

CHICAGO STATE UNIVERSITY

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STUDENT EMPLOYMENT GUIDE

(Please Note: The following is intended to be a reference tool for both student workers and the University departments employing them. Specific questions not answered in this guide should be directed to the Office of Student Employment at 773-995-2304.)

Chicago State University's (CSU's) Office of Student Employment, located within the Office of Student Financial Aid (OSFA), provides part-time student employment on and off (community service workers) campus through the Federal Work-Study (FWS) Program. A second, and smaller, source of employment may be under grants or research funding provided directly to departments and/or colleges. Fiscal Officers of such accounts must check with the CSU Grant Administrator to assure that their specific grant contains provisions for the employment of students. Any student employed under such funding must be processed through the Office of Student Employment. Another student work program – Job Location and Development Program (JLD) – is coordinated through the Career Development Center in the Cordell Reed Student Union Building. For more information on the JLD Program call 773-995-2327.

A fundamental component of any university is the student work force. At CSU, the student employment programs serve a dual function. First, they provide students with a much-needed source of income. Secondly, they offer valuable experience in a working environment specifically designed to utilize a student's skill to enhance their marketability.

All decisions concerning employment and job placement of students participating in the FWS Program must be made without regard to race, religion, sex, national origin, marital status, or handicap. Departments of the University, as employers, have complete authority to accept or reject applicants. The same rights rest with student applicants.

FWS is part of a student's financial aid package. Because Federal and State regulations prohibit students employed through FWS from receiving more financial aid than the amount allowed by their documented need, the Office of Student Financial Aid must sometimes revise awards for students who receive additional resources. Therefore, the Office of Student Employment cannot guarantee the permanency of a student's work eligibility. Both employers and student employees should periodically check on a student's available funding.

FEDERAL WORK-STUDY (FWS) PROGRAM

The FWS Program is a Federally funded student employment program. FWS was established under the *Economic Opportunity Act of 1964* and the *Higher Education Act of 1956*. In order to receive FWS a student must meet the following criteria:

- The student must apply for financial aid by completing a FAFSA (Free Application for Federal Student Aid) each year for the upcoming academic year, as soon as possible on or after January 1st. FWS funds are awarded to those students, in the order in which their Student Aid Reports (SARs) are received, beginning with those students who file on January 1st. Over the course of the last several years FWS funds were exhausted after being awarded to those students who filed a FAFSA during the first few weeks of January. Any FWS student selected for “verification” by the U.S. Department of Education (USDE), who has not completed the verification process, cannot be employed through the FWS Program until the process has been completed. Verification is a review process established by U.S. Department of Education (USDE) to verify the accuracy of information reported on the student’s FAFSA. The verification process applies to all types of Title IV (financial aid) funding (both Federal and State of Illinois).
- The student must maintain at least the required minimum grade point average (GPA) according to their academic level as follows:

2.0	Undergraduate
2.5	Second Bachelor / Teacher Certification / Certificate
3.0	Masters / Doctorate
- The student must be in compliance with the University’s Satisfactory Academic Progress (SAP) Policy(s).
- The student must be enrolled at least part-time.
- The student cannot be in default on any Federal student loans.
- The student must have a “need” in his/her budget in order to be eligible.

E-mail notification is sent from OSFA to the student informing him/her of how to review their financial aid eligibility for the fiscal year.

OFF CAMPUS JOBS

Students may inquire at the Career Development Center, located in the Student Union Building, to seek off-campus employment. Salaries and hours for these positions vary by employer.

STUDENT RESPONSIBILITIES

Maintain the required GPA (2.0 for undergraduates, 2.5 for Second Bachelor /Teacher Certification /Certificate and 3.0 for Masters / Doctorate) each semester to be eligible and/or continue working as a student worker. GPA’s falling below the required GPA will result in automatic termination of employment. Similarly, failure to remain in compliance with the applicable SAP Policy(s) will result in termination.

Carefully determine the exact hours you intend to work each day with your Supervisor.

Work only the hours that your Supervisor has scheduled you to work, limited to 15 hours per week.

