

# Student Employment Designee Handbook

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## **Introduction**

This handbook is designed to assist the Student Employment Designee of each department with processing Student Employment paperwork.

This section will provide you with an explanation of the Designee responsibilities.

# Designee Responsibilities

## Expectations

As a Student Employment Departmental Designee, you are responsible for:

- Keeping up-to-date on current Student Employment rules and regulations;
- Processing all departmental Student Employment job postings;
- Processing all departmental Student Employment paperwork;
- Disseminating Student Employment information to your department.

You are the person who is the Student Employment “expert” in your department, and your fellow staff and faculty members must go to you with any of their departmental Student Employment needs.

You are also the person we will contact with any Student Employment concerns regarding your department.

## Resources

To assist you in these responsibilities, the Student Employment Office offers the following resources:

- This Student Employment Designee Handbook
  - Provides comprehensive information on Student Employment and how to process Student Employment paperwork
- The Student Employment website
  - [www.clestatecareers.com/studentemployment](http://www.clestatecareers.com/studentemployment)
  - Provides links to:
    - Student Employment documents/forms
    - Student Employment handbooks (Student, Supervisor, & Departmental Designee)
- Student Employment trainings
  - One-on-one/group sessions
  - Online
  - Over the phone
- Designee Collaboration Sessions
  - Available once a semester, these meetings are attendee-driven and provide an opportunity to share best practices.

# **Student Employment Guidelines**

This section will provide you with the basic Student Employment guidelines.

It is divided into:

- What students need to know
- What supervisors need to know

# What Students Need to Know

## Basic Student Employment Rules

- Students must be enrolled in at least 6 credit hours at CSU during the regular academic semesters (Fall & Spring).
- Students cannot work more than 20 hours per week during the regular academic semesters (Fall & Spring). Note: this includes final exam week!
- Students cannot work more than 40 hours per week during Winter, Spring, and Summer breaks.
- During the Summer session, students who remained enrolled in at least 6 credit hours in Spring and are registered for at least 6 credit hours in Fall can work without being enrolled in Summer courses. All other students who did not meet those requirements must be enrolled in at least 6 credit hours during the Summer session to be able to work during the Summer session.

## What Happens When Students Violate These Basic Rules

- When a student is enrolled in less than 6 credits:
    - The Student Employment Office sends a notice to you
    - The Student Employment Office terminates the student's position effective immediately
  - To reinstate a job that has been terminated due to "less than six credits," the student must meet one of the following:
    - Be re-enrolled in at least 6 credit hours
      - They must notify us when credits have been reinstated
    - Be graduating that semester (and requiring less than 6 credits)
      - They must provide us with a memo from their academic advisor confirming this
    - Be enrolled in a thesis/dissertation course (requiring less than 6 credits)
      - They must provide us with a memo from their academic advisor confirming this
  - *Note:* Non-credit-bearing courses (such as remedial Math/English and ESL courses), incompletes, and medical withdrawals are **not** allowable Student Employment exemptions to this rule.
  - Students whose positions have been terminated due to dropping to less than six credits are not eligible to work during break periods that follow that semester (including Summer, unless enrolled for at least 6 credits that Summer semester).
- 
- When a student has worked more than the allowable hours per week:
    - The Student Employment Office sends a warning notice to you
    - The Student Employment Office terminates the student's job on the third violation
  - Students whose positions have been terminated due to violating the "Over 40" rule cannot be rehired until the start of the next academic semester. They are not eligible to work during break periods that follow that semester (including Summer, unless enrolled for at least 6 credits that Summer semester).

