

The University of Akron

Student Employment Manual

The University of Akron Office of Student Financial Aid

Simmons Hall Room 202 ■ 277 E. Buchtel Avenue ■ Akron, OH 44325-6211 ■ <http://www.uakron.edu/career>

Regular Student Employment: 330-972-7405 ■ Federal Work Study: 330-972-8074

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Part One-Introduction

Non-Discrimination Policy

The University of Akron, in accordance with Federal, State, and local laws prohibiting discrimination, adopted the following non-discrimination policy:

It is the policy of this institution that there shall be no unlawful discrimination against any individual in employment or in its programs or activities at The University of Akron because of race, color, religion, sex, age, national or ethnic origin, handicap or status as a veteran. The University of Akron prohibits sexual harassment of any form in all aspects of employment and in its programs and activities and prohibits discrimination on the basis of sexual and racial or ethnic orientation in employment and admissions.

The following guidelines have also been established to ensure equal employment opportunity in the student employment areas:

1. All departments are required to post student jobs through the Office of Student Financial Aid to ensure equal access for all students. Please see our web-site for posting guidelines:
<http://www.uakron.edu/career>
2. In order to allow fair competition, as many students as is reasonably practical should be interviewed for open positions. It is suggested that applications and interview records be maintained in the department for one year

General Overview of Student Employment

The Office of Student Employment is a part of the Office of Student Financial Aid. It is located in the Simmons Hall Room 202, 277 E. Buchtel Ave.

The term "student-employment" refers to part-time job opportunities on a temporary basis only. These positions may or may not be degree-related. Student employees must be bonafide "students first" and meet the requirements further outlined in this manual. There is no expectancy of future employment arising out of student employment.

Questions concerning this manual specifically or about student employment should be directed to the Office of Student Financial Aid, 330-972-7405. Questions regarding Federal Work Study should be directed to the Office of Student Financial Aid 330-972-8074.

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Part Two-Employment Programs

Federal Work Study Programs

The Federal Work-Study Program (FWS) is a federally funded work program to assist students in finding part-time employment. Awards are made to individual students **on the basis of financial need** as determined in accordance with federal regulations. Since fiscal year 1994, the federal government has provided a contribution of 75% of the student's wages, while the other 25% of the student's salary is generally paid from the University's General Operating Fund. (In some cases, such as with income generating departments, or student organizations, the 25% is paid by the employing department.)

The main differences between the Federal Work Study Program and the Regular Student Assistant Program (described later) are:

1. The difference for **employers** is the source of funding. In the Regular Student Assistant Program, funding comes from the employing department's budget. In the FWS, funds are paid through this federal award.
2. The difference for **students** is that monies earned under the Federal Work-Study Program are excluded from consideration as a resource during the financial aid awarding process. This is important, in that although funds earned by a student under the FWS are considered as income for tax purposes, they are NOT considered a part of that student's income when making calculations for Federal aid eligibility.

There should be no difference as far as the treatment of student employees within the employing department. Specifically, wage rates or job references should NOT be determined by the source of funding.

Rather, student employees should be judged by their individual knowledge, skills, and performance. Refer to the proper section for more specific information on topics relating to work hours, hiring, student wage rates, etc.

Regular Student Assistant Program

The Regular Student Assistant Program encompasses all on-campus employment where the employing department pays 100% of the student's wages from its operating budget. No FWS federal funding (see above) is involved. Refer to the proper section for more specific information on topics relating to work hours, hiring, student wage rates, etc.

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Part Three-Student Application Process & Eligibility Requirements

Application Processes

Federal Work Study Program

To apply and meet eligibility requirements, students must:

- Complete a Free Application for Federal Student Aid (FAFSA), available online at www.fafsa.ed.gov or from The Office of Student Financial Aid Simmons Hall Room 202 or FAFSA renewal form as soon as possible **after January 1** each year. **Paper forms, including signature pages, must be mailed to the U.S. Department of Education by March 1 annually to ensure priority awarding.**
- Have “financial need” according to government guidelines.
- Be enrolled for at least **6 credits** for each fall, spring, and summer semesters. The credit hour requirement applies to both graduate and undergraduate students during the summer terms.
- New freshmen must have a 2.25 GPA from high school at the time of awarding.
- Continuing students, new to the Federal Work-Study Program, must have a 2.25 GPA at the time of awarding.
- If the student is interested in Federal Work Study Funding in the summer, the student must complete a Summer Financial Aid Application (generally available after March 1st) in addition to completing the FAFSA as described above. **NOTE:** There is not a second application for FWS for fall/spring.
- Students interested in maintaining their FWS award for the following year or term should complete new financial aid forms as soon as possible **after January 1**. The FAFSA should be mailed to the processor by March 1 to ensure its arrival in the financial aid office by the priority deadline.
- In addition, a special summer financial aid application is available in the Student Financial Aid Office in March.

