



Clark University On-Campus
Student Employment Handbook
2018-2019

Introduction

On-campus student employment plays an important role in the Clark experience for many of our students. These positions offer opportunities for students to gain professional development experience and skills and help students connect with a broader network of faculty and administrators on campus.

This handbook outlines policies and procedures for seeking and retaining on-campus student employment at Clark. **All student employees are required to follow these policies** and should familiarize themselves with the material. It is also important to note that students are **NOT** guaranteed jobs on campus. Working on campus is a competitive process, so if you are interested in obtaining a position for the academic year, you should not wait to apply. If a student is actively seeking employment but has not found a position, please contact the Office of Financial Assistance. This office maintains a list of students actively seeking employment.

On-campus student employment is a collaborative effort among campus departments including the Office of Financial Assistance, the LEEP Center, Payroll, and Human Resources. This guidebook will direct you to the appropriate office for handling specific questions.

Handbook Sections

- On-Campus Student Employment Process
- On-Campus Student Employment Paperwork
- Federal Regulation and Policy Information
- Payroll and Schedule Information
- Performance Expectations and Policies
- Contact Information

On-Campus Student Employment Process

Applying for on-campus student employment

All open positions are posted in the LEEP Center Clark Recruiter. Most of the positions are posted over the summer to begin in the fall semester. However, additional jobs will be posted on a rolling basis as they become available throughout the year. It is up to the student to visit the LEEP Center Clark Recruiter and browse open positions. If a student is passionate about finding a position for the academic year, they are encouraged to prepare and submit their materials as soon as possible.

To apply for a position, students must submit a LEEP Center approved resume. Instructions on how to do that can be found [here](#). To ensure materials are reviewed before fall classes begin, materials must be submitted by **Friday, August 10th**. On-campus student employment opportunities are *highly competitive* and students are encouraged to apply for multiple positions that fit their interests and schedule. Please make sure you meet the listed hiring qualifications in the position description before applying. Some positions will require only a resume, while others might require additional documentation, such as a cover letter. Supervisors will review applications, select candidates to contact (and typically interview), and hire the best applicant for each position.

We do encourage hiring managers to let every applicant know the status of the position, regardless of whether they were selected to move forward as a candidate. However, that does not always happen. If you want to contact the specific hiring manager about the status of a position, feel free to do so via email, but please do not send multiple messages.

If you are returning to the same position as a previous year, you do not need to re-apply for the position (unless your supervisor has indicated otherwise). However, you must complete the Student New Hire Form before you begin work. If you have worked on campus, but are not returning to the same position, you should seek employment through the LEEP Center Clark Recruiter system.

After you are hired

After you have been offered an on-campus student employment position, you are responsible for completing all of the required paperwork and submitting it to the Office of Financial Assistance. Students should **NOT** begin working until all paperwork has been submitted and approved.

Once paperwork is submitted, students can connect with their direct supervisor to establish a work schedule. Before or during your first work shift, supervisors should review all expectations for the position and provide a general orientation to the position and department.

Your new hire form will list the maximum amount that your supervisor has authorized, but it is **NOT** a guarantee that you will receive that amount. A variety of factors will affect your actual earning, including sick days, requested time off, weather-related departmental closing, and/or the supervisor's adjustment of the student's weekly work schedule due to departmental budget adjustments.

On-Campus Student Employment Paperwork

What to Submit Before You May Begin Work

[I-9 \(Form \(new employees\)\)](#)

[W-4 form](#)

[M-4 form](#)

[Direct Deposit Form](#)

Student Employee Hire Form

For both New and Returning student employees, all necessary paperwork should be returned to the Office of Financial Assistance as soon as possible. Your student employment record cannot be created and entered into the payroll system until all necessary documents are received. You need to allow at least two business days for your student employment record to be created before you will be able to use Web Time Entry, our electronic timesheet process.

You must turn in all documents with the necessary signatures to the Office of Financial Assistance before any work may begin.

Acceptable Identification for the I-9 Form

The United States Department of Homeland Security requires that all employees, both citizens and non-citizens, complete the I-9 form at the time of hire. Students should complete Section 1 of this form and bring it to the Office of Financial Assistance with either ***one*** document from List A or ***two*** documents from List B. ***Documents brought to the office must be originals.**

LIST A

One from this list:

- U.S. Passport
- Permanent Resident Card or Alien Registration Receipt
- Employment Authorization document that contains and photograph (Form I-766)
- Foreign Passport with form I-94
- Passport from the FSM or RMI with I-94

OR

One from this list: AND

- Driver's License
- Photo ID issued by government agency
- University Photo Student ID
- Voter's Registration Card
- U.S. Military Card or Draft Record
- Military dependent's ID card
- U.S. Coast Guard Merchant Mariner Card

LIST B

One from this list:

- U.S. Social Security Card
- Original or Certified copy of U.S. birth certificate
- Certification of birth abroad
- Native American tribal document
- U.S. Citizen ID card

*For additional forms of acceptable identification, see the Office of Financial Assistance.

