. The supervisor must verify the time worked and approve the timecard.
4. The timecard and copies of the time login sheet(s) must be brought to the Student Employment Coordinator or the Payroll Specialist. A valid reason (at the discretion of the Student Employment Coordinator or the Payroll Specialist) must be given by the student to have the time submitted for pay.
5. We reserve the right to deny delinquent time submissions if solid proof of time worked is not given to either the Student Employment Coordinator or the Payroll Specialist. Repeated delinquent time submissions will not be tolerated.

OFF-CAMPUS AGENCY WORKERS (submitting paper timecards)

Out of respect to your employer, it is your responsibility to submit your timecards on/before the date they are due (same as "Period Ending" at the top of the timecard).

After completing the timecard, the student must sign the timecard and give it to his/her supervisor. The supervisor will sign it and send it to the Payroll department. We are unable to pay for time that is more than two weeks late being submitted or delivered to Payroll by a student.

The Payroll department date stamps all timecards on the day they are received. If they are received after 4:30 p.m., they are date stamped with the following business date.

FEDERAL WORK STUDY (FWS)

FWS Eligibility

Federal Work Study is a federally-funded program established to encourage colleges and universities to provide on-campus job opportunities and off-campus community service job opportunities to their students. The funds are made available by the United States Education Department and are to be awarded to students who demonstrate the highest financial needs. The Student Employment Office applies for the funding in this program and determines the eligibility of students to receive these awards. The University pays a portion of the student wages, and the government pays the remaining portion. In addition, FWS earnings are not reported as income on your Financial Aid Application in determining your financial aid for the following academic year.

To be considered for Federal Work Study employment, the Free Application for Federal Student Aid (FAFSA) must be submitted annually. The Student Employment Office will notify all Federal Work-Study applicants of their eligibility on their award letter.

Earnings Limit

Most awards are based on eight hours of work per week. Earning your maximum award will depend upon the number of hours you work and the pay rate you receive. Because FWS is a source of federal financial aid, your total gross FWS earnings may not exceed the amount of your FWS award. Once you earn your award, your employer may agree to pay your wages under University-funded employment (campus employment).

Campus Employment

Campus Employment is a program in which funds are provided by MVNU departments to use student labor on campus. These positions are awarded by the Student Employment Coordinator. Financial need is not a factor in this type of employment.

Off-Campus Federal Work Study Program

As a student receiving a Federal Work-Study award, you are eligible to work off campus with participating local organizations that improve the quality of life for members of the Mount Vernon community. You will be employed by the university to work at an agency location. If you are interested in earning your Work-Study funds while you make a difference in the lives of needy individuals, visit the Student Employment office for more information about agencies with jobs available.

Maximum Working Hours

Since student employment is considered part-time work, you may work up to 20 hours per week while school is in session. During vacations or breaks you may work up to 40 hours per week if your FWS award amount will allow you to.

Illness/Emergency Leave

If you are absent during a scheduled work shift, you will not be paid for those hours. If you become ill and/or an emergency arises and you are unable to work, you must notify your employer as soon as possible before your shift begins so he or she can make necessary arrangements.

If you are absent due to uncontrollable circumstances and you are unable to notify your employer, you will be able to explain your situation at a later time when you return to work. However, if you have no justification for your absence, you are subject to disciplinary action taken by your employer (e.g. reprimand, dismissal).

Jury Duty

A student employee (18 years or older) may be summoned for jury duty. If you are currently scheduled to work, your employer must keep your position available for you while you are serving jury duty. If only a phone call is required and you are not required to report for jury duty, you will be expected to report to your campus work assignment. Jury duty is treated as an excused absence without pay. You will receive payment from the court.

Pay Procedures

Once you have been hired into a department, your employer will instruct you on how to enter your time worked on a web timecard. Off-campus Work-Study employees complete paper timecards that will be provided by your employer. Timecards are to be submitted **and** approved by your employer by 10 a.m. each Monday morning. If you are unsure of timecard deadlines, there is a payroll deadlines chart in this handbook, or you can check them on the Human Resources web page (look for links at <http://www.MVNU.edu/facstaff/humanres/humanres.html>). Pay dates and pay periods are also noted in the above-mentioned places.

Minimum Wage

The Federal minimum wage is currently \$5.15 per hour. The Student Employment Coordinator will notify employers if the minimum wage changes.

