



*Student Work  
Supervisor's Handbook*



St. Olaf College  
2009-10



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## **IMPORTANT NOTE REGARDING STUDENT WORK PAYROLL FORMS**

We ask that all student work supervisors confirm with each student hired (especially if they are a first-year student) **that they have completed the federal I-9 form (as well as the other required forms). They must complete the I-9 form BEFORE they begin work in your department.**

The three forms that must be completed *and submitted to the Financial Aid Office* in order to get the student on the payroll are the I-9 Verification form, the W-4 form, and the Online Work Authorization form. **All three forms** must be submitted by the 20<sup>th</sup> of the first month worked in order for timesheets from that month to be processed in that pay period. Forms submitted after the 20<sup>th</sup> of the month will be set up for payment in the next month's payroll. Please refer to page 2 for more information on payroll forms.

The due dates for timesheets are listed on page 5.

**The Due Date for the I-9, W-4, and Work Authorization Forms for a newly hired student is the 20<sup>th</sup> of the student's first month worked**

If you have any questions about the student work program, please contact us.

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**FINANCIAL AID OFFICE HOURS: MONDAY–FRIDAY, 9:00 A.M. – 5:00 P.M.**

## **STUDENT WORK AWARDS & FINANCIAL AID**

Student Work is first and foremost a financial aid program. A student work award is an important element in need-based financial aid packages. Students who do not receive work awards as a component of financial aid are usually not eligible to work on campus. Exceptions may be made if a position requires special skills and no students on aid are qualified for the position. Supervisors should submit a request to the student work coordinator in the financial aid office to hire a student who does not receive need-based aid.

Occasionally a student who receives need-based aid may not have a student work award. Adding a work award may reduce other components of his or her financial aid package. All student work earnings are considered financial aid, even if a job requires special skills, so please check with the student work coordinator before hiring any student who doesn't have a work award.

## **ACADEMIC YEAR STUDENT EMPLOYMENT**

Academic year student employment begins the first day of class for the Fall Semester and ends the last day of final exams in the Spring Semester. **PLEASE NOTE: All students workers are paid through the student payroll during the academic year.** So, all earnings during the academic year count against a student's work award regardless of the type of job or the source of the funding. To be eligible to work on- or off-campus during the academic year **all students** must have completed the required payroll forms: an online Work Authorization form (one for each job they work), and an I-9 Verification form and W-4 form if they have not previously worked at St. Olaf.

## **A BRIEF NOTE REGARDING STIPENDS**

Some students are paid stipends for various positions on campus. These include all the media organization positions; student government positions; student coaches, managers, and trainers; and foreign language house assistants. Stipend earnings are considered financial aid and are incorporated into the need-based portion of a student's financial aid package. Stipend payments are not administered by the student work coordinator and are NOT paid through the student work payroll. All stipends are paid through Accounts Payable in the business office.

## **REQUIRED STUDENT WORK PAYROLL FORMS**

The **Work Authorization Form** serves as a contract and must be signed by both student and supervisor. **IMPORTANT NOTE: For students who are working at St. Olaf for the first time, the work authorization is only one of three required forms that the financial aid office must receive before the student is actually on the payroll.** Beginning in 2009-10 all work authorizations will be completed online. (See the *Online Student Work Authorization Form: A Guide for Supervisors* for more information.) By logging into the Workflow Application with their St. Olaf login and password, students and supervisors are considered to have signed the form. Students must complete a Work Authorization form every year for each job.

The **I-9 Verification Form** is a required federal form. Every employee is required to complete the I-9 prior to beginning employment for the first time. Students usually need to file the I-9 only once, but in some cases they may be required to complete a new I-9 form.

The **W-4 Form** is also a required federal payroll form. Student work earnings are subject to tax withholding.

When you hire a student, please ask if he/she has completed the required federal forms. **Please do not allow any student to begin their student work position until these forms (and especially the I-9) are completed.**

### **SUMMER STUDENT EMPLOYMENT**

Summer student employment for 2010 begins Wednesday, May 26, 2010. Students working during the summer are paid on the bi-weekly staff payroll and must complete bi-weekly timesheets. If you hire students for the summer, you should complete a Summer Employment Agreement, instead of the Work Authorization. Your summer student workers should stop by the Human Resources Office to learn if they need to complete either of the federal payroll forms. A work award is not required for summer employment; however, students who receive need-based aid during the academic year have top priority for summer jobs.

### **STUDENT WORK WEB SITE**

The Student Work web site may be accessed at the following address:  
<http://www.stolaf.edu/services/financialaid/studentwork.htm>

Student work forms may be printed from this site. All forms are Adobe PDF “fill-in” style and may be completed on the computer, then printed.