Please check the Office of Student Financial Aid for deadlines and updates:

http://www.uakron.edu/admissions/undergraduate/financial_aid/

Regular Student Assistants

Any undergraduate student enrolled in at least **12 credits per Fall or Spring semester** may locate part-time student assistant job opportunities through the Office of Student Financial Aid's web site, and should apply directly to individual departments according to instructions listed on the web site.

Off-Campus Employment

Students interested in part-time employment off-campus should check the Office of Student Financial Aid's web site for postings.

Students who need help with developing a resume should visit the Office of Student Financial Aid web-site <http://www.uakron.edu/career>, stop by during walk-in hours or call to schedule an appointment.

FWS Authorization Forms

Students who have applied for and received funding through the need-based Federal Work-Study Program are responsible for following the instructions on their Financial Aid Award Letters to obtain or keep a FWS job. A former FWS student who wishes to change **jobs** may refer to the Office of Student Financial Aid's website for open positions. Students are advised to limit job changes to between semesters or authorization periods.

The two main FWS authorization periods follow: (Please note that if students are allowed to continue working after the authorization period, any **earnings will be charged to the employing department.**)

Academic Year—from the first day of fall classes to the last day of fall classes OR to the last day of finals week at the end of spring semester. Awards will generally cover the students for 8-12 hours per week.

Summer—from the first day after spring semester ends to the day before the new fall semester begins. Awards may cover from 15-25 hours per week during summer.

Students interested in maintaining their FWS award for the following year or term should complete new financial aid forms as soon as possible **after January 1**. The FAFSA should be mailed to the processor by March 1 to ensure its arrival in the financial aid office by the priority deadline.

In addition, a special summer financial aid application is available in the Student Financial Aid Office in March.

Please check the Office of Student Financial Aid for deadlines and updates:

<http://www.uakron.edu/finaid/work-study.dot/>

Undergraduate Enrollment Requirements and Exceptions

Fall & Spring Enrollment Requirements

Regular Student Assistants—Any **undergraduate** student employed in the regular student assistant program must be enrolled in at least **12 credits** and **graduate/law** students must be enrolled in **9 credits** during the semester(s) they are employed. **Students who are not appropriately enrolled must have their employment terminated.**

Federal Work Study Program—Students may be employed through FWS funding if they have an FWS award and are enrolled in at least **6 credits** during the semester(s) in which they are employed. **Students who are not appropriately enrolled must have their employment terminated.**

Exceptions: graduating seniors and students enrolled into a Co-Op or Internship course

Graduating Students:

Students who graduate, **and** do not plan to enroll in succeeding semesters are ineligible to work as student employees when the new term begins or during the break. These students **must be terminated at the point of graduation.**

Note: *If a student begins working prior to being officially hired by The University of Akron, that student works for his or her supervisor or the person who authorizes them to work and thus must be paid by that person--not by The University of Akron. **The University of Akron has no responsibility to pay any student who begins working before they are cleared for hire.***

The University of Akron Office of Student Financial Aid

Student Employment Start Date

Regular Student Assistants

- New incoming freshmen (including incoming graduate student assistants) **may not** begin working until fall classes are in session (August 31, 2015).
- Students may start their training one week before school starts. Start date of August 24, 2015 is allowed ONLY for training purposes.

Federal Work Study Assistants

- **UNDER NO CIRCUMSTANCES MAY NEW STUDENTS BEGIN WORKING BEFORE THE BEGINNING OF FALL CLASSES.** FWS funds can't be used to pay for training which occurs before the start of Fall semester.

Winter Break

Regular Student Assistants--Students may be employed during the Winter Break period between Fall and Spring semesters as regular student assistants, if they are registered for **12 credits** for Spring semester, and have successfully maintained **12 credits** for the Fall semester.