## Student Resources

The following items are available online for students:

- Student Employee Handbook
- New Student Employee Orientation
- Kronos Time Recording Instructions



# What Supervisors Need to Know

## Supervisor Responsibilities

- Supervisors of student employees report to the Departmental Designees (you) when it comes to Student Employment issues. They are required to comply with your Student Employment instructions and expertise. Notices from us that get sent to you regarding Student Employment issues that affect your department must be followed by all supervisors of student employees.
- Supervisors must provide you with a detailed job description/job posting for any open positions they have for student employees so that you can attach it to the hiring paperwork.
- To take any actions on student jobs, supervisors must provide you with their information for processing the correct paperwork.
- Supervisors must schedule their student employee hours appropriately:
  - They must be familiar with the Student Employment hour limits per week
  - They cannot schedule or approve student hours to be worked during the student's scheduled class/exam times
  - They cannot require overtime
- Supervisors are responsible for making sure that their funds are budgeted appropriately so that their student employees may work throughout the year. If the funding that they are using is for a set period, they must be sure to advise the student of the expected length of employment.
- Supervisors must provide their student employees with any appropriate training and resources so the job can be performed satisfactorily. This includes providing the student with a work schedule and being clear with all expectations. It is the supervisor's responsibility to ensure that all University property issued to the student employee be returned when the employment terminates.
- Supervisors must confirm and approve timesheets of their student employees promptly so that no paychecks are late or missed.

## Supervisor Resources

- Student Employment Departmental Designee (you)
- Student Employment trainings
  - One-on-one/group sessions
  - Online
  - Over the phone

Also, the following items are available on our website:

- Supervisor Handbook
- Kronos Time Approval Instructions

## Posting Student Employment Job Opportunities

The Student Employment Office utilizes the Office of Career Development & Exploration (CDE)'s job portal, Handshake, to post all open student positions. You are also free to do any supplemental advertising you wish. Students are not required to apply to your positions via Handshake; it is simply a quick and easy way to make your position known to a wide audience. Jobs are also not required to be posted. So if you have already identified and chosen students for your position(s), you just need to hire them and attach a job description to the hiring paperwork; you should only post positions that you actually have openings for.

Be sure to retain a copy of any job postings as you are required to attach it (or a detailed job description) to all hiring paperwork.

### How to Post Jobs

- Complete the "Job Posting Form" located on the Student Employment website. (It can be found on both the Supervisor and Departmental Designee pages).
- Follow the instructions on the form to email it to us when complete. **We will post the position for you.**
- Applications to your job will be emailed directly for your review to the email address(es) you specify on the posting form.

### Tips and Reminders for Job Postings

- The more detailed your job description, the more likely you are to reduce unwanted applicants.
- Avoid using terminology that may discriminate or may unnecessarily exclude populations of students
- Jobs that you designate as requiring Federal Work Study (FWS) will only be seen by students who were actually awarded it. So be aware that that requirement will limit the number of applicants you may have.
- With Handshake, students are required to upload a résumé. When they "apply" to your job, Handshake sends their résumé to you. This is how you will know the students applied to your job. (The subject field of the email will tell you which position it is for.) If you require additional documents (such as writing samples and references), you should indicate them in the appropriate spot on the job posting form. Be sure to clearly identify the additional documents you require so that students know what other things to upload to their Handshake accounts to apply for your jobs.
- You may also use Handshake to post your Graduate Assistantships, if you wish. (See additional instructions on the Job Posting Form.)
- We recommend that you respond to all applicants, even if you are not interested in them. If you do not, you will likely have applicants trying to call, email, or visit your office to find out the status of their applications.

## Hiring Students

Every action taken on a student job (such as hires, pay increases, terminations, etc.) must be done via a Student Employment Form (SEF).

**Students cannot begin working until accurate and complete hiring paperwork has been submitted to the Student Employment Office.**

The following pages will explain what documents are required (depending on what actions you wish to take) and how to process them. Each of these items is available on the Dept. Designee page of the Student Employment website:

**[www.clestatecareers.com/ocesedesignee](http://www.clestatecareers.com/ocesedesignee)**

## Necessary Paperwork

Specific paperwork is required depending on the action you wish to take. All required forms listed below are available from our website:

**[www.clestatecareers.com/ocsedesignee](http://www.clestatecareers.com/ocsedesignee)**

### New Hire:

(To hire a student who has never worked at CSU before)

- Student Employment Form (SEF)
- I-9
- SSA-1945\*
- Student Hire Certification\*
- Job Posting/Description