Income Taxes

As part of the work program, students are required to complete Federal and State tax forms before they are considered eligible to work on campus. The Student Employment Coordinator will explain the procedure for completing these forms. Ohio state taxes and Mount Vernon city taxes will be withheld from your paycheck. Full-time students are exempt from paying Medicare and Social Security taxes (J-term is not considered full time and Medicare and Social Security taxes will be deducted). In order for you to take advantage of this exemption, you must be registered as a full-time student during the session in which you are working.

If you are a resident of Indiana, Kentucky, Michigan, West Virginia, or Pennsylvania, you may claim exemption from withholding of Ohio income tax. Instead, that income is taxable in your home state. In order to claim this exemption, you must file Form IT-4NR at the Student Employment Office.

JOB SEPARATION

Resignation

The Student Employment Coordinator encourages you to submit a letter of resignation to your employer at least two weeks prior to your last day of employment. If your resignation is due to a conflict or disagreement with your employer concerning policy, schedule, work ethics, attitude or other circumstances, you may want to discuss the problem with him or her before terminating from your position.

As a student employee, you may voluntarily terminate your job at your own discretion. Reasons for your resignation might include:

- Course-work overload
- Class scheduling conflicts
- Better job opportunity
- Co-op or intern opportunity
- Graduation
- Conflict with your employer or coworkers
- Personal reasons

Involuntary Separation Without Notice

The employer has the right to terminate student employees without notice for students found to be in violation of MVNU behavioral standards. Some examples of violations include, but are not limited to:

- Timecard falsification
- Repeated unexcused absences or tardiness
- Use of drugs or alcohol during or prior to the work shift
- Theft

As an exercise of its disciplinary authority, the Student Employment office also reserves the right to deny future employment to any student found to be in violation of timecard falsification and theft.

MVNU POLICIES AND PROCEDURES

Worker's Compensation Policy

All students employed by MVNU are insured under State Workers Compensation Laws. Ohio law provides for the payment of medical care expenses if you are injured while performing official employment-related duties at MVNU.

Students With Disabilities

The Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990 provide that no otherwise qualified disabled student shall receive unequal treatment or be discriminated against under any program or activity receiving federal financial assistance. This means that a disabled employee must be able to perform the "essential functions" of his or her job, with or without reasonable accommodation. If you have a physical or mental impairment that limits your activities, you should contact the Student Employment office for assistance in finding a suitable on-campus job. The Student Employment Coordinator will work with you in order to find a position that fits your abilities and interests. Please contact the Student Employment office for further information and to arrange an appointment.

Automatic Payment of Student Bill

Student Accounts will no longer be distributing student paychecks. If you choose to have a percentage of your paycheck applied to your school bill by signing the contract given to you by the Student Employment Coordinator, the percentage you choose will be automatically deducted from your paycheck and applied to your school bill. Any remaining pay will be issued in the form of a **paycheck** and will be placed in your campus mailbox. If 100% of your pay is applied to your bill, your **pay stub** will be placed in your campus mailbox. Please see the Student Employment Coordinator for more information.

Whatever percentage you choose to be applied to your school bill may only be changed at the beginning of the school year and the beginning of second semester. Once the money is applied to your school bill, we cannot retrieve any portion of the money—please plan your budget to accommodate this.

No matter what percentage you authorize during the school year, when June paychecks are issued, if you have an outstanding school bill, your June paycheck will automatically be applied to the balance due.

Direct Deposit to Bank Account Available

One of the benefits now available to students is direct deposit of your paycheck. You can choose to have your paycheck direct deposited to either a savings or checking account of your choice, even if a portion of your pay is applied to your school bill. You may choose any participating bank in any state you wish to direct deposit to. Your pay stub will be delivered to your campus mailbox. Please see the Student Employment Coordinator or Payroll Specialist for an enrollment form or fill out the form at the back of this handbook.

ATM/MAC Machine Available In The Dining Commons

First-Knox National Bank has an ATM machine installed in the dining commons. If you have a First-Knox checking or savings account, transactions at the ATM/MAC machine will be free. If your paycheck is direct deposited to an account, that means you can access your account and withdraw money before the Student Accounts window is open, AND you won't have to wait in a long line to cash your check! Other bank debit cards will have a small fee for use of the ATM/MAC machine.

