

## 2009-10 SCHOOL YEAR STUDENT EMPLOYMENT INFORMATION SHEET

In order for a student employment program as large as Niagara's to run efficiently, it is important to adhere to the regulations and procedures outlined in this information sheet.

It is our intention to make your work experience at Niagara both financially and educationally rewarding. Feel free to come in to the Financial Aid Office at any time to discuss your job or financial aid in general.

### 1. STUDENT EMPLOYMENT REFERRAL, PAYROLL (W-4 & PERSONAL DATE SHEET) AND EMPLOYMENT ELIGIBILITY VERIFICATION (I-9) FORMS

Before you can be paid for any hours worked, you must return your signed referral form, indicating you have been hired, to the Financial Aid Office. You must also submit completed payroll forms and show the proper identification (ID) to satisfy the Employment Eligibility Verification (I-9) requirements. **Original** identification documents must be provided to complete the I-9 requirement. Photocopies are **not** acceptable\*. Only after you have completed all three steps, you will be set-up on the student payroll to be compensated for the hours you will work at your position.

\*A list of acceptable documents for the I-9 is available on the financial aid web-page under Student Employment Information.

### 2. PERIOD OF EMPLOYMENT

In general, student employees are authorized to work from August 31, 2009 to May 15, 2010.

### 3. HOURS

The average number of hours students work per week depends on the amount of their award. In general, a \$2,600. work-study award means working an average of 12 hours per week each semester. Commuter students' awards are somewhat higher to allow for working during the semester break and Easter vacation periods. Students should check their work-study authorization forms to see how many hours per week they should work to earn their award.

We will work as best we can to place you in a position that is compatible with your time availability. However, please keep in mind that if you have committed your time to other activities, it may limit the chances of finding a position that will fit the times you have available to work.

Students are not permitted, routinely, to report the same hours worked that they are scheduled to be in class. This is a violation of federal work-study regulations. Only in cases of class cancellation can a student work hours scheduled during class time. Time sheets should be annotated accordingly, in these cases. Student employees receive pay only for hours actually worked. No paid holidays, lunch hours, or vacations are permitted. Students should work sufficient hours per week to enable them to earn the amount of money shown on their award letter. Consistently working less than the average number of hours indicated on the authorization form will mean earning far less than the award. There are **NO** provisions in financial aid packaging to "make-up" this difference. If you leave your position, there is no guarantee that you will be placed in a new position.

### 4. PAY RATES

Students begin employment at the Federal minimum wage.

### 5. TIME SHEETS

The Financial Aid Office uses an electronic bi-weekly timesheet. Departments will use EZ Labor Management (EZLM) software to record and monitor student employee hours worked. To use EZLM, student employees will complete either an on-line timesheet or clock in and out (swipe) using the NU ID card when they work. The department in which you are hired, will determine the method you will use to report your hours worked.

Electronic timesheets must be accurately completed and approved by the supervisor by 5:00 pm on Monday, beginning September 7, 2009. Adjustments will be made to the timesheet due date schedule to accommodate holidays.

**NOTE: AFTER SIX (6) CONTINUOUS HOURS WORKED, YOU MUST TAKE A ½ HOUR BREAK. THE ½ HOUR BREAK WILL AUTOMATICALLY BE DEDUCTED IF YOU DO NOT TAKE THE BREAK.**

## TIME SHEET DEADLINES AND PAY DATES

Paychecks are picked up in the Financial Aid Office on paydays, beginning at 10:00 a.m. Students may also pick up pay checks on the Monday and Tuesday following pay day in the Financial Aid Office from 9:30 a.m. to 12 Noon and 1:30 p.m. to 4:30 p.m. Students **MUST** have their Niagara University Student I.D. with them in order to receive a pay check. **NO EXCEPTIONS WILL BE MADE.** Following is a schedule of pay periods, time sheet due dates and pay dates for the school year 2009-10.

**REMEMBER, A LATE AND/OR INACCURATE TIME SHEET MEANS A LATE PAY CHECK!!!**

<u>PAY PERIOD</u>	<u>TIME SHEET DUE</u>	<u>PAY DATE</u>
August 31 – September 4	September 8	September 18
September 5 – September 18	September 21	October 2
September 19 – October 2	October 5	October 16
October 3 – October 16	October 19	October 30
October 17 - October 30	November 2	November 13
October 31 – November 13	November 16	November 27
November 14 – November 27	November 30	December 11
November 28 – December 11	December 14	December 24
December 12 – December 25	December 28	January 8
December 26 – January 8	January 11	January 22
January 9 – January 22	January 25	February 5
January 23 – February 5	February 8	February 19
February 6 – February 19	February 22	March 5
February 20 – March 5	March 8	March 19
March 6 – March 19	March 22	April 2
March 20 - April 2	April 5	April 16
April 3 – April 16	April 19	April 30
April 17 – April 30	May 3	May 14
May 1 – May 14	May 17	May 28

09/10

WORKSTUDY :fwspaysc.doc

# EZ Labor Management Web Timesheet (sample)

Contact your supervisor or the Financial Aid Office for further information or assistance in using EZ Labor Management (EZLM).