### Additional Hire:

(To hire a student who has worked at CSU before, but not in your department; or for multiple jobs in your department)

- Student Employment Form (SEF)
- Student Hire Certification\*
- Job Posting/Description

### Rehire:

(To hire a student who previously worked in your department but whose job was terminated)

- Student Employment Form (SEF)
- Student Hire Certification\*
  - If rehire is over a year old, also include:
    - I-9

### Budget Change:

(To change the account number you are paying the student from)

- Student Employment Form (SEF)

### Pay Rate Change:

(To change the hourly rate of pay your student is getting)

- Student Employment Form (SEF)

### Data Change:

(To change the student's Kronos supervisor or to change the student's job title)

- Student Employment Form (SEF)

### Termination:

(To remove a student's position from Kronos)

- Student Employment Form (SEF)
  - If student was fired, attach memo explaining reason

***\* This form is part of the SE Hire Packet that the student must complete and send to you.***

When you have all the required forms completed for the action you wish to take, save them into one PDF document and email it to **STUDENTEMPLOY@CSUOHIO.EDU** for processing.

## Forms You Complete

There are only two forms that you complete:

### Student Employment Form:

- For each action listed on the Student Employment Form, refer to the list of documents on the previous page of this handbook to be sure you have attached the necessary supporting information.
- This form is a fillable PDF. You may type directly into it or print it off and write neatly on it.
- Complete the form in its entirety. Further clarification is available for the items below:
  - #1: The Social Security Number is a REQUIRED field as we must enter it into the Payroll system. Do not leave it blank for hires unless the student is a new international student who has not yet received their SSN.
  - #3: The effective date is the start date, not just an arbitrary date. Payroll cannot pay any hours worked prior to this date! Make sure you use an accurate date as we cannot alter it once entered. For terminations, this should be the day AFTER the student's last day worked. For budget/pay rate/data changes, this date must be effective the start of a pay period. Please refer to Payroll's webpage for a list of the pay periods during the current school year. (Student Employment positions are paid under the Bi-Weekly pay schedule. See the contact information on the last page of this handbook for their website.) If you put a date that is in the middle of a pay period, be aware that we will change it to the start of that pay period.
  - #6: Make the Job Title unique. This is how students distinguish one job from the other if they have multiple campus positions.
  - #8: The PeopleSoft Combo Code is the budget number you will be paying the student's wages from. Include all chartfields.
  - #10: The Kronos Supervisor refers to the person who will be approving the student's hours in Kronos. So, if the student reports to Mr. X for assignments but Ms. Y approves the hours in Kronos, Ms. Y's name should be the one you put on this line. Enter that person's CSU ID number on the next line. If you do not know this person's Position Number (it begins with 0000 followed by four digits), leave that third spot blank for us to complete.
  - #11: Type or print the Department Head name here. A signature is not required by the Student Employment Office. However, you may wish to retain for your own office's records approval from your department head to protect yourself during any audits of department expenditures. That is completely up to your department's discretion based on your own documentation needs; please do not send that to us.
  - #12: Type your name here, confirming that the document is complete and correct, before submitting the paperwork to Student Employment.

- “STUDENT EMPLOYMENT OFFICE USE ONLY” box: Leave this section blank. This is where we put processing info for Payroll and Student Employment.