Make sure that your timesheet is current at the end of the day.

Report to work promptly.

Contact your Supervisor before your scheduled work time if an illness or emergency prevents you from reporting to work.

Discuss office decorum, dress, and code of conduct with your Supervisor.

Treat all co-workers and students with courtesy and respect.

Perform assigned tasks efficiently and demonstrate a cooperative attitude.

Ask questions if you do not fully understand an assignment or procedure.

Act in a professional manner at all times and respect the confidentiality of student and University records.

Do not invite your friends in to the office to “hang out”.

Conduct personal business on your own time and avoid excessive socializing and telephone use during working hours.

Monitor your earnings so that you do not exceed your awarded amount.

Consult with the Office of Student Employment if you wish to relocate or terminate employment.

Students are not paid for lunch or lunch breaks. If working more than 6 consecutive hours in a day, you must take a 30 minute unpaid break.

Students will not be paid for hours worked when they are scheduled to be in class. You may work with your Supervisor for flexibility in scheduling during exam times.

SUPERVISOR RESPONSIBILITIES

A Supervisor’s primary responsibility is providing student employees with adequate guidance, training and support. Many students have a great deal of potential but very little work experience. A Supervisor’s patience and support can help students develop that potential and become a valuable asset to the department as they gain important work experience.

Supervisors you are responsible for the development of the work environment. This process begins when a Supervisor interviews and selects student workers with the skills and attributes necessary to support the operation of the department. Supervisors must communicate departmental goals, provide job description, organize assignments and establish expectations for their student employees.

Generally, the Supervisor should be the person who has the most direct contact with the student employee. Supervisors should only assign tasks which relate to operating academic programs, maintaining facilities, or supporting the institution in general.

Supervisors have certain clearly defined responsibilities and roles with respect to student employees. They are expected to:

- Provide thorough orientation to department functions and procedures and personal introduction to all staff with whom students will be interacting.
- Work with student employees to establish regular work schedules, making it clear that they are expected to follow said schedules.
- Provide a clear explanation of individual tasks to be performed.
- Give students academic progress priority by allowing flexibility in scheduling during exam time.
- Allow reasonable time for study if this does not interfere with job responsibilities.
- Discuss office decorum, dress, code of conduct, and inadequacies in performance of duties (provide reasonable period to improve).
- Make sure student employees do not earn more than the total award allocation shown on their contracts. When hiring students a Supervisor should calculate the number of hours a student can work each week. Both Supervisor and student should keep a cumulative record of hours worked and dollars earned.

FORMS NECESSARY FOR HIRING

After receiving an award notification from OSFA the student goes to the Office of Student Employment to look at the possible positions available. The student completes the necessary hiring forms to work in a department which has been allocated funds by the Financial Aid Director.

- A **Contract** must be completed with the Office of Student Employment prior to hiring a student.
- **Federal Employee's Withholding Allowance Certificate (W-4):** This form indicates the employee's tax exemption choice. To make changes or correction after being hired, the student must go to the Payroll Office.
- **Employment Eligibility Verification Form (I-9):** This form is required for new employees and for current employees hired after November 6, 1990. The I-9 was developed by the Immigration and Naturalization Service and is used to verify that new employees, whether U.S. citizens or resident aliens, are eligible for employment. The purpose of the form is to verify that aliens seeking employment are either registered permanent residents, temporary residents, or are applying for temporary residency but

have an authorization for employment from the Immigration and Naturalization Service to work in the U.S.

- **Drug and Alcohol Abuse Policy:** A student's signature of acknowledgement is required confirming advisement of the *Illinois Liquor Control Act of 1934*.
- An **Employment Questionnaire** is needed in order to have on file the most recent data on the student's demographics as well as their interest and special training.
- **Confidentiality Agreement Form:** A student's signature of acknowledgement is required confirming advisement and confidentiality agreement.

