

# STUDENT EMPLOYMENT MANUAL FOR SUPERVISORS

## Introduction

Your role as a supervisor is central to the management and development of one of the College's most important resources, our student work force. This manual is designed to help you in that task.

This manual will cover the employment basics for students working on different payrolls, review federal and state regulations, and provide information useful to new supervisors with limited experience in supervision.

We hope that these materials provide useful information. As always, we are available to assist in any way we can. We look forward to continuing to meet your personnel needs.

Susan Cortes, Director  
Ruth Phillips, Payroll Examiner II  
Tammi Dahl, Clerk I  
**Office of Payroll Services**

## I. PROCEDURES

### FINDING STUDENT EMPLOYEES

When you are looking for Student Assistants to fill your positions, we will advertise your position by posting your job vacancy. Any position on Temp-Service/Student Assistant payroll can be advertised. Work-Study employment is coordinated through Financial Aid.

### COMPLETING THE JOB LISTING FORM/ POSTING A JOB

When completing or updating the Student Assistant Vacancy form (Attachment A), please give as much information as possible concerning the duties, hours, schedule and requirements. This is vital to finding the best employees. A well written, detailed, job description will assist you in attracting the most qualified students.

Students inquiring about vacancies will be directed to contact the departments on campus that typically have student assistant positions, or the particular department in which they are seeking a position. We will also provide the opportunity for the student to complete a Student Employment Application (Attachment B). We will keep these applications on file for one semester. You may request copies of these applications from our office at anytime.

### HIRING STUDENTS

Since hiring a student on any payroll is a commitment of departmental funds, please make sure that the person responsible for those funds is aware of your intent to hire. The following are appropriate persons for the respective payrolls:

- (1) Work-Study (CWS) – Financial Aid, immediate Supervisor within the Department and Department Chair or VP.
- (2) Student Assistant (SA) - individual responsible for account from which employee will be paid, or that person's designee.

**Only SUNY Fredonia students** may be hired. In some cases during semester breaks and/or summer session, students enrolled at other SUNY schools, including JCC, can be considered for employment. These individuals must obtain written approval from the appropriate VP and provide proof of SUNY or JCC enrollment. All students on CWS and SA payroll must meet the following criteria:

- currently taking at least one credit-bearing course if it is a fall or spring semester, OR
- if summer or semester break, was enrolled the previous semester and has graduated or is enrolled in the next full semester, OR,
- if a new student, has applied and been accepted to the College and intends to enroll.

If a student withdraws from the College, graduates, is academically dismissed or is separated by any other method, he/she must immediately stop work. It is the supervisor's responsibility to monitor student enrollment. Payroll will perform periodic audits using registration records to ensure eligibility.

## APPOINTING STUDENT ASSISTANTS and COLLEGE WORK STUDY STUDENTS

If you wish to hire a student on Student Assistant and/or Work Study payroll, you must complete and submit the following:

### A. Student Assistant Appointment Form (Attachment C)

Students are required to complete the top portion; supervisors are required to complete the bottom portion. This form instructs us what the pay rate and account # should be for this hire, as well as where the check is to be sent. **If the student is working more than one temporary service position, please mark the box that indicates where all checks should be sent.** The person who is responsible for the account from which the student is being paid must sign this form. Incomplete and/or erroneous Appointment Forms can cause a delay in payment. Please make sure that the account number and hourly rate are correct. **If the rate is higher than the maximum, VP approval and signature must be obtained and documented on the appointment form.**

### B. College Work Study Employment Referral (Attachment D)

Students are required to pick up their referral/work assignment from Financial Aid and take it to their supervisor to obtain signature. The original signed copy should be forwarded to payroll, with the necessary paperwork completed, and a copy of the referral should be sent to Financial Aid. If the student has not been on payroll before, they must complete their employment paperwork prior to handing in the referral.

The Appointment Form and/or CWS Employment Referral are the documents that actually create the student payroll record. Timesheets will not be processed unless the appropriate form has been completed and the student record has been established in the payroll system. Incomplete appointments and timesheets without an accompanying appointment or referral will be returned to the department and will delay payment.

Do not allow any student to begin work without an Appointment Form or CWS Referral under any circumstances. **The student will not be paid.** These forms fulfill several functions:

- Identify the student, stipulate department; wage rate, account and check distribution code (distribution codes are listed on the reverse side of the pink appointment form and yellow referral form).

- Specify start and end dates. Appointments and CWS Referrals are usually dated for one of four main periods:
  - Fall & Spring (Academic Year)
  - Fall Only
  - Spring Only
  - Summer Only

A new Appointment or CWS Referral must be submitted when the appointment period ends since students' information & statuses change (i.e. address, wage, account number, etc..)