## I-9:

- This form needs to be completed by both you and the student (in the appropriate places, as indicated below). It is subject to federal audit by the Department of Homeland Security, so it must be completed correctly and completely or it will be rejected by the Student Employment Office.
- This form must be completed **on or before** the student’s first day of work. The point of this form is to determine if a person is legally allowed to work in the country, so you CANNOT complete it after a person started working!
- CSU participates in E-Verify. Information on this is available at [www.clestatecareers.com/ocsestudent](http://www.clestatecareers.com/ocsestudent) and from HR. Our participation in this program especially requires this form to be completed entirely and correctly, as errors or omissions can cause the DHS to consider the student ineligible to be employed.
- Section 1 must be completed by the student.
- Section 1 is part of the SE Hire Packet that they can complete on their own. However, if they complete it in person note the following:
  - If the student does not have an Other Last Name, that box should be marked “N/A”.
  - The Email and Phone number boxes are optional. However, if the student does not want to provide those numbers, those boxes must be marked “N/A”.
  - All students must mark the box that best indicates their citizenship status:
    - Citizen = born or naturalized US citizen
    - Noncitizen National = born in a US territory such as American Samoa (See form instructions for full list of territories under this category. Note that most international students at CSU are **NOT** this status, so please remind students to read the form’s instructions.)
    - Permanent Resident = has “green card”
      - Must fill in number from Permanent Resident Card
    - Alien = international student with F-1 visa (this is the status of most of our international students)
      - Must fill in expiration date (Program End Date on I-20 form) and either the USCIS number (1.), I-94 number (2.), or the Passport number and the Country that issued the passport (3.).

- Student must sign and date form with their ACTUAL signature; they cannot just type their name in the signature field.
- Student must check off box if a Preparer/Translator was used to complete Section 1 of the form. If yes, that person needs to complete the Preparer/Translator section. For example, if the student has a situation or disability that requires you to prepare this section for them, you must complete and sign the “Preparer &/or Translator Certification” and they must check off the box that a Preparer/Translator was used.
- Section 2 must be completed by you.
  - Be sure to write the student’s full name (Last, First, & Middle Initial) on the line beneath the grey instructions box. The citizenship status must also be written. Use the following, based on what the student marked in Section 1:
    - 1, if Citizen
    - 2, if Noncitizen National
    - 3, if Permanent Resident
    - 4, if Alien
  - Students must provide unexpired documents from the I-9 list for you to complete this section. You must see the original documents and attach copies of the fronts of them to the I-9.
    - If a student gives you an item from List A, you do not need items from List B & C.
    - If a student gives you an item from List B, they must also give you an item from List C, and vice-versa.
    - Common documents used on the I-9 include:
      - List A: Passport (if international student: Passport, I-94, & I-20)
      - List B: Driver’s License, CSU Viking Card
      - List C: Social Security Card, Birth Certificate
  - You should fill out the lines in this section completely and in the order listed on the form.
    - List A: There are three sections of 4 lines. You may not need to use all three sections; it depends on the documents the student is using for List A.
      - A citizen will typically use a passport /passport card and a permanent resident will typically use a permanent resident card; in either of those cases, you would need to complete only the first four lines. The other two sets of 4 lines should be left blank.
      - An international student will typically use a passport for the first four lines. The second set of 4 lines would then be completed with the I-94 card (Title



would be I-94, Issuer would be US Customs and Border Protection, Number would be the I-94 number and Expiration date would be the Admit Until Date which is often "D/S"). The third set of 4 lines would then be completed with the I-20 form (Title would be I-20, Issuer would be Department of Homeland Security, Number would be the SEVIS ID, and Expiration Date would be the Program End Date). Illustrations of the I-94 and I-20 follow these I-9 instructions.

- List B:
  - For a state id/driver's license, the issuing authority is the particular state.
  - For a school id, the issuing authority is the particular school.
  - If the document does not have an expiration date, write "N/A" on that line.
- List C:
  - For a social security card, the issuing authority is listed in the card's center watermark. There are three different agencies that have issued social security cards, so be sure to write what it says in the watermark. (You may abbreviate.) Do not just write "US Government," as that is incorrect.
  - For a birth certificate, the issuing authority is the particular state.
  - The document number of a social security card is the social security number.
  - The location of the document number of a birth certificate varies from state to state. For states whose numbers are not clearly evident, piece it together from left to right with dashes between the groups of numbers.
  - The expiration date of social security cards and birth certificates should be listed as "N/A".
- Be sure to complete the date in the "Certification" section. **This date must match the Effective Date on the Student Employment Form.** If it does not, the date listed on the I-9 overrides the SEF date, which could result in further action by you regarding Payroll, Institutional Equity, and Human Resources.
  - You must sign, complete, and date Section 2. You must sign with your ACTUAL signature. Do not type your name in the signature field!
- **Section 3 should be left blank.** This section is for Student Employment/HR use only. Do not sign or type in this area.