Federal Work Study--Students may be employed through the FWS funding during the Winter Break period if they are registered for **6 credits** for Spring semester, and have successfully maintained **6 credits** for the Fall semester.

NOTE: FWS funds earned by students during the winter break do count as part of the Fall/Spring FWS award, BUT are NOT counted in the "suggested weekly hours" as listed on the Student Employment Form. Therefore, if you know a student will be working significant hours during the Winter Break being paid by Federal Work Study Funds, it is important that the employer adjust their number of work hours accordingly during either or both of the Fall & Spring Semesters.

SUMMER: Regular & Federal Work Study Student Assistants

- ◆ For summer employment, Undergraduate students who wish to work as Student Assistants must be enrolled in **at least 6 credits** to work the entire 15 week summer session to be eligible for FICA exemption, that is not to pay into Ohio retirement and Medicare systems.
- ◆ For summer employment, Graduate and Law students who wish to work as Student Assistants must be enrolled in **at least 5 credits** to work the entire 15 week summer session to be eligible for FICA exemption.
- ◆ International students will be exempt from paying into the School Employees Retirement System (SERS).
- ◆ Eligible students may work **up to 29 hours a week**.
- ◆ Students who were properly registered for employment during the Spring term may begin their summer employment on May 18, 2015.
- ◆ If students **are not** enrolled in six or more credit hours during the summer or the breaks in enrollment are longer than 5 weeks, they **may still work**. **However, they must pay into the Ohio retirement and Medicare systems.**

- ◆ To work with FICA exemption the required credit hours (6) may be taken during any combinations of summer sessions as long as the total number of hours taken during the entire summer period is at least 6 credits and the breaks in enrollment are no longer than five weeks.

Examples: of class session combinations (do not represent all of the possible combinations):

1. First 5 week session = 3 hours
Second 5 week session = 3 hours

Student may work and be eligible for the FICA exemption during the entire 15 week summer term, since the break in enrollment is equal to, but not longer than 5 weeks.

2. First 5 week session = 6 hours
8 week session = 0 hours
Second 5 week session = 0 hours

Student is NOT eligible for FICA exemption since the break in enrollment is 10 weeks, i.e. longer than 5 weeks.

3. Intersession = 3 hours
Second 5 week session = 3 hours

Student may work and be eligible for the FICA exemption during the entire 15 week summer term, since the break in enrollment is not longer than 5 weeks.

4. 8 week session = 6 hours (Session 2 begins 3 weeks after the start of the summer term and ends 4 weeks prior to the beginning of the Fall term)

Student may work and be eligible for the FICA exemption during the entire 15 week summer term, since the break in enrollment is **not longer than 5 weeks**.

Taking six (6) credit hours in the 1st 5 week or the 2nd 5 week does **NOT** qualify students to work the entire summer, but a combination of 3 credits taken the 1st and 2nd 5 week session qualifies.

If students **are not** enrolled in six or more credit hours during the summer or the breaks in enrollment are longer than 5 weeks, they **may still work**. **However, they must pay into the Ohio retirement and Medicare systems.** Once students begin paying into the Ohio retirement and Medicare systems, the University will continue to deduct these contribution from their pay for the duration of their time with the university, regardless of their employment status, unless they complete a SERS exemption form within 30 days of returning to the status of a student employee exempt from FICA (starting fall semester).

If a student does not have sufficient credit enrollment for Summer he **is required to pay into School Employees Retirement System (SERS)**. The student must complete an [SERS Membership Record Form](#) and [Form SSA-1945-Employment in a Job Not Covered by Social Security](#) The forms can be found on Payroll web-site: http://www.uakron.edu/busfin/controller/payroll_forms.php

If students are already paying into SERS there is NO need to submit additional forms.

Paying into the SERS system because of inadequate enrollment is **not** an option for working in the fall/spring semesters. Regular undergraduate, graduate, and federal work study students must be registered for 12, 9, and 6 credits respectively for fall/spring.

Note: Transient (Guest) students may be employed if they meet the enrollment requirements.

The University of Akron Office of Student Financial Aid

Monitoring for Compliance

Verification queries are printed by the Office of Student Financial Aid and the Office of Student Financial Aid following each payroll period in the semester (through the 12th week of classes) to determine whether students are appropriately registered for employment. Student employees who do not meet enrollment requirements **MUST** be terminated from employment. Students who completely withdraw from classes; drop below 12 credits, (FWS requires 6 credits) during the term or are dismissed from The University of Akron **MUST BE TERMINATED IMMEDIATELY.**

Please note: if students maintain proper enrollment through the 10th week of the semester, they may withdraw from classes without penalty to their employment. However, new students can be hired only if they are enrolled appropriately (12 undergraduate /9 graduate credits for regular student employment/ and 6 for FWS).