Before You Can Be Paid

In order to be paid in the first payroll of the academic year (September 14), students must have the following items turned into the Office of Financial Assistance by 12:00 pm on Friday, September 7th: Completed I-9 and tax forms, appropriate identification items for I-9, a completed Student Employee Hire Form and a Direct Deposit Form. If your paperwork does not arrive by that deadline or is incomplete, you will be paid on the next payroll cycle, which will be in two weeks (if all paperwork is complete).

Returning students do **NOT** need to complete a new I-9, W-4, or MA withholding form if they have already completed one, but must submit the Student Employee Work Hire Form before they will be paid.

Tax Information

All working students must have a social security number. If you do not have a social security number, you must apply for one with the Social Security Administration.

Student earnings are subject to all federal and state taxes. Except when a student is enrolled in classes, his/her earnings are subject to the Social Security tax deduction.

Every student must complete a W-4 form that is part of his/her employee paperwork. The form is to be returned to the Office of Financial Assistance with the Student Employee Hire form. If you claim exempt on your W-4, you will be required to complete a new W-4 each year at the end of the fall semester. You will receive this electronically from the payroll office.

For tax purposes, Clark University provides each student with a W-2 form listing all taxable earnings paid to the student. These forms are found online under your Student Employment tab. The student will need to give consent to receive this information electronically should they wish to download it. This will reflect the student's earnings for the preceding year.

Students must also complete a Massachusetts State Tax withholding form; however, the form includes an exempt check-off for those students who anticipate annual earnings of less than \$8000 earned in Massachusetts.

Direct Deposit

The [direct deposit forms](#) are available in the Office of Financial Assistance and online. These must be completed and returned to the Office of Financial Assistance. You must submit a completed Direct Deposit Form before you can be set up in the payroll system. If this is a new account to be set up, we require backup for our records. This can be a voided check or a printout from online banking that shows the full account and routing number. If the student has already had direct deposit at Clark, there is no need to complete another form unless there is a change in bank, account number, deposited amounts, etc.

Federal Regulatory and Policy Information

Federal Regulations

1. *Definition of Hourly Employment* - Since federal work-study is a part-time employment program, students are paid on an hourly basis only, under an “hours pay for an hours work” arrangement.

Undergraduate students are not compensated fringe benefits such as sick leave, vacation, or holiday pay. These are not part of the pattern of compensation under the federal work-study program. Brief interruptions in the daily work schedule, such as a rest or coffee break, are allowed if it is the employer’s policy and practice to permit those interruptions for its regular hourly employees.

2. *Penalties for Fraud and Other Work-Study Violations* - Student employees should be aware of the following regulations that are published in the December 31, 1980 Federal Register, Section 668.10: “(a) (1) Any person who knowingly and willfully embezzles, misapplies, steals or obtains by fraud, false statement or forgery, any funds, assets, or property provided or insured under any Title IV Student Assistance Program, including federal work-study shall be fined no more than \$10,000 or imprisoned for not more than five years, or both. However, if the amount so embezzled, misapplied, stolen, or obtained by fraud, false statement, or forgery does not exceed \$200, the fine shall not be more than \$1000 and imprisonment shall not exceed one year, or both.”

Pay Rates

NOTE: All student employees must be paid nothing below the Massachusetts minimum wage rate, currently set at \$11.00/hr. Your hiring supervisor will discuss with you and determine your hourly rate, if above the minimum hourly wage, when you are hired.

Undergraduate International Students

Undergraduate International students are eligible to utilize Clark University Student Employment opportunities. However, since there may be certain restrictions regarding employment in the United States, international students must first speak to the International Students and Scholars Office at 793-7362 to determine if they are eligible to work.

Payroll and Schedule Information

Web Time Entry System

Web Time Entry is the University electronic timesheet system. WTE is an easy way for student employees to enter their time worked, for their approvers to review it and to approve it. Students are paid bi-weekly according to the provided payroll schedule.