Samples of completed I-9s (for citizens as well as international students) are available in the document "Reference Materials To Assist In Completing The I-9 Form For Student Employees" below this handbook on our webpage.

## Forms Students Complete

The following forms are part of the SE Hire Packet that students access at:  
**[www.clestatecareers.com/ocsestudent](http://www.clestatecareers.com/ocsestudent)**

Detailed instructions on how to complete them are available in the New Student Employee Orientation that is available at the same location.

These forms must be completed by the student and submitted to you so that you can attach them to the SEF &/or I-9.

### Student Hire Certification:

- This form serves as the student's portion of the contract to hire them into your student employment position.
- **It is required for all hires** (New Hires, Additional Hires, and Rehires). No hires can be processed without the student consenting to the hire via this form.
- Students must sign this form with their **actual** signature. They cannot type their name on the signature line.

### I-9:

- The student completes page one (Section 1) of the I-9.
- If the student completes this form in your presence, follow the guidelines listed in the previous section ("Forms You Complete").
- The student must provide copies of documents to prove their eligibility to work in the US. The list of approved documents is in the I-9 form itself and can also be found in the "Reference Materials To Assist In Completing The I-9 Form For Student Employees" on the Departmental Designee page of the Student Employment webpage. You must see these actual documents since you are attesting in Section 2 of the I-9 that they appear to be valid.
- Students must sign this form with their **actual** signature. They cannot type their name on the signature line.

### SSA-1945:

- The student should fill out this form entirely.
  - The Employee ID# is the student's Social Security Number. If the student is a new international student employee and has not yet received their SSN, they can leave that line blank. Do not put the CSU ID number there!
  - The Employer ID# is **34-0966056**.
  - Students must sign this form with their **actual** signature. They cannot type their name on the signature line.
  - The student should write their CSU ID number at the bottom of the form underneath their signature.

### Payroll Documents:

- All payroll documents (tax forms, direct deposit) are now completed online, so they are not part of the SE Hire Packet.
- After the Student Employment Office enters a New Hire SEF for a student (or a Rehire SEF for a student who is not otherwise currently employed at CSU), the payroll system auto-generates an email to the student's CSU Vikes email address with a link for them to complete their Federal and State tax forms as well as their Direct Deposit form.
- Students only have about a week window to complete this information themselves, so they need to check their emails (including spam/junk folders!) regularly. If they miss this window, they will need to contact the Payroll Office (PAYROLL@CSUOHIO.EDU) to provide this information
- If the student does not complete this information, their paychecks will not pay out.
- Any subsequent updates students need to make to their taxes or direct deposit should be submitted directly to the Payroll Office (PAYROLL@CSUOHIO.EDU), **not** to the Student Employment Office.

### OPERS:

- All OPERS documents are now completed online, so they are not part of the SE Hire Packet.
- After the Student Employment Office enters a New Hire SEF for a student (or a Rehire SEF for a student who is not otherwise currently employed at CSU), OPERS will send a "Welcome" email to the student's CSU Vikes email address.
- Students are automatically enrolled in OPERS as of the date of their hire/rehire.
- Students are eligible to opt out of OPERS when they are enrolled for at least 6 credit hours. They cannot opt out during Summer unless they are enrolled in at least 6 credits of summer classes.

- **Students only have 30 days from the date of hire/rehire to opt out of OPERS**, so they need to check their emails (including spam/junk folders) regularly. If they miss this window, they will lose their opportunity to opt out of OPERS deductions. Once they do opt out, they will remain opted out until they either choose to opt back in or until they drop below 6 credit hours (**this includes Summer**).
- OPERS deductions are fully refundable upon termination of employment at CSU. Refund applications are available on OPERS's website.
- Questions about OPERS should be submitted directly to OPERS or to the Payroll Office (PAYROLL@CSUOHIO.EDU), **not** to the Student Employment Office.