Grade Point Average Requirements; Academic Probation

- Student Assistants, who are paid through departmental funds, must meet the grade point average guidelines established by the employing department. Students should be informed of these requirements at the time they are interviewed, and again during their training.
- Student Assistants who are beginning freshmen employed through the FWS program must have attained at least a 2.25 GPA during high school. These students, if they continue to be financially eligible for FWS funding, must maintain that GPA.
- Continuing students, who are newly awarded FWS, must have a **2.25 GPA**.
- Students should be informed of these requirements at the time that they are interviewed.
- At Owens students on academic probation, GPA below 2.0, are only allowed to work a maximum of 20 hours per week, other students can work up to 24 hours per week. In addition, they must show continuous progress which means if their GPA drops they are ineligible to continue working. Once grades are posted at the end of the semester I check everyone who is on probation, if their GPA remains the same or increases they are allowed to continue working. If it goes down I notify the student and supervisor that they are ineligible to continue working.

Financial Aid Recipients/Campus Earnings

Pre-printed earnings limit notices are generated each pay period when FWS students are within \$500 of earning their awards.

Note: Notices are always two weeks behind due to the two-week delayed pay schedule

FWS students who wish to continue working should make an appointment at the Office of Student Financial Aid & Student Employment to see if adjustments can be made to increase the FWS award. If the award cannot be increased **the student must be terminated immediately from the FWS appointment**. If failed, the difference will be paid from the departmental budget.

The employing department may choose to continue to employ the student using funds from their own student assistant budget. This can be done by submitting a Change Student Employment Form and selecting the option to move the student from FWS to department budget.

All student employees will receive W-2 forms showing total earnings (regular & FWS) for the calendar year to be used when completing income tax returns. Students who worked under both programs throughout the year can get a breakdown of the earnings from the Payroll Office.

Graduate & Professional Students

Graduate & Professional students are required to register for a minimum of **9 credits** per semester to be eligible to work as a student assistant on campus. Graduate student appointments, however, **must first be approved by the Graduate School**. Students who have been awarded a Graduate Assistantship are generally **not** eligible for employment through FWS and are not eligible to work as regular student assistants. Students holding assistantships **may** work break periods that are not covered by their assistantships.

International Students

Any student who is not a citizen of the United States must first register and be approved by the International Student Office to work on campus. International students are not eligible for the FWS program. Although these students are sometimes given a temporary social security identification number (999-xx-xxxx), they must apply for a permanent social security number at the beginning of the semester. International students **must** obtain a regular social security number upon receiving an on-campus job in order to be paid.

Maximum Work Hours for International Students

International students are limited by immigration laws per USCIS to work a maximum of **20 hours per week** while taking classes. During the Winter Break, Spring Break, and Summer International Students may work a maximum of 29 hours.

As a reminder, violating USCIS regulations may be subject to deportation.

Post Secondary Students (MINORS)

Post secondary students may work on the University Campus if they are registered for 12 credits in a fall/spring semester or 6 credits to work the entire summer.

Hiring Minors

The Office of Student Financial Aid, Student Employment needs the following information when University Departments hire students under 17 years of age:

1. A **detailed description** of the duties of the student.
2. How they will be supervised
3. An attached copy of the **age** and **schooling certificate**.

IMPORTANT NOTE: THE STUDENT WILL NOT BE APPROVED TO WORK WITHOUT THIS CERTIFICATE!!

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Part Four-Student Employment Policies

Maximum Work Hours

Since all student employees must be certified as part-time employees of The University of Akron, the maximum hour policies listed below must be strictly enforced.

Any student employee (FWS or Regular Student Assistant, even those hired under other grant funding) may average a maximum of 29 hours per week, FOR ALL CAMPUS JOBS COMBINED.

Note: Student assistants who are funded through the Federal Work Study Program should generally work the “**recommended weekly hours**,” listed on the bottom of the student employment form so that the student will have enough FWS funding to last throughout the authorized period. FWS student employees may work over the recommended weekly hours up to the average maximum hours if desired, but the employing department must plan to transfer the student to the department budget if FWS funds run out later.