**A new Appointment and CWS Referral is required for Summer Employment.**
- Serves as proof of student enrollment with SUNY Fredonia (or other SUNY school, including JCC, during Summer employment).
- Serves as an agreement between the student and the employer concerning the above items.
- Gathers demographic data used by SUNY System Administration for reporting purposes and Confidentiality Agreement

To hire, simply send the student to Payroll WITH THE COMPLETED APPOINTMENT FORM and/or CWS EMPLOYMENT REFERRAL. They will then complete a W-4 & IT2104 (for tax withholding), an I-9 (to prove legal eligibility to work- see \*note below), and applicable retirement forms. Note that during the first day of classes, Payroll will be available in the Williams Center to accommodate new hire paperwork completion. When all of these forms are completed, the student record will be established on the payroll system (HRMS). Separate records are required for both payrolls therefore students employed on both, must have a referral and an appointment form submitted.

A change in account number, department or rate will require a new Student Appointment Form or CWS referral noting the specific change and the effective date of said change.

**\*Note - I-9 Form**

According to the Immigration Reform and Control Act, all employers must document that employees are American citizens or legal aliens at the time of hiring. We do this by seeing various forms of identification. Most students show a valid Social Security card or original birth certificate or Department of Health certified copy (to prove citizenship), and a college ID or driver's license (to show identity). A US Passport meets both requirements. In the past, we have accepted faxes of these items however we can no longer accept these. It is very important that students bring these items to payroll when completing their payroll forms. We will not be able to establish a payroll record, or pay them, until the forms are completed.

## **STUDENT EMPLOYEE SECURITY RESPONSIBILITY & CONFIDENTIALITY AGREEMENT – SRCA (Attachment E)**

As a result of the Information Security Program (see Policies), a SRCA is needed each year for all Temporary Service/Student Assistant and College Work Study Employee. This form is to be signed by the Supervisor, and the Student, and forwarded to Payroll Services with every Appointment or CWS Referral.

The original signed copy is maintained in the Student Payroll File. A copy of the agreement is kept by the supervisor, and a copy is given to the student.

Breaches of information security may result in appropriate disciplinary action by the immediate supervisor depending on the nature and severity of the breach. All breaches should be reported immediately to the student's supervisor and to the Office of Payroll Services.

## **TIMESHEETS (Attachment F & G)**

Please keep in mind that no student will be paid unless an Appointment Form or CWS Referral has been completed first. Do not submit timesheets unless this documentation is submitted and do not allow a student to begin work without it. Pay close attention to the payroll calendar (Attachment H) to ensure that timesheets are submitted promptly and students are paid promptly.

All timesheets must be completed in ink. All data in the upper portion of the timesheet must be completed (either typed or printed). The necessary information includes: NAME, SS #, PAY PERIOD, DEPT., ACCOUNT, AND HRLY RATE. The timesheet must be consistent with the information that was originally provided on the appointment or referral. (See Work Study Awards for important information regarding CWS Account Numbers).

The student employee must sign all completed timesheets, as well as the department head or designee authorized to sign for that department, at the end of the pay period. It is assumed that when you submit timesheets, appropriate signatures have been obtained. Unsigned timesheets will be returned to the department and may delay payment. The department head is responsible for verifying that the timesheet is complete and accurate, including hours worked. Keep in mind when a holiday has occurred so those students who normally work that day are not submitting hours for payment in error.

At the conclusion of each pay period, check all timesheets for accuracy and signatures, make a copy for your records and mail in the blue (Student Assistant) or yellow (CWS) envelope to Payroll, Maytum Hall. If using the Campus Courier to pick up timesheets on the deadline date, leave the blue and/or yellow envelope at your building pick-up point (Attachment I). Hand carried timesheets must be delivered by a non-student employee. Students are not allowed to deliver their timesheets to payroll under any circumstances.

Student Employment publishes a student employee payroll schedule each year. It contains all timesheet due dates and paydays, as well as important reminders for supervisors throughout the year.

If a timesheet is late, that timesheet is not processed until the next period, usually two weeks later. The student's pay will be delayed until then. Please watch the calendar of due dates carefully to avoid delaying student payments.

Since most students have limited reserves, a late paycheck can be a severe hardship. Some recommended guidelines are:

- Identify a back-up person(s) to sign and deliver timesheets in case of illness, vacation, etc.
- Make students accountable for handing their timesheets to you at the end of each pay period.
- Post the deadline schedules where students can easily see it and remind them when they are due.