## Paperwork Processing Timelines

When you have completed/gathered the required paperwork for the action you wish to take on a student employee, you must **email it to: STUDENTEMPLOY@CSUOHIO.EDU.**

- Scan it as one document instead of all individual items
- Exclude any extraneous papers/instruction pages. Only send the required items as previously described in this handbook.
- Do not submit your hiring paperwork as hard copies via interoffice mail! We process these electronically and you will delay the data entry of these items if you do this.

**It can take up to a week** for us to complete our data entry, so please be sure to submit your paperwork in a timely fashion, prior to a student working. We cannot promise we can put a rush on paperwork, and we process items in the order they come in so we will not enter late paperwork prior to paperwork that was submitted to us on time.

For hires, once we have entered your paperwork, we will send an email confirmation to the student (copying their supervisor and you) advising when they should begin showing up in Kronos to record their time worked.

For all other actions, you can be assured the requested processing will be done timely once received and will be reflected in that pay period your action effective date falls under.

## FAQs

This section will provide you with the answers to common questions and situations that have not been discussed elsewhere in this handbook.

It is divided into:

- Hiring Issues
- On-the-Job Issues

## Hiring Issues FAQs

### When can newly-admitted students start working?

Newly-admitted students cannot begin working until the start of their first semester. (They must also be registered for at least 6 credits that semester.) So this means that a student newly-admitted for Fall semester cannot work as a student employee in the summer prior to that semester; their first eligible date to work is the first day of Fall classes. Similarly, a newly-admitted student for Spring semester cannot work as a student employee during the winter break prior to that semester; their first eligible date to work is the first day of Spring classes.

### Can family members be employed as student workers?

Yes. However, CSU employees cannot supervise the work of a member of their own family.

### Can a student have more than one student employment position?

Yes. Students who have more than one job should notify each of their supervisors so that appropriate work schedules can be made. Also, these students are responsible for making sure that they do not work more hours than permitted each semester, regardless of how many positions they have.

### Can graduate students be hired as student employees?

Yes. But, like all student employees, they may not work more than 20 hours per week during regular academic terms. This includes a combination of hours for all CSU positions (student employment, graduate assistantship, tuition waiver, lecturer, etc.).

### What are the rules about employing Consortium/transient students?

Consortium/transient students can work as student employees as long as they are enrolled at CSU for at least 6 credit hours during the semester they intend to work. All other Student Employment rules apply to them as well.

### What about employing PSEOP/CCP students?

The Post-Secondary Enrollment Options Program (PSEOP)/College Credit Plus (CCP) program is a state-funded program that offers high school juniors and seniors the opportunity to earn college credit. Because of the increasing popularity of this program, the concern over hiring minors has come into question. The

University does not permit the hiring of anyone under the age of 16. Participants in PSEOP/CCP can be employed as student employees if they are at least 16 and are enrolled at CSU for at least 6 credit hours. If they are under 18, they will need to provide a work permit from their school.

### Does a student worker who is under 18 need a work permit?

Only minors who are attending CSU as part of the PSEOP/CCP need a work permit because they are still high school students. Any minors who have graduated high school/have a GED and have been accepted to CSU do not need work permits to work on campus.

### What are the rules about employing Post-Baccalaureate students?

Post-Baccalaureate students can be hired as student employees if they are enrolled in at least six credit hours in courses that are required for acceptance into a degree-granting program at CSU. A memo from the students' academic advisors confirming this fact is required.

### Do I have to rehire my student's position every semester?

No. Student positions are considered active until you terminate them. The only time you need to rehire your student's position for a new semester is if your student employee violated Student Employment rules (becoming ineligible to work as a student employee) or if they graduated at the end of the previous semester and are now back at CSU for a new degree program.

### We do not have money to pay student employees. Can they volunteer to work in our department?

No. If a job is one that would typically be paid, a student cannot work it for free. If your department does not have a budget for student employment, you can post a job requesting only applicants who have Federal Work Study awards. (See the "On-the-Job Issues FAQs section for information on Federal Work Study).