Breaks

Because the majority of our students work shifts of less than 8 hours, they are rarely in a position to take a lunch hour. However, if a student works an eight-hour shift, the student may be given one half to one hour unpaid lunch break.

Rest periods are not officially provided for under state civil service laws, however The University of Akron Departments allow two 15 minute breaks during each eight hour day. The first break is generally taken mid-morning and the second break is taken mid-afternoon. Supervisor will determine whether such breaks would hinder efficient departmental operation at certain times.

Breaks are a privilege rather than a right. Unused break periods are not cumulative, and may not be used to arrive late or to leave work early.

Note: These guidelines on breaks are set forth for The University of Akron staff. Supervisors may use discretion in the application of these guidelines to fit student assistants' needs.

Overtime/Comp-time

Student employees are **NOT permitted** and **CANNOT be required** to work overtime, since they are **part-time** employees of The University of Akron. “Comp” time is **NOT** permitted. Student employees must report the **ACTUAL** hours worked each week on the proper time record.

Wage Rates & Pay Increases

Student employees must be paid **at least** the federal minimum wage rate per hour, but they do not have to start at minimum wage. The rate depends on the skills required, the job classification, and the

student employee's work experience. All student employees with comparable skills and experience (whether Regular Student Assistant or FWS) must be paid equally for the same job. **A FWS student MAY NOT receive a higher pay rate in order to "earn his/her full FWS award."**

It is suggested that employees be reviewed yearly, and that students be considered for merit or annual increases (if deserving). A wage increase for merit or increased responsibilities may be processed by completing a Change student employment form.

Students must **NOT** be paid in excess of \$16.00/hour for **any** position. If a supervisor wishes to pay a student a rate in excess of \$16.00/hour, he/she must use another form of payment (e.g. part-time staff) to accommodate this action. **The Student Employment Office has final approval on all wage rates and increases.**

No Expectation of Continued Employment

Student employment at The University of Akron does not create any expectation of continued employment.

The University reserves the right to terminate any student employee at any time for any non – discriminatory reason such as budgetary constraints, departmental needs, etc. In addition to graduation or failure to maintain academic standards or enrollment guidelines, the employment agreement may be terminated immediately.

In the event a department does not terminate a student employee at the end of any academic term does not entitle the student employee to retain or return to any student assistant position.



The University of Akron Office of Student Financial Aid

Appeal Procedures for Disputes



The Office of Student Financial Aid serves to coordinate student employment at The University of Akron. As such, this office assists students and supervisors in matters associated with student employment. In the event that a student employee feels that he/she has been treated unfairly while working as a student assistant, the student may:

1. Discuss the matter with the employing department's Director or Department Head in order to seek resolution of the situation.
2. If the matter is not resolved and the student desires to contest the action taken by the employing department, the student should submit her/his appeal in writing within five days to the Assistant Director of Student Employment. This person will review the case and talk with the department head and the student to try to resolve the situation.
3. If the situation remains unresolved, the student employee has the right to appeal to the Vice President who has responsibility for the Division in which the student is employed.



The University of Akron Office of Student Financial Aid

Part Five-Hiring: Department Responsibilities & Procedures

General Departmental/Supervisory Responsibilities

It is important that department full-time employees and supervisors appreciate the uniqueness and value of student employees. Employers must recognize the young age of many students who often lack extensive prior work experience. It is expected that employing departments review established guidelines and policies with student employees so that expectations are clear before problems arise.

Departments are also responsible for the following:

- Ensuring that all student assistants are properly enrolled;
- Providing adequate training to assist the student employee to be successful in job tasks
- Promoting good work habits through motivation and appropriate supervision;
- Maintaining an atmosphere of fairness and consistency for all student assistants
- Monitoring any earnings that relate to financial aid eligibility (for FWS students only)
- Instructing student assistants as to the importance of The University of Akron's Confidentiality Policy. Many students work in departments in which there is work and information of a confidential nature—**violation of the Confidentiality Policy may warrant immediate termination**
- Certifying & processing Student Employment Forms and time records **on time** so that the student's pay is not delayed.

Note: Employing department MUST submit a Student Employment Form to the Office of Student Employment and have it approved **BEFORE** allowing the new student employee to work. This is to eliminate the problem of students working who are not registered for classes, do not have FWS award, or who may have graduate assistantships.