Free Checking Account Available

MVNU does not require you to use First-Knox National Bank for payroll. You may choose any participating bank in any state you wish to direct deposit to. However, First-Knox is offering students who have their paychecks direct deposited to have a free checking account with an option of having a debit card. They will also give you your first 200 checks for free. Other banks in this area may be offering a similar deal. Please remember that when using the ATM/MAC machine on campus, only First-Knox debit cards will not charge you for using the machine.

Pick Up Paychecks/Paystubs In Campus Mail

As an added convenience, you will be receiving your paycheck/paystub in your campus mailbox. This will help avoid long lines at the Student Accounts window, and if you have a debit card, you can access your money as soon as your pay is deposited in your account.

STUDENT PAYROLL ASSISTANCE

For Help With:

- No Paycheck
- Too Much Pay
- Not Enough Pay
- Checking What Hours You Worked in the Pay Period
- Trouble With Web Timecard
- Any Payroll-Related Questions

PLEASE CONTACT THE FOLLOWING IMMEDIATELY:

Dixie Kucheravy

Coordinator Student Employment

dkuchera@mvnu.edu

Extension 4522

Located in Founders Hall Across From Student Accounts

Carrie McPeek

Payroll Specialist

cmcpeek@mvnu.edu

Extension 4412

Located in the Business Affairs Building

WEB TIMECARD ENTRY 2003-2004
Student Payroll Schedule

Week Beginning Date		Due to Payroll by 10:00 a.m.		Pay Date
Saturday	8/16/2003	Monday	8/25/2003	
Saturday	8/23/2003	Monday	9/1/2003	9/15/2003
Saturday	8/30/2003	Monday	9/8/2003	
Saturday	9/6/2003	Monday	9/15/2003	
Saturday	9/13/2003	Monday	9/22/2003	
Saturday	9/20/2003	Monday	9/29/2003	10/15/2003
Saturday	9/27/2003	Monday	10/6/2003	
Saturday	10/4/2003	Monday	10/13/2003	
Saturday	10/11/2003	Monday	10/20/2003	
Saturday	10/18/2003	Monday	10/27/2003	
Saturday	10/25/2003	Monday	11/3/2003	11/14/2003
Saturday	11/1/2003	Monday	11/10/2003	
Saturday	11/08/2003	Monday	11/17/2003	
Saturday	11/15/2003	Monday	11/24/2003	
Saturday	11/22/2003	Monday	12/1/2003	12/15/2003
Saturday	11/29/2003	Monday	12/08/2003	
Saturday	12/6/2003	Monday	12/15/2003	1/15/2004
Saturday	12/27/2003	Monday	1/5/2004	
Saturday	1/3/2004	Monday	1/12/2004	
Saturday	1/10/2004	Monday	1/19/2004	
Saturday	1/17/2004	Monday	1/26/2004	
Saturday	1/24/2004	Monday	2/2/2004	2/13/2004
Saturday	1/31/2004	Monday	2/09/2004	
Saturday	2/7/2004	Monday	2/16/2004	
Saturday	2/14/2004	Monday	2/23/2004	
Saturday	2/21/2004	Monday	3/1/2004	3/15/2002
Saturday	2/28/2004	Monday	3/08/2004	
Saturday	3/6/2004	Monday	3/15/2004	
Saturday	3/13/2004	Monday	3/22/2004	
Saturday	3/20/2004	Monday	3/29/2004	4/15/2004
Saturday	3/27/2004	Monday	4/5/2004	
Saturday	4/03/2004	Monday	4/12/2004	
Saturday	4/10/2004	Monday	4/19/2004	
Saturday	4/17/2004	Monday	4/26/2004	
Saturday	4/24/2004	Monday	5/03/2004	5/14/2004
Saturday	5/01/2004	Monday	5/10/2004	
Saturday	5/08/2004	Monday	5/17/2004	
Saturday	5/15/2004	Monday	5/24/2004	6/15/2004

DIRECT DEPOSIT AUTOMATIC TRANSACTION AGREEMENT

Company Name: Mount Vernon Nazarene University

Bank Name:

Bank Address:

Bank Transit/ABA Number:

Account Number:

Checking Savings

I authorize the above company to credit my account for direct deposit of my pay.

I understand this agreement will remain in effect until I notify the company or bank in writing. I also understand that this notification must allow sufficient time for the payment to be stopped.

Employee Name (Please Print):

Employee Signature:

Employee ID Number :

Social Security Number:

Date:

*** Please attach a "voided" check to ensure we obtain the correct information on your bank account. ***