### How do I pay a student who does not qualify for Student Employment?

Students who do not qualify for Student Employment for whatever reason (such as not being enrolled, being under-enrolled, having violated Student Employment rules, etc.) must be hired on a contract through Human Resources. They cannot be hired using a Student Employment Form nor through the Student Employment Office. Contact your college/division's HR representative to initiate one of those contracts. (Be sure to do it PRIOR to allowing the person to work, in order to prevent any payment issues!)



## On-the-Job Issues FAQs

### What does FWS mean?

FWS stands for Federal Work Study. This is a federal financial aid program designed to help degree-seeking students meet their educational expenses. Students earn their FWS awards by working in the Student Employment program. Only students who are citizens or resident aliens can receive a FWS award; international students are not eligible for FWS.

### How does a student get FWS?

Each year, students indicate on their FAFSA (the Federal Application For Student Aid) if they are interested in receiving a FWS award. Awards are based on such things as the FAFSA filing date, the students being in good academic standing, financial need, and the availability of funds. The Financial Aid Office may also use professional judgment to award FWS to a student under special circumstances. Each student is considered a special case and must meet certain financial aid requirements. There is no guarantee a student will be eligible for or receive FWS. Also, just because a student is considered “eligible” for FWS does not mean they actually have FWS. They should check the Financial Aid tab in their CampusNet account to see if FWS has been awarded to them. For questions on this, they should contact Campus411 All-In-One (ALLINONE@CSUOHIO.EDU).

### What does a department have to do to utilize a student’s FWS?

To utilize FWS for a student who is currently working in your department, you do not need to do anything. The Student Employment Office will switch those students from your department budget line (-0151) to the FWS budget line (-0150) as of the first full pay period of the academic semester. Note that students being paid out of grant accounts do not automatically get switched; you would need to put those students into your department budget first before they can be switched to FWS.

Remember that students may earn FWS in more than one student position; employers cannot restrict students to only earning FWS in their department.

**Students who have not started utilizing their FWS awards by the third pay period of the academic year may have their awards removed by Financial Aid, so you are encouraged to hire FWS students as soon as possible as that award might not be able to be reinstated once it has been removed.**

### How does FWS work at CSU?

FWS wages are charged to the employing department’s -0150 budget line, and the Federal Government reimburses the University for all or part of these wages. Student earnings reduce the amount of funds remaining in the award.

Students who receive a FWS award may earn up to the amount of the award during an academic year (Fall semester, Winter break, & Spring semester; FWS is not available for the Summer). Students should not earn over half of their total award in any one semester if they are not sure they will return the following semester. If a student earns more than half of their total award in Fall semester, for example, and does not return to CSU for the Spring term, the over-earned amount will be charged to the department's non-workstudy budget line (-0151).

When a student's FWS award is exhausted, the wages are automatically deducted from the department's -0151 (non-workstudy) budget line.

**Monitoring earnings, FWS balances, and budgetary charges is the exclusive responsibility of the student and the employing department.**

The University over-awards our allocation of FWS (as many students who receive it will decline it or not use it). Therefore, there is always the possibility that the University will exhaust its allocation before individual students do. The Student Employment Office monitors the University's utilization and makes every effort to ensure that the University's allocation lasts throughout the academic terms. Departments will be notified by the Student Employment Office if the University's allocation will be exhausted before the end of the Spring term.

### What can I pay my student?

Departments determine their own pay rates for their student positions. The only requirement is that positions must be paid at least minimum wage. (CSU goes by the higher of state or federal when determining minimum wage.) There is no cap to wage rates for student employees. For ideas on appropriate compensation, a pay rate chart is available in the Supervisor Handbook on the Student Employment website.

### What is the dress code for students?

There is no campus-wide university dress code for student employees. Whatever dress code your department uses would also be appropriate for your student employees. It is up to your department to monitor or uphold your policy.

### Can student employees use or be issued University property?

Student employees should be provided with the appropriate resources to do their jobs. This may include such things as uniforms, office supplies, keys, and vehicles. It is up to your department to issue or approve of student use of University property. The Student Employment Office does not monitor such usage and is not responsible for student misuse. Access Control is in charge of key issuance and Human Resources is in charge of University vehicle usage, so you should refer to their web pages for additional information and requirements.