Note: *If a student begins working prior to being officially hired by The University of Akron, that student works for his or her supervisor or the person who authorizes them to work and thus must be paid by that person--not by The University of Akron. The University of Akron has no responsibility to pay any student who begins working before they are cleared for hire.*

Hiring materials submission deadline:

To assure that student employees are paid on time, student employment forms must be submitted to the Student Employment Office (zip+6211) **by 10 a.m. on the Monday preceding each payday**. Late submissions may result in payment delays.

Interviewing & Applicants

In order to provide fair competition, departments should interview as many students as is reasonably practical for open positions. If a position requires specific skills such as typing, intensive filing, data entry and the like, a department may give tests to determine if the applicant has skills sufficient to be successful in the position.

Hiring Student Employees

Once an applicant has been selected for the position, it is important to again make sure that:

1. The applicant is a student at The University of Akron

2. The applicant is appropriately enrolled to be eligible for student employment (see Enrollment requirements)
3. The applicant is eligible to work in the United States.

Questions regarding enrollment should be directed to the Office of Student Financial Aid, Student Employment. The phone number is 330-972-7405.

Questions regarding eligibility to work in the U.S. should be directed to the International Student Office prior to completing student employment forms. The phone number is 330-972-6349.

Statement on Nepotism

1. No university employee may participate, formally or informally, in the decision to hire, retain, grant tenure to, promote, determine salary of, discipline, renew, modify or terminate a family member's individual employment with the university, or to renew modify, or terminate any other condition of employment.
2. No university employee may give preferential or favored treatment in the supervision or management of another university employee who is a family member.

Necessary Forms & Procedures

The two main forms used to hire new student employees at The University of Akron are the Hire / Rehire Student Employment Form and the Form I-9. Students who have worked previously in other university departments may already have completed the Form I-9 and would only have to submit a new Hire / Rehire Student Employment Form.

Please encourage all students to sign up for direct deposit.

Hire / Rehire Student Employment Form

Use when:

1. A student employee is initially hired for this particular department;
2. A student has been terminated by the department and then rehired at a later date.

Change Student Employment Form

Use when:

1. The student employee's pay rate is increased (NOTE: Decreases **must** be referred to the person in charge of student employment)
2. The employing department needs to change the account code being charged;
3. Student is changed from FWS to Regular employment or from Regular to FWS
4. Student is terminated.

Forms can be found on our web-site: <http://www.uakron.edu/career/student-employment/Employers>

1. The **student employee** should print or type the information in the part of the form marked "Part I—Student Section." The student should be sure to answer all questions regarding their address and citizenship status. The student must also sign and date the form. Unsigned forms cannot be processed.
2. The **employing department** must complete the right column, "Part II Employer Section." Be sure to list the **Job title** and a **BRIEF Job Description**. If the student employee is receiving a **pay increase**, list the reason on the student employment form in the area for **Job Description**.
3. The Employment Eligibility Form I-9 lines must be appropriately checked. **DO NOT LEAVE THEM BLANK!** These lines cannot be completed by anyone other than the student's supervisor in accordance to Federal Laws so please complete them before sending them in to the Student Employment Office.

4. The Student Employment form **must be signed by the Department head** listed for the account code being charged. If unsure of the proper signatures for your department, call the Controllers' Office for verification.
5. **Note:** The Office of Student Financial Aid, Student Employment, will complete the final section (Part III) of the Student Employment Form which includes the "To be completed by Federal Work Study Program" and "To be completed by Student Employment Office." If the student qualifies for FWS funding, this subsection should be completed **BEFORE** the department completes its section, so that the employing department can be assured that the potential student employee is in fact eligible for FWS funding.

IMPORTANT: once processed, the hiring department will receive a copy of the student employment form until the student is terminated from employment with that department. Please save it for your records.