Here is a brief outline of how the payroll system works:

1. All students must turn in a completed and signed Student Employee Hire form. A student who has not previously worked on campus must complete I-9, appropriate tax forms and a Direct Deposit Form. If you are a returning student employee, we will just need a Student Employee Hire form completed.
2. Once the student has completed all necessary paperwork and has been established on the payroll system, both supervisor/approver will be able to begin the Web Time Entry Process. Your approver will provide you with the necessary training to use WTE.
3. Students are required to complete their electronic timesheet for each bi-weekly pay period and submit it for approval. The approver will approve the hours worked and submit the approved timesheet electronically to the Payroll Office for processing. Students should submit their electronic timesheet to their approver no later than Monday at 10:00 am to give the approver the necessary time to review the hours worked by the student, approve the timesheet and submit it to payroll for processing. Approvers must have timesheets approved and submitted no later than Monday at noontime.
4. All timesheets submitted must be approved by either the student's approver, or the person who has been designated as a proxy for that approver. There is no option for a manual timesheet to be submitted by either the student or the approver. Late timesheets must still be approved online. However once approved, it will need to be printed out, signed by the approver or proxy and walked over the payroll office for processing.
5. Students hired for the academic year may not begin working before the first day of classes.

Payroll Schedule for Academic Year 2018-2019

From – To	Due	Issued
08/27/2018-09/09/2018	09/10/2018	09/14/2018
09/10/2018-09/23/2018	09/24/2018	09/28/2018
09/24/2018-10/07/2018	10/08/2018	10/12/2018
10/08/2018-10/21/2018	10/22/2018	10/26/2018
10/22/2018-11/04/2018	11/05/2018	11/09/2018
11/05/2018-11/18/2018	11/19/2018	11/23/2018
11/19/2018-12/02/2018	12/03/2018	12/07/2018
12/03/2018-12/16/2018	12/17/2018	12/21/2018
12/17/2018-12/30/2018	12/31/2018	01/04/2019
12/31/2019-01/13/2019	01/14/2019	01/18/2019
01/14/2019-01/27/2019	01/28/2019	02/01/2019

01/28/2019-02/10/2019	02/11/2019	02/15/2019
02/11/2019-02/24/2019	02/25/2019	03/01/2019
02/25/2019-03/10/2019	03/11/2019	03/15/2019
03/11/2019-03/24/2019	03/25/2019	03/29/2019
03/25/2019-04/07/2019	04/08/2019	04/12/2019
04/08/2019-04/21/2019	04/22/2019	04/26/2019
04/22/2019-05/05/2019	05/06/2019	05/10/2019
05/06/2019-05/19/2019	05/20/2019	05/24/2019

* Please submit timesheets for approval before leaving for winter break

Your electronic timesheets must be submitted to Approvers by 10:00 a.m. on scheduled dates and Approvers must submit approved timesheets to payroll by noontime on those dates. Late timesheets will not be paid until the following payroll.

Last work day for graduating seniors is April 29, 2019. All other undergraduates may work through commencement, May 19th if approved by their supervisor. The Summer Student Employment Program begins the day after commencement, May 20th.

Guidelines for Work Hours

You will establish a weekly schedule with your supervisor at the beginning of each semester, except in a few positions that require a more flexible and unplanned schedule. As you establish a work schedule, particularly if you are employed by multiple departments on campus, please keep in mind that there are limits on the hours per week undergraduate students can work on campus. International students can work up to 20 hours per week when classes are in session. Domestic students can work up to 25 hours per week when classes are in session.

Your schedule and the award amount listed on your New Hire Form are estimates of what you will work and earn in this position, and **NOT** a guarantee of payment. Requested time off, your availability to work during the semester, changes in department or University schedules, and/or changes in departmental budgets will affect your actual earnings. Supervisors can adjust schedules as needed and any changes should be clearly communicated to students in a timely fashion. You should consult with your direct supervisor for department policies on missed work hours; the ability to make up any missed hours is up to the discretion of the supervisor and is not guaranteed.