### What are the break-time requirements?

For every six (6) hours worked, a student must be *offered* a half-hour, unpaid break. Students may choose to take this break or not. Breaks are not automatically deducted in Kronos, so if a student chooses to take a break, they must log out during that time. Student employees are not eligible for paid break periods.

### What if I'm having problems seeing or approving hours for my student in Kronos?

Kronos is administered by the Payroll & the IS&T departments, not the Student Employment Office. We do not have access to view Kronos. If you are having trouble with Kronos, please contact the Payroll department (PAYROLL@CSUOHIO.EDU).

### Are student employees eligible for paid time off?

No. Students are only paid for time worked. They are not compensated for snow days, breaks, holidays, sick time, medical leave, vacation, bereavement, jury duty, etc.

### If a student is returning from a sickness or medical leave, do I need documentation from a doctor?

The Student Employment Office does not require or monitor doctor's releases, etc. Use your department's policy regarding time off to determine whether you should request a doctor's note.

### When is the last day a graduating student can work?

Graduating students must stop working as of the last day of their semester (the date of their final exam). After that point, they are no longer considered students and, thus, cannot be paid out of a Student Employment budget number. If you wish to continue their employment, you must hire them on contracts through the Human Resources department.

### Do I need to complete a performance evaluation of my student employee?

You are not required to complete a performance evaluation, but we do encourage you to do so once a semester so that the student is aware of any areas that need improvement. If you do complete one, please keep it in your files; the Student Employment Office does not maintain individual personnel files on student employees.

### What if I am having problems with my student employee?

Student employment positions are considered temporary, at-will employment. This means that you may release a student from employment for any or no reason. Student employees can and do file grievances with HR/OIE for wrongful termination, however, so we highly encourage you to attempt to work out problems with your student employee first. Be clear and consistent with the application of your departmental policies and also be understanding of students. This may be their first work experience, so some grace and guidance can go a long way in improving their performance. Regular feedback is necessary, so first be sure you are providing that before assuming that they are being problematic. If the behavior you're witnessing is harmful or egregious, please contact us for assistance. Also, if the student has violated the University Code of Conduct, you have every right to file a case with the University Judicial Board. The contact information for the Office for Institutional Equity is at the end of this handbook.

### Is there a way I can help my students get more out of their job with me?

Yes! We've developed the On-Campus Internship Program, which turns their student employment position with you into an internship, complete with internship credit on their transcript. For more information, please visit our website ([www.clestatecareers.com/ocip](http://www.clestatecareers.com/ocip)).

### How can I recognize my student employees' contributions to our department?

There are many ways you can show your appreciation to your students and encourage their performance. For example, you may increase their pay rates at any time for any reason. The second full week of April is National Student Employment Week, so you may want to have an office celebration honoring your student employees then. Of course, any day is a good day for a party or a treat!

## **Contact Information**

### **Student Employment Office**

- Email: [STUDENTEMPLOY@CSUOHIO.EDU](mailto:STUDENTEMPLOY@CSUOHIO.EDU)
- Website: [www.clestatecareers.com/studentemployment](http://www.clestatecareers.com/studentemployment)

### **Payroll Office**

- Email: [PAYROLL@CSUOHIO.EDU](mailto:PAYROLL@CSUOHIO.EDU)
- Website: [www.csuohio.edu/controllers-office/payroll](http://www.csuohio.edu/controllers-office/payroll)

### **Office for Institutional Equity/Judicial Affairs**

- Email: [OIE@CSUOHIO.EDU](mailto:OIE@CSUOHIO.EDU)
- Website: [www.csuohio.edu/institutional-equity/institutional-equity](http://www.csuohio.edu/institutional-equity/institutional-equity)

### **Center for International Services and Programs**

- Email: [INTLCENTER@CSUOHIO.EDU](mailto:INTLCENTER@CSUOHIO.EDU)
- Website: [www.csuohio.edu/international/international](http://www.csuohio.edu/international/international)