STUDENT WORKLOAD

The usual workload for a full-time student is 15 hours per week. The objective of setting an average number of weekly hours is to help spread earnings over the full award period. Variances from the average weekly schedule are not violations of the program, except that students may not work more than 15 hours in one week. Students who earn too much too quickly are often unable to budget funds over the full award period and may find themselves short of money as the semester ends. In addition, departments may find they have to terminate a student's employment prematurely.

As a courtesy, when a student is within \$500.00 of exhausting FWS funds, an award balance form is mailed from the Office of Student Employment to the Fiscal Officer or Supervisor.

Although the Office of Student Employment will process award balances, each department is responsible for managing their allocation and should stop students from working once they have depleted their funds as students will not be paid for time worked above the allocated award amount.

PAY CHECKS

The Payroll Office is responsible for generating paychecks for all student employees. Payday is on the 15th and the last day of the month. If payday falls on the weekend (or a scheduled holiday) checks will be disbursed that last working day before.

TIMESHEETS

FWS and applicable Agency students **MAY NOT** work more than 7 hours per day.

Students are not paid for lunch or lunch breaks. If a student works more than 6 consecutive hours they must take an unpaid 30 minute break. If they fail to show a break they will be docked half an hour.

Students must always complete the area of the time sheet with name, address, etc., and the class program section.

Students must sign and date the time sheet after the work is completed for the pay period.

Students will not be paid for hours worked when they are scheduled to be in class.

Students must keep their time sheets up to date in the event that they are not at work when time sheets must be turned in for payroll purposes.

Students must provide their CSU ID# in place of their Social Security Number on their timesheet in order to be paid.

Student contracts that are submitted must be filled out correctly and provide the funding source the student will fall under.

Students must allow up to 30 days to receive their first payroll check.

Students may continue to work their normal schedule of up to 15 hours a week when classes are not in session, with the approval of their Supervisor.

All days worked and reported on the time sheet must be within the pay period. Pay periods run from the 1st through the 15th of the month, and from the 16th through the last day of the month.

Supervisors must make sure a student does not work during scheduled class hours.

Supervisors must complete the boxes in the upper right hand corner of the time sheets, as well as provide their account number.

Supervisors must initial any changes reported on the time sheets.

Both the Supervisor's and Fiscal Officer's signature is required on the time sheet. If the Supervisor and Fiscal Office is the same individual two separate signatures are required.

Supervisors and Fiscal Officers must date their signatures. The date of the Supervisor's and Fiscal Officer's signatures must be made after the date of the student workers or the last date reported working.

Supervisors are responsible for submitting employee time sheets to the Payroll Office on time, which is no later than 5:00 P.M. on payday, unless the Payroll Office indicates otherwise.

Late and incorrectly completed time sheets can delay a student's paycheck until the next pay period.

TERMINATION

Student employees may be terminated voluntarily or involuntarily. When this occurs a termination form must be completed and submitted to the Office of Student Employment.

A FWS employee may voluntarily terminate a job at his/her own discretion. Reasons for resigning might include:

- Course work overload
- Class scheduling conflicts
- Better job opportunity
- Graduation
- Conflict with employer or co-workers
- Personal reasons

The employer may terminate a student employee **with notice** for a number of reasons, which might include:

- The student's services are no longer needed
- The student's total award amount has been earned
- Scheduling conflicts

The employer has the right to terminate a student **without notice** when a student is found to be in violation of the University's behavioral standards, which might include:

- Repeated absenteeism or chronic tardiness
- Use of drugs or alcohol during working hours
- Destruction of University property
- Theft
- Time card falsification

Departments choosing to terminate a student should remember that hiring another student in the middle of a semester may take some time.

The Office of Student Employment also has to periodically terminate students for a number of reasons. These reasons may include:

- Student doesn't maintain minimum GPA requirement or doesn't maintain SAP
- Student drops below half time (6 hours) or withdraws from the University
- Student doesn't register for the semester
- Student receives additional funds from other Federal, State, CSU, etc., programs
- Student defaults on a student loan

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The policies and regulations contained herein are subject to change/modification, at any time without notice, based upon changes in Federal, State and University policies and funding.

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