There is an on-line job posting site accessible through the Student Work web site. To post a student work position, go to:

<http://fusion.stolaf.edu/stuwork/index.cfm?fuseaction=login>

This site is password protected. Just use your St. Olaf login and password (what you use for email) to access the site. To add a job:

Select “Add a job.”

Select your office or add your office to the pull down menu.

Complete the fields describing the position and wage information.

Click “Add New Job.”

**Please remember to delete the job listing once the position has been filled.**

### **STUDENT WORK AWARDS**

A student’s work award is the amount he or she is eligible to earn on or off campus, including all jobs. Students may not exceed work award limits, so hours must be scheduled accordingly. The chart on page 6 shows how many hours a student may work based on the pay rate and work award limit. If a student exceeds the work award limit, adjustments to financial aid may be necessary.

### **CONFIDENTIALITY AGREEMENT**

As part of the Work Authorization Form, students and supervisors are required to sign the Confidentiality Agreement. With the online work authorization form the student and supervisor’s logging into the Workflow Application with their St. Olaf login and

password constitutes a valid signature. While working, students may have access to confidential records, hear confidential conversations, and/or have access to office computers. Students are expected to perform their job in a professional manner and maintain strict confidentiality of the office records and conversations. You may want to provide information to your student workers regarding confidentiality as it pertains to your department or area.

### **EXPECTATIONS OF STUDENT WORKERS**

As with any job, students are expected to behave in a professional manner for student work positions. This includes the following:

- Developing a positive relationship with the supervisor and other student workers in your office/department.
- Arriving to work on time and ready to work.
- Satisfactorily performing the job.
- Contacting the supervisor in advance if the student is unable to work and finding a substitute if necessary.
- Maintaining accurate work records and signing and submitting timesheets on time.
- Giving a two-week notice when quitting a job.
- Dressing appropriately for the work place.

### **TIMESHEETS**

Federal regulations require that all students have a timesheet that documents the dates, hours, and total hours worked. **Hours worked must be recorded with “in” and “out” times indicated.** Auditors compare timesheets against students’ class schedules.

At the beginning of the academic year, students should use blank timesheets for the first payroll. Timesheets may be printed from the student work website. Pre-printed timesheets will be provided to you for the remaining pay periods.

Incomplete timesheets will **not** be processed. A timesheet must have the following information to be considered complete and to be processed for payment:

- Student’s name
- Student’s number
- The department name and number
- Pay period dates
- The hourly wage
- Dates and hours worked, record in and out times
- Total hours worked
- Student’s signature
- Supervisor’s signature

Timesheets must be submitted to the **Payroll Office** by the specified due dates. The payroll schedule is printed on page 5. Late timesheets will be processed in the next month’s payroll.

In the past, students have occasionally altered timesheets after supervisors signed them. **Supervisors should deliver timesheets to the Payroll Office themselves or place them in the Payroll Office PO. Students should not be given their timesheets to deliver to Payroll.**

Each pay period should be reported separately. Do not combine pay periods on one timesheet.

Please do not use one student's timesheet to report another student's hours by changing the name on the timesheet. Pay rates, employee numbers, and student numbers are different on each timesheet, and these errors may result in a student not being paid in a timely manner.

**PAYROLL ROSTERS**

You will receive a roster to submit with your students' timesheets each pay period. Please alphabetize the timesheets and submit them with this roster. If a student is no longer working for you, please contact Brian or Marlene in the financial aid office. Timesheets will be generated each month for all students working in your department, so you will continue to receive timesheets for students unless you notify financial aid that a student is no longer working for you. If students are missing from your roster, please check with Brian or Marlene as they may need to complete additional payroll forms.

**STUDENT WORK PAYROLL SCHEDULE 2009-10**

Pay Period	Timesheets Due	Payday
Sept. 9 - Sept. 30	Friday, Oct. 2	Oct. 15, 2009
Oct. 1 - Oct. 31	Monday, Nov. 2	Nov. 13, 2009
Nov. 1 - Nov. 27	Monday, Nov. 30	Dec. 15, 2009
Nov. 28 - Dec. 31	Friday, Jan. 8	Jan. 15, 2010
Jan. 1 - Jan. 31	Friday, Feb. 5	Feb. 12, 2010
Feb. 1 - Feb. 28	Friday, Mar. 5	Mar. 12, 2010
Mar. 1 - Mar. 31	Friday, Apr. 2	Apr. 15, 2010
Apr. 1 - Apr. 30	Monday, May 3	May 14, 2010
May 1 - May 25	Friday, May 28	June 15, 2010

**WAGES RATES AND SCHEDULING HOURS**

The wage rate for first-year students and sophomores is \$7.40/hour. Juniors and seniors are paid \$7.65. Tutors and students in other special skills positions may be paid \$7.90. All off-campus student work positions are paid at \$9.28/hour.