Completing the Form I-9

Federal laws require that all employers in the United States Complete Form I-9 for new employees, including student employees. This law took effect in 1987 and is designed to protect jobs for persons who are eligible to work in the United States. All NEW employees, including U.S. citizens, Permanent Residents, and Aliens Authorized to Work in the United States, must complete the Form I-9. Those persons without proper documentation from one of these categories may not be employed at The University of Akron. For your convenience, a copy of Form I-9 is available on our website

<http://www.uakron.edu/career>

- Click on the Student Employment link on the left-hand-side of the page.
- Click on the Employers - Student Employment Forms

Who Must Complete a Form I-9

The I-9 form must be completed for all new University of Akron student employees except:

1. University of Akron students who were first hired on campus prior to 11/6/86; or
2. U.S. citizens, Permanent Residents or Authorized Aliens who claim to have completed a Form I-9 within three (3) years with another University of Akron Department. Employing departments may call the Office of Student Financial Aid and Student Employment to check on the student's Form I-9 Status. If the original form I-9 is on file at the graduate school, make sure to indicate that on the Student Employment Form.

U.S. Citizens & Permanent Residents (Categories 1 & 2)

Follow the basic instructions on the back of the Form I-9 for proper completion. The **department** is responsible for examining one document from List A **OR** one document from both List B **AND** List C. Write the appropriate numbers on the "Document Identification" line. The "Employer Name" at the bottom is "The University of Akron." The form should be signed by the full-time staff member who examined these documents. **Under no circumstance should a student assistant sign the certification portion of this form.**

Note: List B may also include a University of Akron student identification card with picture under the "Other" category.

Aliens Authorized to Work in the United States (Category 3)

The student employee must complete the top section of the Form I-9. The department should make sure the student lists her/his Alien Number or Admission Number and expiration date, if any (see Sample, Appendix E).

Complete Form I-9 following the instructions for U.S. Citizens & Permanent Residents. Generally most departments should use #4 under List A for authorized aliens—"unexpired foreign passport with attached employment authorization." **Be sure to note the country, document identification number and expiration date** (if any). If the passport is unavailable use one document from List B and one document from List C. Questions should be referred to the International Students Office.

Note: Please fill out the Form I-9 completely.

DO NOT send copies of documents.

Again, the employing department is responsible for the completion of all Form I-9's.

Weekly Time Records

A Time Record is a **LEGAL RECORD** that shows the hours a student employee worked in any given week. Student employees may not work during times they are scheduled for class unless the supervisor verifies that the class was cancelled and notes it on the time record. The supervisor signing the time record is certifying that the student employee was working at the times listed. It is **NEVER** appropriate to work extra hours one week and put them on the time record for the following week. **THE WEEKLY TIME RECORD MUST REFLECT THE ACTUAL HOURS WORKED, SINCE THESE RECORDS MAY BE USED AS EVIDENCE IN COURT IF REQUESTED.** Student employees who have more than one job on campus must make sure that work hours **DO NOT** overlap.

Computerized weekly time records will begin printing a couple weeks after the Student Employment Form has been processed. In the interim, unprinted time records may be ordered from Central Stores so the student employee can record the hours worked each week. **To avoid any pay delays, completed and signed time records must be sent to the Payroll Office on the MONDAY FOLLOWING THE END OF THE WEEK.**

Terminating Student Employees

While the University encourages department employers to make reasonable effort to salvage working relationships with student workers, there are often situations when the department must effect a termination. Reasons for termination do not necessarily involve discipline for behavior problems or poor performance. Except in egregious situations or where otherwise impractical, it is suggested that department employers first speak to any student where behavior or performance are a problem. Warnings, mediation, and clarification are suggested as alternatives to termination. However, when termination is determined necessary, the following procedure should be used to process the paperwork for a student assistant who will no longer be working in the department.

Complete Change form:

- <http://www.uakron.edu/career>
- Click on the Student Employment link on the left-hand-side of the page.
- Click on the Employers - Student Employment Forms

Choose "Termination" indicating the last date of employment and have it signed by the Department Head. Return the form to the Office of Student Financial Aid (6211).

Federal Work Study students will automatically be cancelled at the end of the authorization periods (end of finals week spring semester and the day before fall semester begins.)