Performance Expectations and Policies

Policies and Expectations for Student Employees:

- Student will complete and submit all necessary paperwork before they begin work.
- Arrive on time and prepared for all scheduled shifts. If a student wishes to make a permanent or temporary change to their schedule, they should clear this change with their supervisor as far in advance as is possible. In the event that a student is unable to work a shift due to illness or an emergency, they should communicate this to their supervisor as soon as possible.
- Follow the dress code requirements of their department. As a baseline, students are expected to present a neat and professional appearance at all times.
- Adhere to the confidentiality agreements of the department.
- Submit electronic timesheets by the specified bi-weekly deadlines. Late timesheets will be paid in the following pay period.
- Students with a Federal Work-Study award should be aware of their earnings as it relates to their award limit.
- Follow specific policies and guidelines established by their supervisor.
- While the staff tries to support students in successfully seeking employment, the University cannot guarantee a student will secure a position on campus. On-campus student employment positions are highly competitive and we encourage you to apply early and to multiple positions to increase your chances of success. If you are having difficulty finding a job on campus, it is your responsibility to notify the Office of Financial Assistance and seek assistance.

Disciplinary Action

Students are expected to perform their jobs to the best of their ability. If a problem arises, the supervisor should attempt to resolve the issue by speaking with the student first. If the problem continues, the supervisor should warn the student employee in writing at least once. If the problem persists, the supervisor should provide advance notice of termination and the reason(s) to the student in writing, with a copy to the Office of Financial Assistance.

Reasons for termination could be, but are not limited to: violation of confidentiality, dishonesty (including falsifying timesheets), poor work performance, habitual tardiness or absences. If a student is terminated from a position, it is unlikely that the student will be allowed to work another job for the remainder of the academic year.

If you are having an issue in your position, students are encouraged to connect with the LEEP Center to discuss it. The LEEP Center can help students strategize ways to move forward, or role play a conversation with your supervisor, or provide information for accessing resources on campus for additional support.

Effectively Communicating With Your Supervisor

Establishing effective lines of communication is an important first step towards developing a professional working relationship with your supervisor. Clear and regular communication can improve your work experience, boosting your job performance and decreasing the likelihood of future conflict or tension. Follow these tips to increase the effectiveness of your communication:

Ask Questions: Asking questions is a good way to make sure your work is completed in the way your supervisor wants. Don't assume it is a bad thing to seek clarification on an issue or a task you were assigned – questions are typically encouraged as long as you learn from the answers.

Be Mindful of Timing: When you have something to discuss with your supervisor, make sure they are available to have an un-interrupted conversation. Sometimes these conversations can happen spontaneously, but other times scheduling a meeting in advance may be necessary.

Schedule Regular Meetings: Meeting with your supervisor on a regular basis helps you to stay on the same page and provides a space discuss issues, challenges, and progress towards goals.

Come Prepared: When you have an upcoming meeting, write down or email your supervisor a list of discussion topics in advance to make sure nothing gets forgotten.

Proactively Raise Issues: If you are struggling to meet a deadline or need assistance completing a task, let your supervisor know. Supervisors prefer to have a proactive conversation and help you succeed rather than a discussion about unmet expectations after the fact.

Social Media

While there is no specific Clark University policy regarding social media usage and on-campus student employment, it is recommended that you do not post about your position on any social media account, unless that is an explicit part of your job description. Check with your hiring manager about department expectations. Many departments require students to sign confidentiality agreements which may include social media communication. When connecting with supervisors and co-workers on social media, it is best to stick to professional networking sites like LinkedIn.

Taking Initiative at Work

Student workers are a valuable asset to the departments they work with. As you gain experience in your position, taking initiative is a way to use your skills and experience to make a bigger contribution. These tips can help you identify opportunities to taking initiative:

Identify Unmet Needs and Potential Improvements: Familiarity and conscious observation of your work environment will help you identify opportunities for improvement that others may not have noticed or new solutions to existing problems. Different questions you might ask include:

- Are there ways to improve the experience of those you work with or support?
- Are there small problems that could turn into bigger ones if they are not addressed?
- Are there communication barriers that prevent work from being done efficiently? How can these barriers be minimized or removed?

Expand Your Idea: If you've identified a possible improvement or solution to a problem, spend some time working out the details. What are their costs and resources associated? Are their risks? Are the benefits worth the effort it would take? The more feasible your plan is when you bring it to your supervisor, the higher its likelihood of success will be.

Seek Authorization: Check with your supervisor before implementing new ideas, no matter how beneficial you think they may be. It is important to avoid over-stepping boundaries and secure your supervisor's support before working on something that may not be in your job description.

Contact Information for On-Campus Student Employment Questions

For questions regarding the LEEP Center Clark Recruiter or applying for positions, please contact the LEEP Center at leepcenter@clarku.edu or x8819.

For questions regarding the hiring paperwork or financial aid award, please contact the Office of Financial Assistance at finaid@clarku.edu or x7783.

For questions regarding payroll, please contact Payroll at payroll@clarku.edu or x7438.