Use the table below to determine how many hours a student should work to earn his or her award. The calculation is based on the assumption that students will work 14 weeks each semester and four weeks during Interim. Students who will not work the entire academic year should adjust the number of hours worked per week accordingly.

**Students may not work more than 20 hours per week during the academic year including all jobs.**

## HOURS PER WEEK BASED ON WORK AWARD LIMIT

Wage	Student Work Award Amount					
	\$1,000	\$1,200	\$1,500	\$1,800	\$2,000	\$2,300
\$7.40	4.2 hrs	5.0 hrs	6.3 hrs	7.6 hrs	8.4 hrs	9.7 hrs
\$7.65	4.0 hrs.	4.9 hrs.	6.1 hrs.	7.4 hrs.	8.1 hrs.	9.4 hrs.
\$7.90	3.9 hrs	4.7 hrs	6.0 hrs	7.0 hrs	7.9 hrs	9.1 hrs
\$9.28	3.3 hrs	4.0 hrs	5.0 hrs	6.0 hrs	6.75 hrs	7.75 hrs

*Hours per week based on work award limit and 32 weeks per academic year*

## MONTHLY PRINTOUTS

You'll receive a printout each month listing students who were paid from your department. Please monitor this list and notify Brian of any discrepancies. If students are missing from this list, please check with Brian or Marlene as to why a student was not paid. If the student has not submitted required paperwork, he or she will be notified.

The monthly print-out is a cumulative record of student work earnings charged to your department, so students' names and earnings will continue to appear on this list even if they are no longer working for you.

## INVOLUNTARY DISMISSAL

In an effort to be fair to both the student and the supervisor, the following procedures are recommended to dismiss a student:

1. **Verbal Warning:** If a situation/act warrants consideration of dismissal, the supervisor should first give the student a verbal warning. This communication should result in a clear understanding between both parties as to the nature of the infraction and how it can be corrected.
2. **Written Warning:** If the situation/act occurs again, the supervisor should write a warning letter to the student. A copy of this letter should be sent to the Financial Aid Office.
3. **Transfer:** If both the supervisor and the student are at an impasse, the student work coordinator will assist the student in finding a new job assignment.
4. **Dismissal:** If, after the verbal and written warning, the student continues to exhibit improper behavior, dismissal will result. A letter of dismissal should be sent to the student and a copy to the Financial Aid Office.
5. **Immediate Dismissal:** If a situation/act warrants it, supervisors have the authority to immediately dismiss a student worker when evidence exists of a violation of the St. Olaf Code of Student Conduct, a breach of the St. Olaf Confidentiality Agreement, a violation of department policies, or if other conditions exist that warrant immediate dismissal.

**St. Olaf College Student Work Time Card (SAMPLE – DO NOT SUBMIT)**

Student Name:  
Account Name:  
Payroll Period

Student Number  
Account Number:  
Rate

		Sat	Sun	Mon	Tues	Weds	Thurs	Fri	Week Total
Week 1	Date								XXXXXX X
	Time In								XXXXXX
	Time Out								XXXXXX
	Time In								XXXXXX
	Time Out								XXXXXX
	Total Hrs								
Week 2	Date								XXXXXX
	Time In								XXXXXX
	Time Out								XXXXXX
	Time In								XXXXXX
	Time Out								XXXXXX
	Total Hrs								
Week 3	Date								XXXXXX
	Time In								XXXXXX
	Time Out								XXXXXX
	Time In								XXXXXX
	Time Out								XXXXXX
	Total Hrs								
Week 4	Date								XXXXXX
	Time In								XXXXXX
	Time Out								XXXXXX
	Time In								XXXXXX
	Time Out								XXXXXX
	Total Hrs								
Week 5	Date								XXXXXX
	Time In								XXXXXX
	Time Out								XXXXXX
	Time In								XXXXXX
	Time Out								XXXXXX
	Total Hrs								
Total Hours Worked:									

Student  
Signature: \_\_\_\_\_

Supervisor  
Signature: \_\_\_\_\_

\* By signing this time card, we certify that this is a true statement of the hours worked by the student. We also certify that the student is in compliance with all St. Olaf, Federal, and State policies.