The University of Akron Office of Student Financial Aid

Department Records To Maintain

Employing departments should maintain the following records on file for the time specified:

- Applications and interview records should be kept for any position filled. These must be kept to fulfill The UA's equal employment opportunity guidelines. **Keep these files for one year.**
- A departmental copy of each student employee's work hours throughout the year. This can be done by having students sign in daily in a department notebook and then transferring the work hours to the official Time Record **OR** by photocopying the signed and verified work record for department files. There have been several incidents of forged time records and the only way to determine the accuracy of the submitted time record is to compare it to the department record. **Keep these files for five (5) years.**



Part Six—Student Responsibilities

General Student Responsibilities

Student employees are expected to be dependable and responsible part-time employees of the University. As such, student employees are responsible to:

- Be appropriately enrolled (12 credits for regular student assistants during fall/spring 6 credits for FWS during fall/spring) during periods of employment;
- Do not exceed 29 hours of work per week for all on-campus jobs combined.
- Not exceed their maximum eligibility for aid (FWS only);
- Be on time when scheduled for work;
- Call the supervisor personally in case of illness or delays;
- Act in a professional manner regarding confidential information;
- Ask questions to make sure that assignments are clear;
- Develop good work habits;
- Complete their time records and other forms accurately and honestly;
- Provide at least one week's notice to the employer upon resignation.

Violation of confidentiality and acts of dishonesty are just causes for immediate dismissal.

Student employees who develop a pattern of being undependable and/or irresponsible may be dismissed after the suggestions under "terminating student employees" have been exhausted.

Part Seven—Payroll Information

Paychecks & Paydays

Before a paycheck can be printed, a student employee must have on file in the Office of Student Financial Aid, Student Employment, the following:

- 1) A **Student Employment Form**, processed and approved by The Student Employment Office, and
- 2) **Authorized time records in the Payroll Office** for that pay period.

Generally, all student employees are paid bi-weekly. Student assistant paydays correspond to staff paydays throughout the year. A "Staff and Student Assistant Payroll Dates" listing is available on The University of Akron's web site at the following address: <http://www.uakron.edu/controller/staffpay.pdf>

A payroll date sheet can be printed from this web site.

Student assistants may pick up their paychecks at the Payroll Office window, or make arrangements to have the paycheck automatically deposited.

The earnings statement is sent through campus mail to the student's home department.

Note: A student employee will receive his/her first paycheck three to four weeks after beginning work. The University pays on a two-week **delayed** pay schedule. The last paycheck is issued two-three weeks after the student employee stops working.

Tax Deductions From Pay: Form W-4

All student employee wages are subject to city, state, and federal income taxes. A Form W-4 (Employee's Withholding Allowance Certificate) must be completed so applicable taxes can be automatically deducted from the pay. This form W-4 may be obtained from the employing department or the Payroll Office in the Union Street Building and must be completed and returned to the Payroll Office before the first paycheck will be released.

Holidays - Vacation - Sick Leave

Holidays: In general, student employees shall not be required to work on legal holidays. However, University offices may be required to maintain services on certain holidays. On such days, students may be scheduled to work. Since student assistants are part-time employees, legal holidays observed by student employees are taken without pay. Student employees who choose to work on holidays shall be paid for hours worked at their regular rate of pay.

Vacation: Vacation credit is not earned for time worked as a student employee. Arrangements for "time off without pay" must be made with the employing department supervisor.

Sick Leave: Sick Leave benefits do not accrue for student employees. In the event of illness, the employee must notify his supervisor as early as possible on each day of absence. Failure to give notification will be just cause for appropriate disciplinary action.

Overtime

Student employees cannot be required and should not be allowed to work overtime, which is more than 29 hours per week. It is NOT acceptable to put extra hours on the next week's time card. Actual hours worked must be recorded on the appropriate time record.

Unemployment Compensation

In accordance with the provisions of Section 4141.01 - 4141.43 inclusive, of the Ohio Revised Code, student employees of the University who are enrolled and regularly attending classes at the University during employment are **not** eligible to receive unemployment compensation benefits. During periods of severe unemployment, however, special unemployment benefits may be provided to student employees by legislative action.

The University Department of Human Resources Office is responsible for the administration of all phases of the Unemployment Compensation program. Further information may be obtained through that office.

Injury—Workers Compensation

All student employees of The University of Akron are covered by the Workers Compensation Program during the hours they are working for the University. If a student employee is injured, the department supervisor should be advised of the injury as soon as possible. Workers Compensation information and forms may be obtained from the Department of Human Resources Office—Benefits Services. Further information may be obtained through that office by calling them at 330-972-7090.

Please direct any questions regarding this manual or student employment policies to the Office of Student Financial Aid Student Employment, Simmons Hall Room 202, extension 7405 (for Regular Student Assistants).

With questions regarding Federal Work Study contact the office of Financial Aid, Simmons Hall 202, extension 8074 (for FWS students).