The Faculty Student Association (FSA) will award payroll advances when problems arise at the fault of payroll. Should Payroll make an error resulting in a missed payment, we will request an advance for the student. That advance will be for 70% of the gross pay for that period, no fee will be charged. These checks will be available on the Friday after payday, generally after 2pm. Students will be required to payback the advance with their next paycheck. The repayment will be processed by FSA when the next paycheck is issued, and any balance due to the student will be paid on the Friday after the repayment paycheck is issued.

Should an error occur in paying a student as a result of a late timesheet, missing paperwork or otherwise, FSA will process an earnings advance for 70% of the gross pay at our request. Please let us know a.s.a.p. if a student requires an advance for reason(s) other than payroll error so that we can send the request to FSA. FSA will process these advances within one-two business days and will charge the student a \$5.00 fee. The repayment works the same as the advance explained above.

## **WORK STUDY AWARDS**

Federal College Work Study account numbers have been developed and are based on where the student is assigned. This account number format will be 211518.XX where the XX is the number for the specific department. A list of these numbers is included with this manual (Attachment J). Please be sure to check that the number assigned to the award, and the number entered on the timesheets, is the appropriate number for your department.

For WS students, the Work Study Award Balance Record along with the Student Payroll Employee Schedule may be used as a balance sheet to keep track of the hours in the student's WS award. Calculate hours in the award by dividing award amount by pay rate. Each pay period, subtract hours worked from this total to arrive at the hours remaining for the student to work in the WS award. Of course, you may design other methods for tracking student's WS awards.

The student must stop work when the WS awarded hours are exhausted, or when the award period ends, whichever occurs first. Payment for hours worked above the authorized amount is the responsibility of the department, not the WS Program. If you let a student exceed his/her award amount, WS will not pay the student; your department accounts will should it be

necessary. You must notify Payroll if you are going to move a WS student to SA payroll. This can be done by submitting a Student Assistant Appointment Form with the final WS timesheet and noting, "WS exhausted, switch to SAP". Timesheets that will result in an over expenditure of the award that are not covered on a Student Assistant Appointment will be returned to the department with a notation of the hours not being paid.

## PAYCHECKS

Paychecks arrive on a biweekly schedule and are sent to the department for distribution. Checks are delivered to the Mailroom in the morning of payday by Student Accounts. The Payroll Office prints a check distribution list each pay period based on the check distribution code designated on the Appointment and/or Referral Form and forwards it to Student Accounts for the final check sort/distribution process (refer to Attachment E for current codes). Students will receive one check for all Student Assistant combined earnings, and one check for Work Study.

Checks must be stored in a secure location. A person responsible for distribution and a back up should be identified. Make sure others in department are aware of check location.

During breaks or between semesters, the supervisor should make appropriate arrangements to forward checks when students are not on campus or when department staff (such as the secretary) is not available to distribute paychecks. If mailing checks please send them via US Mail in a SUNY Fredonia envelope with "Internal Control" noted above the return address, otherwise undeliverable checks are returned to Albany. **The best way to avoid missed or lost checks is to ENCOURAGE DIRECT DEPOSIT!**

Supervisors should attempt to reach students if paychecks are unclaimed to determine disposition of the check (mail it? hold it?). Paychecks that are still not claimed by students within a reasonable time **MUST** be returned to Carol Burdette, Internal Control Coordinator at 502 Maytum Hall, x4925 for further action.

**Student paychecks should not be opened by anyone other than the student who is getting paid.** If you would like to monitor the amount paid versus timesheet totals, it is recommended that you utilize SMRT Web access (formerly ABB), available through Accounting. If you are not familiar with this, please contact Judy Langworthy at X3109.

In instances where there is a limit on the amount that a student assistant can earn (i.e. special account funding) it is up to the department to monitor earnings. Unlike CWS award payments, the payroll system that we use does not accommodate these types of payments. If you have special needs for a large number of students, please contact the Payroll Office so that we can work together to meet those needs.

**WAGE RATES (WS & SAP)**

In order to encourage consistent, equitable compensation campus-wide for student employees, Administration has developed a Student Pay Rate Scale used to assign wage rates and increases. These rates are based on combined years of service in Student Payroll (either CWS or SAP). The current pay scale for Fall, Spring and Summer semesters is defined as follows:

**2010**

1 <sup>st</sup> year on payroll	-	7.25
2 <sup>nd</sup> year on payroll	-	7.50
3 <sup>rd</sup> year on payroll	-	7.75
4 <sup>th</sup> year on payroll	-	8.00
Reading/Math tutors	-	????

A higher rate of pay can be paid if approved by the account holder, budget, and the appropriate Vice President. Summer pay rates may be set higher due to the amount of funds available to the college. These amounts will be determined separately.

**NOTES:**