## The Timecard Manager Page

Filter: *Default Filter* (1 of 7) Find

Pay Date Range: Current Pay Period 07/10/2006 07/23/2006

You are here: [Group Labor](#) > [Timecard Manager](#)

Preferences

Payroll Summary Schedule Supplemental Earnings Multiple Employee View

Select	Supervisor Approval		Date In	Time In	Time Out	Hours	Out Type	Earnings Code	Department	
<input type="checkbox"/>	<input type="checkbox"/>	Mon	07/10/2006	10:00 AM	04:00 PM	5.00			212266	
<input type="checkbox"/>	<input type="checkbox"/>	Tue	07/11/2006	10:11 AM	03:47 PM	5.50			212266	
<input type="checkbox"/>	<input type="checkbox"/>	Tue	07/11/2006	04:30 PM					212266	
<input type="checkbox"/>	<input type="checkbox"/>	Wed	07/12/2006	10:15 AM					212266	
<input type="checkbox"/>	<input type="checkbox"/>	Thu	07/13/2006	08:54 AM	08:59 AM				212266	
<input type="checkbox"/>	<input type="checkbox"/>	Thu	07/13/2006	05:02 PM					212266	
<input type="checkbox"/>	<input type="checkbox"/>	Fri	07/14/2006	09:54 AM	04:12 PM	5.25			212266	
<input type="checkbox"/>	<input type="checkbox"/>	Sat	07/15/2006						212266	
<input type="checkbox"/>	<input type="checkbox"/>	Sun	07/16/2006						212266	
<input type="checkbox"/>	<input type="checkbox"/>	Mon	07/17/2006	10:00 AM	05:00 PM	6.00			212266	
<input type="checkbox"/>	<input type="checkbox"/>	Tue	07/18/2006	09:58 AM	11:56 AM	2.00			212266	
<input type="checkbox"/>	<input type="checkbox"/>	Tue	07/18/2006	12:31 PM					212266	
<input type="checkbox"/>	<input type="checkbox"/>	Wed	07/19/2006	10:12 AM	04:05 PM	4.75			212266	
<input type="checkbox"/>	<input type="checkbox"/>	Thu	07/20/2006	10:02 AM	12:15 PM	2.25			212266	
<input type="checkbox"/>	<input type="checkbox"/>	Thu	07/20/2006	04:21 PM					212266	
<input type="checkbox"/>	<input type="checkbox"/>	Fri	07/21/2006						212266	
<input type="checkbox"/>	<input type="checkbox"/>	Sat	07/22/2006						212266	
<input type="checkbox"/>	<input type="checkbox"/>	Sun	07/23/2006						212266	
						Total Hours: 30.75				

Submit Submit & Calculate Insert Copy Paste Clear Delete

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**Note:** For every six (6) continuous hours worked, you must take a ½ hour break. The ½ hour break will be automatically deducted if not reflected on the timesheet.

### Supervisor's Information & Responsibilities

1. A supervisor has the right and responsibility to interview potential student employees. During the interview process, the supervisor should ascertain whether the student has the necessary skills, training, hours available, etc., to fit the position.
2. A supervisor should inform student employees of job descriptions and responsibilities. This includes informing student employees of special office procedures, providing adequate training, confidentiality requirements, dress codes, etc.
3. A supervisor has the responsibility to provide sufficient work for student employees. The Federal Work-Study Program does **not** sanction the compensation of student employees for doing their homework or socializing with friends while on the job.
4. A supervisor is responsible to see that each student employee sets up a mutually agreed upon work schedule each semester. The supervisor will collect from each student employee each semester, and keep on file, a copy of his/her class schedule. Students are **not** permitted to work hours when they are scheduled to be in class.
5. A supervisor has the right to know when a student will not report to work due to illness, academic scheduling conflict, course registration periods or other reasons. Supervisors should be flexible to student requests for occasional time-off to accommodate these situations. Student aides should be treated in a professional and understanding manner by the supervisor.
6. When you, the supervisor, approve a time sheet, you are indicating that the student worked for those hours. You are responsible for the accuracy of time sheets submitted by the student employee. All blank spaces should be crossed off the time sheet before you sign it.

### Student's Information and Responsibilities

1. A student who has been awarded employment has an obligation to perform his/her job duties in a satisfactory manner.
2. Student work schedules should be mutually arranged with the supervisor each semester. You should provide your supervisor with a copy of your class schedule each semester. Student employees are expected to work agreed upon scheduled hours.
3. If a student is unable to work scheduled hours, the supervisor should be contacted as soon as possible prior to the expected starting time or provided with as much advance notice as possible. Changes to the work schedule should be arranged through the supervisor.
4. The student employee is responsible for being aware of special requirements of the job, office procedures and policies, confidentiality requirements, dress codes, etc.
5. Unsatisfactory academic progress may cause a student to become ineligible for student employment and other financial aid.